

Georgia Highlands College
Mathematics/Computer Science Course Review Policy
Updated August 2011

To meet the demands associated with the growing geographic service area of the college, to manage enrollment growth in MATH/CSCI/FCCS courses, to ensure that GHC courses are current based on state and national trends, and to impact student learning positively, the GHC mathematics/computer science faculty engage in continuous quality improvement of curricula, course materials, and classroom technology.

Specifically for each course in the curriculum a designated full-time faculty member is responsible for:

1. Reviewing required course materials, including textbooks, on a semi-annual basis and informing the mathematics faculty as to changes in textbook editions
2. Recommending required textbooks, course materials, and technologies to the mathematics/computer science faculty
3. Recommending optional course supplements, such as solutions manuals and software, to the mathematics/computer science faculty
4. Informing the mathematics coordinator, academic dean, and division secretary as to changes in required and optional course materials as approved by the mathematics/computer science faculty
5. Ensuring that appropriate course materials are on reserve in the library for student use at all locations of the college
6. Reviewing state and national trends in mathematics, mathematics education, and information technology to ensure that the course remains relevant and current
7. Developing and continually revising a list of common topics for the course, ensuring that an up-to-date topics list is available to full and part-time faculty on the web
8. Ensuring that topics covered in the course fit seamlessly into the overall design of the mathematics/computer science curriculum

For 2011-2012, the chart below identifies the faculty member responsible for specific courses in the curriculum:

Course	Faculty Member Responsible
FCCS 1100	Harriet Kiser
MATH 0097, MATH 0099	Kelly Shane
MATH 1071	Harriet Kiser
MATH 1001	Tim Floyd
MATH 1111	Lavinia Heaton
MATH 1113	Jeff Linek
MATH 2008	Kevin Dyke
MATH 2200	Tatyana Pavluscenco
MATH 2040	Aimee Suggs
MATH 2261, MATH 2262, MATH 2263	Johnny Duke
CSCI 1301, 1302	Steve Benzel

The above assignments are reviewed annually by the mathematics/computer science faculty, with changes approved by a majority vote of the group.