Math Discipline Minutes
Friday, Jan. 6th, 2012

Attendance: Clayton Akatsuka, Linda Kodama, Weiling Landers, Jean Okumura, Navtej (Johnny) Singh and Jody Storm.

1. Called to order at 11:30am, in classroom Manao 113.

2. Minutes of 12/7/11 Meeting were accepted as circulated.

3. Reminder of SI Policy:
   SI Policy was discussed, approved and recorded in the minutes of 11/23/11 meeting. Every instructor who teaches a class with SI sessions must comply with the SI Policy, and include the SI Policy in the course syllabus.

4. Reminder of Retest Policy:
   The Retest Policy of developmental courses is documented in the minutes of 1/14/11.
   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 should meet with students who receive below 70% on the exam. Early intervention should help students succeed.
   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. Lock windows of classrooms:
   It was found that windows of the computer classroom Manao 103 were closed but latches were open during the Christmas break. There were a few broken in other buildings in the past winter break. Every instructor is pledged to secure the classroom, especially the computer classroom Manao 103. It would be very difficult and inconvenient if any part of a computer is missing.

6. Tentative schedule of math discipline meetings from 2:00 to 3:00/3:30 at most.
   Wed. Jan. 18
   Wed. Feb. 8
   Wed. Feb. 29
   Wed. March 14
   Wed. April 4
   Wed. April 18
   Wed. May 2
7. Transfer course evaluation:
West Chest College
Math 105, College Algebra & Trigonometry
Equivalent to/fulfill FS: NO/NO
Satisfies the math graduation requirement: Yes
Next course that the student can take is: COMPASS
* The description of this course is very vague. If more detailed course content information is provided, we can review again.

Mira Costa College
Math 100 – Elementary Algebra
Equivalent to/fulfill FS: NO/NO
Satisfies the math graduation requirement: NO
Next course that the student can take is: Math 28 or COMPASS.

Math 101 – Intermediate Algebra
Equivalent to/fulfill FS: MATH 25 / NO
Satisfies the math graduation requirement: Yes
Next course that the student can take is: Math 100, 103, 101, 111 or 115
* If more detailed course content information is provided, we can review again.

Coastline Community College
Math C010
Equivalent to/fulfill FS: MATH 25 / NO
Satisfies the math graduation requirement: YES
Next course that the student can take is: MATH 100, 101, 111, 103 or 115.

Math C030
Equivalent to/fulfill FS: NO / NO
Satisfies the math graduation requirement: YES
Next course that the student can take is: Math 135 or Math 100, 101, 111 or 115.

8. We need to define the position of Math Resource Instructor at Ka Piko Learning Center and Math Center. We have to submit reassigned time request and/or apply for half-time position from the Title III grant which was discussed before.

9. We should look into how other campuses define work hours outside of the classroom to help students. Because the course material of DM I, II, III have been completely developed, so the instructors do not have to spend too much time to develop lesson plans, therefore they should put more hours outside of the classroom to help students do course work. The findings should be documented in the handbook of DM I, II, III courses.

10. Adjournment:
The meeting ended at 12:45 PM.

Recorded by Weiling Landers