

Georgia Highlands College
Mathematics/Computer Science Course Review Policy
Updated August 2007

In order 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 timely and current based on state and national trends, and to impact student learning positively, the GHC mathematics/computer science faculty engages in continuous quality improvement of curricula, course materials, and classroom technology.

Specifically for each course in the curriculum one 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, the department chair, and the division secretary about changes in required and optional course materials as approved by the mathematics/computer science faculty
5. Ensuring that appropriate course materials are on reserve for student use at all locations of the college
6. Studying 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 2007-2008, the chart below identifies the faculty member responsible for specific courses in the curriculum:

Course	Faculty Member Responsible
FCCS 1100	Jimmy Barnes
MATH 0097, MATH 0099	Walter Cotter
MATH 1071	Harriet Kiser
MATH 1001	Allan Hagerstrand
MATH 1111	Lavinia Heaton
MATH 1113	Jeff Linek
MATH 2008	Joan Christian
MATH 2200	Laura Ralston
MATH 2240	Blanca Gonzalez
MATH 2261, MATH 2262, MATH 2263	Johnny Duke
CSCI 1301, 1302	Pinghua Wang

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