

WEST LOS ANGELES COLLEGE
MATHEMATICS DIVISION MEETING (APPROVED MINUTES)
November 19, 2015

Present: Jamie Jenson, Henri Feiner, Manushak Movsisyan, Matt Robertson (Chair), Vidya Swaminathan, Jeremy Jankans, Bonnie Blustein, William Bucher, Thomas Harjuno, Mohamad Alwash. Meeting started at approx. 3:00pm.

1. Minutes Approval of the previous meeting. – October 7, 2015 Minutes approved.

1.) Common Departmental Finals – **Final Exam Committees - Lead instructors**

Math 105: Manushak; Math 110/112: Jamie, Manushak, Thomas

Math 115: Mohamad; Math 123A: Jeremy; Math 123B: Bonnie

Math 125: Vidya, Manushak, Jeremy, Jamie

The committee shall be in charge of everything prior to the administration of the final exam, including creating multiple versions of the exam (2 or 3); having at least 3 members of the division review the exam; create an “instruction sheet” (to include policy on calculators use) so that all instructors are aware of the testing parameters; making enough copies for distribution to all instructors teaching the course; organize a time table for this distribution if instructors share exams; creating a key; and determining if the final exam is to contain the assessed course SLOs. Also to consider is making available old exams for practice for all instructors. The department chair will assist with any of this whenever possible. During finals week, the department chair will also assist with the collection and grading of the evening courses, (along with Thomas Harjuno?)

Discussion regarding no calculators on 105, 110, 112 Common Finals

2.) **Discussion on creating an “electronic package” for new instructors**

3.) Accreditation team on campus has requested that we address the standard regarding “validation” of our common finals. We all asked, what exactly is validation?

4.) DSPS “problems” – discussion - **STILL NEED TO REQUEST FUNDING**

5.) Challenge Placement Exams for Math 260, 261. Dr. Alwash would work on these. Lead to discussion on Common Final for 200+ courses, Math 241, 260, 261??

6.) Development of a “Statistics Pathway” Algebra course – Discussion postponed until next meeting – due to lack of time (Bonnie, Vidya). Matt will contact Valley, Mission.

7.) LATE SLO Assessment reports – MEMO and response (Jeremy Jankans) Will email instructors that are late as a follow up.

8.) SLO Course Coordinators for Fall 2015 – Jeremy Jankans sent emails to everyone informing them of SLO course coordinators

9.) Program Review/FPIP – Program Review is complete. Requested: two new FT mathematics positions. Looks like we got one!

Meeting adjourned at approx. 4:30pm.