Mathematics Discipline Meeting  
February 7, 2013  
Minutes

Present: Clayton Akatsuka, Allyn Fetherolf, Wei-Ling Landers, Johnny Singh, Jody Storm, Kevin Takayama.

Call to order. The meeting was called to order at 2:30 pm in Manao 102.

Approval of Minutes. The minutes of the November 29, 2012 meeting was approved as corrected.

1. The first draft of the Fall 2013 Schedule of Courses (SOC) was shown on the digital presenter. Individual instructors were provided a copy of their teaching schedules before the draft was submitted on 2/5/2013 (with the exception of Jean Okumura who was attending a conference). The SOC will reviewed and changes will probably be made over the next few weeks. Changes will be discussed with the affected instructors before they are submitted.

2. The Hawaii Graduation Initiative. Cohorts for first time full time freshmen will impact the SOC for Fall 2013. The various programs such as Hulili requested that Math 21A, Math 21B, Math 24 and Math 25 be scheduled for the cohort in the morning time blocks for approximately 238 students. A few developmental classes will also be scheduled for the cohorts in the early afternoon time blocks. Also requested were Math 100 and Math 103.

3. Math Center update. Russell Uyehara is the part-time coordinator funded through Title III. VC Eschenberg is the overall “supervisor” and Clayton was designated as his immediate “boss.” The Math Center is a support facility primarily for students enrolled in redesigned courses. Services include “overflow” proctored testing and open lab time. Student help is currently being funded by the Math Discipline and Title III. The Mana 107 Conference Room telephone was moved to the Math Center in Mana 103 due to the limited number of phones/licenses. The telephone may be replaced in the future when the license issue is resolved.

   An important issue arose during a testing. It was discovered that although the computers in Mana 103 have the lock down feature which would prevent students from opening other windows while taking the online test, instructors of Math 19, Math 28 and Math 29 must implement the lock down feature for test taking.

4. The “N” grade and students receiving Veteran Administration financial aid. Everyone was reminded about the awarding of the “N” grade and students receiving financial aid from the VA. Students receiving the “N” grade will most likely have to repay the financial aid award for the course as well as living stipends (housing allowance) received. In these cases, the student will likely prefer receiving a “D” or “F” grade as they would not have to pay back. They will also receive aid to retake the course. Please be aware of this and counsel students accordingly.

5. Mana`opono building security issues. Everyone was made aware of the ongoing problems: unlocked front door (1/16/13), lobby lights left on (1/18/13, 1/25/13), AC on in Mana 107 (1/16/13, 1/18/13, 2/6/13), and the outside door to Mana 113 left unlocked and open (2/6/13). Please be vigilant
about turning off lights and locking doors. Clayton is working with Rick (security) to resolve these problems.

6. UHCC DevEd Common Course Descriptions. A result of the recent system-wide UHCC Dev Ed meeting, the math area agreed on the following System-wide Catalog Descriptions, Course Numbers and Course Names:

MATH 24 – Elementary Algebra I

MATH 24 represents the first course in a two-course sequence covering elementary algebra topic. Topics include operation of real numbers, linear equations and inequalities, graphing, linear systems, and applications.

MATH 25 – Elementary Algebra II

MATH 25 represents the second course in a two-course sequence covering elementary algebra topics. Topics include properties of exponent, operations on polynomials, factoring, rational expressions and equations, roots and radicals, quadratic equations, and applications.

MATH 82 – Accelerated Algebraic Foundations

MATH 82 covers elementary algebra topics. Topics include operation of real numbers, linear equations and inequalities, graphing, linear systems, include properties of exponent, operations on polynomials, factoring, rational expressions and equations, roots and radicals, quadratic equations, and applications.

MATH 22 – Pre-Algebra

MATH 22 prepares students for elementary algebra, technical math courses, and/or select program requirements. Topics include operations with rational numbers; introduction to variables, expressions, and equations; ratios, proportions, and percents; and applications.

7. Faculty Senate Academic Policy Subgroup – feedback/discipline input (Jody)

Jody shared several areas that needed discipline input including (1) Academic Forgiveness policy, (2) Suspensions, (3) Grading Consistency, (4) Streamline application for life-long learners, and (5) Common Course Numbering System with the definition: Common course numbering includes the same course number, alpha, credits, pre- and co-requisites, general education designation, course description (1-2 sentences), and student learning outcomes. The course content and course student learning outcomes will be 80% in common.

Please forward your comments to Jody before February 19th, 1:00 pm. She will collate our response and present them to the Faculty Senate.

Adjournment: The meeting was adjourned at 3:24 pm.

Minutes by C. Akatsuka