

From: Robertson, Matthew G.

Sent: Tuesday, May 05, 2015 4:28 PM

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Subject: Math Common Finals

Importance: High

From last Thursday's meeting:

Common Departmental Finals – **Final Exam Committees: 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 vet 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. So far I have as lead person on each as follows:**

Math 105: Manushak Movsisyan

Math 110/112: Jeremy Jankans

Math 115: Mohamad Alwash

Math 123A: Jeremy Jankans Math 123B: Bonnie Blustein

Math 125: Manushak Movsisyan

During finals week, the department chair will assist with the collection and grading of the evening courses, along with Thomas Harjuno.

If you are interested in serving on a Common Final Committee, please contact me and the lead person above – this week. It would be a good idea to ask all instructors teaching for feedback regarding problems...

Matt Robertson

WLAC Math Chair