Math Discipline Minutes

Friday, Jan. 14, 2011

In attendance: Clayton Akatsuka, Young-A Choi, Iman Fallahinezhad, Mark Hedley, Michael Joyce, Linda Kodama, Jean Okumura, Carol Pang, Navtej (Johnny) Singh, and Weiling Landers

1. The meeting was called to order at 2:00 at conference room 107.

2. Minutes of Dec. 10, 2010 were accepted with corrections.

3. Everyone took a turn to introduce himself or herself.

4. Questions/Answers

   Q1: What kind of workshop would be provided to students? Who can conduct it?
   A: Clayton offered workshops for Math 24/25 last semester, primarily those workshops were held with TRIO for TRIO clients.
   A: Anyone interested in offering a workshop is welcome to do so.
   A: Kate Beach and Ellen Nagae have been assigned to M/B department. Their duties are not yet finalized. Tentatively they are putting 28 hours in the Math Lab. They may offer Math Study Skill workshops to all students with hands on activities. After they come out with a schedule of workshops, the M/B department DC will let everyone know, and suggest assigning a few points for attending.
   A: Study skills should be embedded in Math 20, Math 22 as soon as possible.

   Q2: If a student is not doing well after the first exam, can this student be transferred to the multi-level class?
   A: Johnny said that his multi-level class was full. Students could wait for a vacancy in his multi-level class if any opens up later on.

   Q3: In what kind of situations can a “N” grade be given?
   A: The complete definition of the N grade is printed in the catalog, and also posted at the WCC homepage.
   A: A few faculty shared their experiences about granting a N grade to students. Students must show their effort toward the end of the semester to get a N grade if a student is not getting a passing grade C or better. Many faculty require students to write a letter to show how they fulfill the criteria of N, then determine if a N grade can be granted.

   Q4: How/When can we do an override for a student?
   A: The department recommends that at most two capacity overrides per class, not more three.
   A: A faculty could do an override for a student if s/he consistently sits in the class from the day of of the first week.
   A: Do overrides cautiously. Especially for the pre-requisite override, all documents, or COMPASS placement results, or in-house placement assessment must be checked to see if the student has adequate pre-requisite skills to enroll to your class.
   A: The first week of the semester, students can change or add your class by
themselves. The second week of the semester, students must have the instructor’s authorization, a special override from the instructor, before they can go to the registrar’s office to request adding your class.

A: If a student chooses to audit a course, it is okay without the pre-requisite.

Q5: Is there any class on March 4?
A: March 4 is a non-instructional day. There are excellence in teaching workshops held on that day for everyone to attend.

Q6: What is the policy of department tests and retesting?
A: Departmental tests will be assigned and announced to all developmental course faculty. No departmental test for transfer level course. A copy of the test assignment and retest policy will be posted near the test file cabinet.
A: Retest policy is enclosed in the meeting minutes of 11/12/10 and department policy. It’s mandatory for students to take a retest if they score below 70% of each unit exam, and 60% of the Final exam. It is okay for students to take a retest to improve their grades even if their scores are higher than 70%. The department strongly recommends that each instructor meet with students who receive below 70% on the exam.
A: A maximum of 60% on the retest of the Final Exam can be given. If a student does not have a high average going into the Final, with a possible retesting of 60% of the Final Exam, the student still can not get a “C”. For this case, the instructor can discuss the situation with the student, grant an N grade for the course and there is no need to do the retesting for the Final. If a student has a potential to pass a course with a retesting of the Final, then the instructor can work with this student to arrange a retest before submitting the course grade or submitting an I/N grade, but arrange a retesting of the Final Exam as soon as possible.

5. Show and Tell
Young-a shared her QPAS(Question, Plan, Answer, Sentence) method to solve a word problem.
Linda shared her SVE…fill-in-the blank answer Sentence, Variable(s) placed under the respective blanks, and finally an equation. The "work" part comes only after she had checked these three "steps".

6. Appreciation for the beautiful ti-leaf arrangement and delicious refreshment prepared by Johnny and Young-A was extended.

Adjournment – The meeting was adjourned at 3:40 pm.

Next meeting: Tuesday, Jan. 25, 2011 from 3:00 to 4:30 pm possibly.

Recorded by Weiling Landers