Math 0001/0002/0003 Updates (Summer 2013)

* Files and links to training and materials can be found at:
  + <http://slccmathdepartment.yolasite.com>
* If has been more than a semester since your training, please read through the training materials again and contact either Carla or Brenda Gardner regarding any questions.

Reminders and Updates of Policies and Procedures

* Prerequisite/Co-Requisites

***Update for Summer:*** *LE 1020 is now called EDU 1020*

* + EDU 1020 is a co-requisite for Math 0001 and EDU 1020 a pre-req for Math 0002
  + ***Please remind students that EDU 1020 cannot be dropped because it is a pre-requisite for Math 0002.***
  + Changes in Fall 2013: Reading Course will be Co-Req (only if score really low)
* Testing Issues
  + All tests must be taken in the testing center (only exception = Jordan)
  + Please review testing policies (available on yola).
    - ***We are not allowed to make exceptions to the testing rules***
  + Pretests don’t need instructor permission, but mastery tests do.
    - *Please remember to check, sign and date their notebook when giving permission for mastery exams. This tells students that organization of their homework as well as showing their work is important.*
  + Retaking Tests Policy:
    - Other instructors can give initial permission – they should sign notebook
    - If within 10% of required percentage another instructor can authorize a 2nd time.
    - Assigned instructor needs to authorize remaining attempts
    - Suggested practice: Always review exams with students to ensure comprehension and assign additional homework (redo’s) based on results
  + Reminder: *Students can continue to test during the week of finals.* ***As an instructor you are required to be in the lab during the time scheduled for your final exam.***
  + ***Update for Summer: The Sharepoint spreadsheet for allowing students to test will now be found in the Mathematics Sharepoint Folder entitled “CPMA”***
* Mylabsplus Changes
  + Students can no longer access the Study Guide section (too many students were getting lost)
  + During testing, students will be able to skip and/or review test questions before submitting.
* DRC Students Update
  + DRC Students must have the DRC send Carla the student’s accommodations
  + ***Students and instructors are not to contact Carla directly. The DRC is the only one that she will accept accommodations from.***
* Grading is Pass/Fail *(*not appropriate for those who need a letter grade)
  + *Reminder:* ***There are NO Incompletes for this course***