



CITY COLLEGES of CHICAGO

Harry S Truman

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Math 98 / Math 99 Memorandum

From: Marta Hidegkuti, Math 98/99 Course Coordinator

To: Math 98 and Math 99 Instructors

Cc: Andrew Kerr, Chair of Mathematics, Maeve Masini, Assistant Chair of Mathematics —
Adjunct Liaison

Date: Thursday, August 22, 2019

Re: Math 98 and Math 99 Policies

Welcome to Math 98 or Math 99!

New to this semester:

Because of an approaching HLC visit and accreditation, our faculty syllabi will undergo an audit to ensure they are in compliance with the Federal, State and CCC requirements and guidelines. Please refer to the syllabus checklist when creating your course syllabus.

Important reminders:

1. Our curriculum went through some changes in the past few semesters. One important change is that Math 98/99 is now a **STEM only course**. This means that only undecided and STEM majors should be enrolled.
 - A) During the first class, take a few minutes explaining students that this is a more rigorous, difficult course, designed for students who will proceed to college level STEM courses (most often all the way to calculus). Non-STEM students incorrectly registered to Math 98 should consider to switch to Math 90. Non-STEM students incorrectly registered to Math 99 should consider to switch to Math 118/18 and Math 125/25 co-requisite courses. If you need assistance with an incorrectly placed student, please contact Andrew or Maeve.
 - B) Please consider the new STEM status when forming and communicating rigor and expectations related to your teaching. Instructors of Math 98 and Math 99 should keep in mind that they are preparing students to college level STEM courses.



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2. Since the Fall semester of 2018, Math 98 and Math 99 classes have been using a textbook created by the Mathematics Department. The textbook is available at <http://www.teaching.martahidegkuti.com/departement/coordination/coordination.html>

Instructors are still free to use our previous text book or worksheets to supplement the course material. This is an Open Education Resource (OER) text the can be freely downloaded at <http://www.wallace.ccfaculty.org/book/book.html>.

3. The text is bundled with MyOpenMath (MOM), a free online classroom management system. If an instructor decides not to use MyOpenMath with the class, they are still encouraged to inform students about MOM and its free self-study courses as resource.
4. The Mathematics Department requires that all Math 98 and Math 99 instructors give a comprehensive midterm exam and a comprehensive final exam. All final exams will take place **on the last day of classes**. For the final exam, the department will provide 10 open-ended questions which you must count as 50% of your students' final exam scores. Instructors will write for themselves the remainder of the final exam, the entire midterm exam, and all other quizzes and exams. The final exam should be comprehensive (i.e., covering material from throughout the course). **It is important that you complete all course material, because otherwise your students will not be properly prepared for their next mathematics course.** Remember, that all of your students are taking college algebra next!

Mid-semester **administrative withdrawals** (ADWs) are given to students who "are not actively pursuing course objectives." You must include in your syllabus how you will determine this. The default departmental policy is as follows.

Students will be administratively withdrawn at midterm if at least two of the following apply:

Less than 70% of assignments up to the midterm have been completed.

Less than 70% of quizzes and tests up to the midterm have been attempted.

Less than 50% of class sessions up to the midterm have been attended.

If you have questions, please contact us:

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Thank you and have a great semester!