

To: Dr. Green
Executive Vice President of Instruction and Student Services

From: External Review Leadership Team

Date: February 27, 2007

Re: Proposal for External Review of Developmental and College Preparatory Mathematics

Cc: Dr. Nancy Yurko
Associate Vice President of Liberal Arts and Sciences

As you know, the Math Innovations Initiative Team discussed the possibility of soliciting external reviewers to assess our developmental math program from a comprehensive approach – placement, advising, tutoring, support, testing, curriculum and instruction.

We believe that an external review would assist the College in its current efforts to improve the success and retention of developmental and college preparatory mathematics students. We have all seen the data that very few of these students make it to the point of graduation. When the Math Innovations Initiative Team originally discussed the idea of an external review, there was a general feeling that college prep math needs to make changes to promote student success. According to one math faculty member: “We have been told that having a "feeling" is not good enough for BIG changes. So we need [external reviewers] to come in and tell us what we are doing right and what we are doing wrong.....We can do the changes to create a better program for our students.”

On April 7, 2006, the recommendation for an external review was discussed and supported at the Math Innovations Initiative Team meeting. In late April, the Math Council approved the recommendation and forwarded it to the College-wide College Prep Council, where it was also approved. The recommendation was discussed at the Math Council and Math Discipline meetings held at Fall Convocation. In September 2006, with your guidance, an External Review Leadership Team was formed to develop deliverables, timeline, make selection of reviewers, and negotiate costs.

This proposal is the culmination of our efforts to date. We would like to request your approval to engage Dr. Barbara Bonham's services and possibly those of Dr. Hunter Boylan, both from the National Center for Developmental Education (NCDE), Appalachian State University. Dr. Bonham is Senior Researcher at NCDE and a faculty member for the Kellogg Institute. Dr. Boylan is the Director of the NCDE, a Professor of Higher Education, and the former Director of the Kellogg Institute. For details, please see attached copies of their vitae.

We would like the external review to include a) adult studies, b) college preparatory (MAT 0002, MAT 0024), and c) MAT 1033 as they prepare students for entry into college math (MAC 1105, MGF 1106, and MGF 1107), at each campus/center, including distance learning, and also the programs and services affecting math:

- Organization and administration
- Academic Support
- Curriculum and program development
- Instruction
- Assessment of student learning
- Professionalism and training
- Other

Please see attached complete list of deliverables.

Recommended Approach

- First Visit: A two to three day visit by Dr. Bonham in late March or in April, visit campuses, meet with key people (yet to be determined), meet with Math Innovations Initiative Team, meet with External Review Leadership team, Project Renaissance and/or Research Analyst
- Draft Summary: Within 2-3 weeks of completing the first visit, Dr. Bonham plans to draft a summary of her observations and a list of issues and research areas for her to address in her final report
- Feedback on Summary: External Review Leadership Team responds to summary, and offers suggestions for priorities and focus of the report
- Second Visit: Dr. Bonham will return for a one-day visit to collect additional information about 4-6 weeks after first visit, additional meetings
- Final Report: prepare final report with recommendations
- Review Report and Develop Long Range Action Plan: External Review Leadership Team analyzes report, determines how to use results from the review and prioritize the teams' agenda for any implementation, and makes recommendations to college community for long range action plan.
- Third Visit: Return one year later for a one-day follow-up visit, meet with key areas/groups or conduct video conference to discuss what we have done, any further information/recommendations we can share with each other, etc.

Total Estimate

One year relationship – 3 visits: one three-day visit and two one-day visits
\$7,000 including travel, meals and lodging

- Travel (estimate of 3 plane tickets at \$200/ticket on US Airways –hub is Charlotte)
- Meals (\$200)
- Lodging (estimate of 5 nights at \$150/night = \$750)

Cost Details

- \$1,000/day (24 hours) for visit
- \$450 for research report with recommendations
- Travel (airfare)
- Meals
- Lodging

Option

Invite Dr. Boylan to accompany Dr. Bonham for the second visit, if he is available, or a conference call after the final report is submitted, to meet with administration and discuss institutionalization of any recommendations that the team wants to pursue. These costs are not included in the above estimate.

Proposal Summary

The External Review Leadership Team is available to meet with you at your convenience to further discuss this proposal. If you have any questions, please contact any one of the team members. If you would like to meet with us, please contact Lynne Crosby at 632-5066, lcrosby@fccj.edu.

External Review Leadership Team

April Tischer (Program Coordinator, Adult Studies, South Campus)
Betty Neyer (Assessment and Certification Manager, Kent Campus)
Bob McCown (Professor, Downtown Campus)
Cheryl Steinman (Learning Center Manager, North Campus)
Deborah Morris (Program Development, Workforce, Martin Center)
Donna Martin (Professor, North Campus)
Gail McCain (Professor, South Campus)
Judy Batson (Dean of Liberal Arts/Sciences, Kent Campus)
Lynne Crosby (Program Development, Liberal Arts and Sciences, Martin Center)
Paula Risko (Professor, Deerwood Center and Math Council Chair)
Ruth Dellinger (Professor, Kent Campus)
Sandra Willis (Dean of Student Success, Downtown Campus)

Math Innovations Initiative Team*

Bill Meisel (DNT)
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* membership list at the time of the April 2006 recommendation. For a current list, please contact Lynne Crosby at lcrosby@fccj.edu.