Math Discipline Minutes

May 5, 2011

In attendance: Clayton Akatsuka, Young-A Choi, Linda Kodama, Jean Okumura, Carol Pang, Navtej (Johnny) Singh, Jody Storm, and Weiling Landers

1. Call to order at 10:00AM in Mana‘opono room 107.

2. Minutes of April 26, 2011 were accepted with corrections.

3. Math 100, 112, 206 assessment reports are due May 17. Make sure to use the updated format.

4. We used about $4301.50 of our supplies budget for 17 items. No word from the Dean if we can submit a wish list yet. However, a suggestion was made to go ahead submitting a wish list in case there is some funds available. A plan to replace one desk at a time for the faculty each semester if budget is available.

5. All Math 103 instructors need to submit the Final Exam to Weiling by the end of this semester.

6. Others:
   1) Thanks go to Clayton for his monetary donation and Linda for purchasing refreshments for our last meeting of this semester.
   2) Weiling shared the experience of doing the COMPASS Diagnostic test. The Diagnostic result could not be input to the Banner System. Students still need to do the regular COMPASS test in order to find out what the placement result would be, then we can use the diagnostic test to see what weakness or strength students have. The cost of Diagnostic test is the same charge as the regular COMPASS test. The cost is about $1.50 per unit. The more units UH system purchased the cheaper the price would be.
   3) Many lecturers are sharing the same office. Some students turned in homework without the instructor’s name which caused confusion and might delay the process to reach the right lecturer. To rectify the problem, we will place a file tray with lecturer’s name on in the lecturer office. Also, we should remind students to write the name of the instructor and course on top of their homework. It will be easier to identify and put in the proper tray for each lecturer.
   4) Since many lecturers share the office, it is imperative to put envelopes back to the place where they should be for testing purpose. Also, the testing instruction forms need to be replenished when they get low.
   5) Math 20/22 concepts overlap. Is it possible to put together a 4 credit course to replace Math 20/22? However, a few years ago we did offer a Math 21A and 21B four credit courses, but some students need to repeat some concepts and go at a slower pace, so we changed back to two three-credit courses. Should we revisit this issue again in the future?
6) The printer in the lecturer office is shared by everyone. Any computer, printer problem should be directed to the IT people. The ink cartridges will be provided by the math department.

7) One suggestion is that study skills should be thoroughly taught in Math 20/22 before students take Math 24. Further discussions will be conducted during the next meeting.

8) How the SI (supplemental instruction) works is worthwhile to share at the beginning of the next semester. Retest policy should be gone over again as well.

7. Adjournment – The meeting was adjourned at 11:52 am.

Next meeting: Monday, Aug 15, 2011 or Wed. Aug. 17, 2011 to be announced.

Recorded by Weiling Landers