

TO: Barbara D'Ambrosia, Chair, Faculty Council (FC)  
FROM: Committee on Academic Policies (CAP)  
RE: CAP Report on the Proposal for a Content Area Program in Mathematics for College Credit Plus (CCP) Teachers  
DATE: November 22, 2016  
CC: Margaret Farrar, Dean, College of Arts and Sciences (CAS)  
Anne Kugler, Associate Dean for the Humanities & Coordinator of CAS Graduate Programs, CAS  
Graciela Lacueva, Associate Dean for Sciences, Mathematics, and Health  
Jeanne Colleran, Provost and Academic Vice President  
Dennis F. Hareza, Chief Financial Officer  
David Wong, Executive Director of Academic Finance  
Brian Williams, Vice President for Enrollment & Institutional Analytics  
Paul Schick, Chair, Department of Mathematics and Computer Science  
Todd Bruce, Director, Academic Assessment

Charge from FC: FC forwarded the Proposal for a Content Area Program in Mathematics for College Credit Plus (CCP) Teachers (the Proposal) written by Dr. Barbara D'Ambrosia of Mathematics and Computer Science Department to CAP, a subcommittee of FC. Furthermore, FC recommended that CAP work with appropriate administrative contact person from CAS, Dr. Anne Kugler.

Procedure that CAP followed: CAP used the 'Protocol for Requesting Approval of a New Academic Program' (Protocol), revised on November 22, 2013 as a guideline to review this proposal. As a result, CAP reviewed all the following documents:

1. the Proposal
2. Letters from
  - a. the University Budget Committee (Dennis F. Hareza)
  - b. the Executive Director for Academic Finance (David Wong)
  - c. Enrollment Division (Brian Williams)
  - d. Registrar (Martha Mondello-Hendren)
3. Letters of Support from
  - a. CAS Dean and Associate Deans' joint letter
  - b. Paul Shick
4. Director of Academic Assessment (Todd Bruce)

More specifically, CAP had first round discussion about the Proposal on 9/28/16; provided written feedback (Appendix 1) to Dr. D'Ambrosia; had second round discussion on the Proposal on 10/18/16. During this process, CAS Dean and Associate Dean Dr. Kugler were informed of our findings. Dr. Kugler was invited to and joined our discussions both times. CAP had one-hour open hearings for the Proposal in on 10/26/16 and 10/27/16, respectively. Meanwhile, FC organized an online forum on Canvas running until 10/28/16. No one came to the open hearing and no questions were asked online or via email.

CAP highlights a few strengths of the Proposal here.

First, offering Content Area Program in Mathematics for CCP teachers is timely because the State of Ohio has recently initiated the CCP program for high school students. As stated in the Proposal: "One aspect of CCP is that high school teachers can partner with institutions of higher education to teach courses in the high school for which students can earn college credit. In order to be qualified to

teach CCP courses, the high school teacher must have at least a master's degree; if that degree is in a different content area, the teacher must also have completed at least 18 credits of graduate coursework in the content area." Therefore, there is an urgent need to provide such Content Area Program geared toward high school teachers. Second, the department proposes to teach the necessary graduate-level courses through summer courses that are already offered by the department on a regular base. Hence, the department can implement the Content Area Program immediately and at minimal cost.

Major concerns that CAP had, documented in Appendix 1: Feedback from CAP, and those listed in the Joint letter from the Dean and Associate Deans, were well addressed in Appendix D (Response to Feedback from the Committee on Academic Policies) of the Proposal. CAP has two further recommendations.

1. In Appendix D, point 4, it states: "assessment of the Content Area Program will be primarily at the course level, as part of the Department of Mathematics and Computer Science's annual assessment efforts. When we do program-level assessment for the M.A. program in Mathematics, any resulting changes in the M.A. program will apply to the affected parts of the Content Area Program."

This seems to indicate that the assessment of M.A. program may affect the Content Area Program. Hence, we recommend that the department take into consideration the specific needs of Content Area Program when making changes to the M.A. program.

2. In Appendix D, point 8, it states: "The Department of Mathematics and Computer Science will, of course, continue to track enrollment in all of its courses".

CAP recommends that the department also track those students who take those courses for CCP purpose.

In summary, the Proposal addresses an urgent need in CCP preparation and can be implemented immediately with minimal cost. The major concerns that CAP had initially were well addressed. The department can easily implement our recommendations listed above. We believe that the Proposal is ready to go out for a vote of the Faculty, if FC wishes to do so.

### **Appendix 1: Feedback from CAP**

October 4, 2016

Dear Dr. D'Ambrosia,

Thank you for submitting the Proposal for a Content Area Program (Program)! CAP commends you and colleagues in MT/CS for your time and effort for consulting various groups across campus; preparing a good proposal; and revising it even before CAP review. CAP had our first discussion over this proposal on 9/28/16 based on the following documents:

- 1) the proposal dated 9/16/2016 and the budget dated 9/28/16
- 2) Letter from the Executive Director for Academic Finance (David Wong)

Here we provide our feedback and hope that it may help strengthening your proposal. After receiving your modified proposal and all supporting documents (letters from UBC, Enrollment, Dean and/or director of graduate program, MT/CS chair, Director of Assessment), CAP will host opening hearings and discuss your proposal again. Finally, CAP will send our report on your proposal to FC.

CAP highlights a few strengths.

Firstly, the idea of offering Content Area Program in Mathematics for CCP teachers is timely. Secondly, MT/CS department already offers those summer courses on a regular base, so the Program comes at minimal cost.

CAP has some questions/concerns:

3. In Background and Purpose, it states that ‘the teacher must also have completed at least 18 credits of graduate coursework in the content area’. What minimal requirement is there for grades? Please specify.
4. (suggestions from Administrative contact person Anne Kugler and CAP agrees on this point) Current scheme does not guarantee a common course. Is there a way to arrange the schedule such as at least 1 course (calculus based) will always be there for all students? This adds consistency to the program. Current courses do not address the pedagogies of teaching high school Math. Any thoughts on this?
5. Any idea how many potential students you might draw to this Program? Provide an estimate if possible. How are the 3 local universities CSU, Kent, U. Akron doing in terms of their enrollment in the respective programs?
6. P3 on assessment: it states that ‘the program will be assessed in conjunction with the MA in Math’, please elaborate the assessment plan.
7. P3 on ‘organization’: how many people will be on the subcommittee? Who? Provide some guidelines on the selection criteria.
8. P3 on ‘budget’: How is the marketing done? As the Program targets those who already have a non-Math master degree, MA in Math and the Program may target 2 different groups. Thus, the marketing strategies might be different. Please be more specific on your marketing plans. Though not explicitly required in the proposal, this discussion can strengthen your proposal.
9. Are there any pre-requisites for those courses? Please be specific.
10. The enrollment data in Appendix B shows that Summer 2013 and 14 experienced small number of enrollment. If enrollment in these courses remains low after the Program starts, this may present a ‘hidden cost’. Hence, CAP highly recommends that you track the enrollment in relevant courses once the Program starts.
11. Letter from University Budget Committee (UBC) is missing. CAP understands that UBC will meet on 10/11/2016. Please have it submit the letter in a timely fashion.

CAP