
The Meeting was called to order at 1:40 p.m.

The Committee extended a “Thank-you” to Clarkston Campus for providing refreshments.

Old Business:

1. Changes to October 12, 2004 Minutes: Ann Crowson was added to the list of members present. Under Committee Reports: Item “m” was changed to Math 1431 instead of Math 2431. Item “q” was added to include Student Activities Report. The Committee discussed the AMATYC Test.

2. The October 12, 2004 minutes were approved with these changes.

3. The Voting Procedures were discussed. Voting will take place on February 14, 15, and 16, 2005. Courses involved are Math 1113, Math 1431, Math 2431, 2432, 2433, and Math 2652.

New Business:

1. After the balloting process is complete, new Teaching Guides have to be written.

2. All Common Course Outlines need to be reviewed and/or revised and returned to Donna Brouillette by March 25, 2005. Even if no changes are made, the date must be changed to reflect the review date.

3. Minutes of Course Committee meetings are to be sent to Alice Pierce to be posted on the web.

4. All Course Committee Chairs must submit an End-of-Year Report. Donna Brouillette will provide a form to all Committee Chairs by the end of next week.
5. The Committee Reports were as follows:

   a. **Math 0097-0098** - Three sub-committees were formed to address important issues. One committee will create new versions of the final exams. Another committee will look at the teaching guides and discuss revisions to the topics taught in Math 0097 and Math 0098. Emily Whaley will head this subcommittee. The third subcommittee will look at the possibility of bringing back a course similar to the old Math 0096 course. This subcommittee will be headed by Sandee House.

   The committee also recommended that all Learning Support Math 0098 students who fail the Exit Exam be given a chance to retake the Exam on the Campus on which they took the first test. The committee also discussed the attendance policy. The policy states that if a student misses 10% of the classes and is failing the course, then he/she will be withdrawn. Donna clarified that this policy represents a minimum, that is, an individual instructor may choose a more stringent policy. For example, if a student misses more than 10% of a class, an instructor may withdraw the student even if the student is passing the class.

   b. **Math 1101** - The changes proposed at the last Discipline meeting went through the Senate. The committee will meet again in March to discuss the Harshbarger book and to begin the assessment cycle for Math 1101.

   c. **Math 1111** - The committee sent out a survey to obtain feedback on the new topics added to Math 1111. Results of the survey will be posted on the web before the March meeting.

   d. **Math 1113** - The committee conducted a textbook search. The committee recommends that 3 textbooks be approved.

   e. **Math 1431** - The committee conducted a textbook search. The committee recommends that 3 textbooks be approved.

   f. **Math 1433** - Tina Philpot, Department Chair of Business at the Dunwoody Campus is planning a meeting with the Dean of Business at Georgia State University to discuss the need for Applied Calculus for their Business Program.

   g. **Math 2030** - The committee recommends adopting the 3rd edition of the O'Daffer Textbook for Fall Semester, 2005. The Committee is in the process of revising the Teaching Guide. Virginia Parks distributed a box of manipulatives for the Math 2030 Course. The manipulatives were purchased from a mini-grant, awarded to Virginia Parks, from the GPC Center for Teaching and Learning. Each Campus received a box to be used by those
instructors teaching the course. The box also contains a copy of an Activities Manual written by Mary Ellen Davis and Virginia Parks.

h. Math 1435 - The course name was changed from Discrete Structures to Discrete Mathematics. The Common Course Outline will be updated, and the new edition of the textbook will be used.

i. Math 2431, 2432, 2433 - The committee made minor changes to the Teaching Guide and conducted a textbook search. The committee recommends one textbook be approved. The assessment results were not as high as in previous years. The committee will discuss options to try to improve assessment results. After the textbook vote, the committee will begin revising the Credit-by-Exam for Calculus II.

j. Engineering - The committee recommends two textbooks for adoption. The Chair discussed the Regents Engineering Transfer Program.

k. Computer Science - The committee will draft an Honors Computer Science Course and an exemption exam.

l. Linear Algebra/Differential Equations - The committee conducted the first assessment of Linear Algebra. The chair indicated that the results were good. The committee is planning a textbook search for differential equations.

m. Math Conference - Plans for the Conference are progressing well. The Conference will be held on February 18-19, 2005.

n. Student Activities - The Spring AMATYC Test will be held on March 3, 2005, from 2:00 p.m. - 3:00 p.m. The results of the Fall AMATYC test are in. GPC ranked #2 nationally. The F. Lane Hardy Scholarship nominations are due March 1, 2005. The Learning Support Scholarship nominations are due April 1, 2005. The Gainesville Tournament is scheduled for Saturday, April 2, 2005. The registration fee for the Tournament has increased.

6. The results of the Online Support Survey will be presented on March 1, 2005 at Faculty Development Day.

7. The GPC-CROCUS Course was discussed. CROCUS (Cross Curricular Seminar) is a new course to be included in Area B. Presently, Area B contains Communications and ATEC. CROCUS courses are two-hour introductory courses designed to show how one class connects to another. Examples of CROCUS Courses may include topics such as Science and Math in the World Today, and Economic Topics for Society.

8. Debi Moon discussed the plan for Program Review. The Board of Regents mandates that the Program Review be completed by June 30, 2006. The Program review
involves evaluation and self-study for a year. In addition, approximately three external reviewers are to be invited to come to Georgia Perimeter College for a day to give a report. Each external reviewer will receive a stipend of $50. Lunch will also be provided. The Mathematics Discipline should select a leader for the study and divide the committee into teams. The teams will look at the mission of the program as well as goals and assessment for each course, facilities, libraries, curriculum, advising, tutoring, technology and distance learning. The self-study report and the external reviewers report are to be submitted to Debi Moon by March 31, 2006.

Sandee House suggested that we select the external reviewers from the faculty attending the Mathematics Conference. This way, they can come to GPC during next year’s Conference weekend. Donna Brouillette suggested that we offer the reviewers free registration to next year’s conference.

9. The next Discipline Committee Meeting will be held on March 1, 2005, during Faculty Development Day.

The meeting adjourned at 3:15 p.m.