Math Discipline Minutes
Wednesday, Dec. 7, 2011

Attendance: Clayton Akatsuka, Young-A Choi, Linda Kodama, Weiling Landers, Jean Okumura, and Navtej (Johnny) Singh.

1. Called to order at 2:00pm, in conference room Manao 107

2. Minutes of 11/23/11 Meeting were accepted with corrections.

3. (IIA.2g) How we validate departmental test effectiveness in measuring student learning and minimizes test bias?
   - The purpose of having departmental tests is to maintain consistency and minimize test bias.
   - Questions of departmental tests are tied in with Student Learning Outcome of each course.
   - Test questions are related to problems students have worked with.
   - When concerns related to test questions occurred which always were brought up and discussed at the department meetings, and recorded in minutes, and then posted at WCC website.
   - The departmental tests of Math 19, 28, 29 and Math 103 have rubrics developed and discussed to further minimize test bias.
   - Department will plan to create grading rubrics for Final Exams of current departmental tests one by one course in the future.

4. Math 24/25 hard copy textbook bundle with MML; Workbook bundle with MML. Which one will be the best selection for our Math 24/25 departmental textbook?
   Table and discuss further next semester. However, for summer or Fall 2012, we can encourage one faculty to try out the workbook bundle with MML and let us know how it works.

5. Ka Piko Learning center
   - There is demand for resource instructor to provide service at Ka Piko center, because student peer tutors may not able to cover a broad range of courses. It is especially difficult to find peer tutors for Math 100, 115, and higher level Math courses.
   - Possible job descriptions of this resource instructor will be tutoring and providing series workshops.
   - We need to submit a request for reassigned time for this resource instructor. Possibly three credits reassigned time could be split by at most three full time faculty, or two faculty, or one faculty, or lecturers.

6. Grade assessment papers on Jan. 6, 2012 from 8:30 to 11:00 or until finished.

7. Adjournment: The meeting is adjourned at 3:30.

Next meeting: Jan. 6, 2012 from 8:30 to 11:00 am or until finished.
Recorded by Weiling Landers