UNDERGRADUATE CURRICULUM CHANGE MEMO

Date: 3/25/20

From: Proposing Faculty Member, Department

Through: Chair, Department

Through: Dean, College

To: Chair, Undergraduate Curriculum Committee

Proposal Title: Pre-Calculus Co-requisite, Math 0108

In 2017, Texas legislators passed HB 2223, which requires institutions to enroll underprepared students into a co-requisite model. Specifically, institutions are required to achieve co-requisite enrollments of 25% in 2018, 50% in 2019, and 75% in 2020.

To comply with this bill, UTEP will need to make curricular changes that include transitioning developmental math coursework to a co-requisite model. This course is being created to offer incoming students a way to take pre-calculus, Math 1508, their first semester at UTEP. It provides an additional path for students who place into developmental math to take and works in conjunction with Math 0312 a co-requisite for Math for Social Sciences (Math 1320), and Math 0313 which is a co-requisite for Pre-Calculus 1, Math 1309. The course is a 1-hour co-requisite support course to be offered concurrently with pre-calculus, Math 1508.

Our proposal ensures that students will be enrolled in the model that corresponds to their degree plan and moved us closer to meeting the 75% goal of enrolling students into a co-requisite model, thereby allowing UTEP to comply with HB223.
The University of Texas at El Paso
Curriculum Change Proposal
Approval Page

Proposal Title: Math 0108 Co-requisite for Pre-calculus

Associate Provost
I have read the enclosed proposal and approve this proposal on behalf of the department.

Virginia M. Fraire, Ph.D., Associate Provost
Signature verified through email. 3/25/2020

_____________________________________________________________________
Signature \n
3/15/2020
Date

Undergraduate Curriculum Committee

Council Action: □ Approved □ Returned to the College

Date of Action Report: ________________________________

_____________________________________________________________________
Signature, Chairman \n
Date
Hi, Denise and Julie.

Attached, is the approval form for Math 0108. I have entered my name on the signature page and I sending this email as verification of my signature and approval.

Please confirm that this documentation is acceptable to proceed on your end.

Kind regards,
Virginia M. Fraire, Ph.D.
Associate Provost

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From: Lujan, Denise
Sent: Wednesday, March 25, 2020 10:00 AM
To: Fraire, Virginia M
Subject: approval document - NEED SIGNED TODAY 3/25

Good morning, Dr. Fraire,

Attached is the form that you need to approve. It is for the Math 0108 co-requisite for pre-calculus that we are planning on using for UTEP Prep.

If you will sign it and then scan it to me, I'll forward to Julie Rivera.

thanks,

Denise Lujan  M.Ed.,
Director of Developmental Math
UTEP, Education 205
500 W. University
El Paso, Tx. 79968
work  915-747-6521
cell     915-497-6687
cdlujan@utep.edu
Rationale for adding the course:
HB2223, passed in 2017, requires that 75% of developmental math students be enrolled in a co-requisite model. This course will help adhere to the law and will allow students to move more quickly through their math sequence.

Subject Prefix and #  MATH 0108
Title (29 characters or fewer): Pre-calculus Co-requisite
Dept. Administrative Code : 2857

CIP Code  3201040021

Departmental Approval Required  ☒ Yes  ☐ No

Course Level  ☒UG  ☐GR  ☐DR  ☐SP

Course will be taught:  ☐ Face-to-Face  ☐ Online  ☐ Hybrid

How many times may the course be taken for credit? (Please indicate 1-9 times): 1

Should the course be exempt from the “Three Repeat Rule?”  ☒ Yes  ☐ No

Grading Mode:  ☐ Standard  ☒Pass/Fail  ☐Audit

Description (600 characters maximum):
This is a 1-hour co-requisite course paired with Math 1508, pre-calculus. It will provide just-in-time support to underprepared students who are enrolled in a college level course.

Contact Hours (per week):  6 Lecture Hours   6 Lab Hours   Other

Types of Instruction (Schedule Type): Select all that apply
☐A Lecture  ☐ H  Thesis
☐ B Laboratory  ☐ I  Dissertation
☐ C Practicum  ☒ K  Lecture/Lab Combined
☐ D Seminar  ☐ O  Discussion or Review (Study Skills)
☐ E Independent Study  ☐ P  Specialized Instruction
☐ F Private Lesson  ☐ Q  Student Teaching
If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks):

TCCN (Use for lower division courses) : N/A

<table>
<thead>
<tr>
<th>Course Number/Placement Test</th>
<th>Minimum Grade Required/Test Scores</th>
<th>Concurrent Enrollment Permitted? (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Test</td>
<td>TSIA Assessment - TSI 336-349</td>
<td>N/A</td>
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</tbody>
</table>

Corequisite Course(s):

Equivalent Course(s):

MATH 0120

Restrictions:

Classification

Major
HELP WITH THIS COURSE:

1. Your instructor’s office hours are dedicated to assist you. This information, as well as Program information is available at http://academics.utep.edu/default.aspx?tabid=17404.
2. A Math lab will be open for tutoring Monday through Friday in the 12:00-4:00 pm.
3. Students requiring accommodations for physical or learning disabilities must make arrangements with the Center for Accommodations and Support Services, 106 East Union. If you are eligible for accommodations, you are responsible for presenting to your instructor any DSSO letter and instructions as early as possible in the semester.
4. Tell your instructor if you are in any special programs such as: Athletics, Veterans, ISP, SSSP, START, CAMP, etc.

CONTACT INFORMATION:

If you have concerns regarding your grade, course, etc... speak with your instructor first. They will advise where you can go for help. If the issue cannot be resolved your next step is to speak to the Director, Denise Lujan located in Education 205.

<table>
<thead>
<tr>
<th>Director of Developmental Mathematics</th>
<th>Denise Lujan</th>
<th><a href="mailto:cdlujan@utep.edu">cdlujan@utep.edu</a></th>
<th>915-497-6687</th>
</tr>
</thead>
<tbody>
<tr>
<td>By appointment</td>
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If you have issues with ALEKS please speak with Alex Mena in Education 211

<table>
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<tr>
<th>ALEKS Coordinator</th>
<th>Alex Mena</th>
<th><a href="mailto:alemena@utep.edu">alemena@utep.edu</a></th>
<th>915-892-2127</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Hours: EDCU Rm 211</td>
<td>By appointment</td>
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If you have issues with registration, syllabus, and other course issues please speak with Marsha Cardenas in Education 205.

<table>
<thead>
<tr>
<th>Program Coordinator</th>
<th>Marsha Cardenas</th>
<th><a href="mailto:mghodge@utep.edu">mghodge@utep.edu</a></th>
<th>915-491-0949</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Hours: EDUC Rm 205</td>
<td>By appointment</td>
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STUDENT CONTRACT

Your class will be taught using your Math 1508 software system, WebAssign this semester. Please review this agreement, then sign and return it to your instructor when you are requested to do so.

I UNDERSTAND: (Please initial each item to confirm you understand the following)

_____ I understand this is an actual UTEP course and will be permanently recorded on my transcript.
_____ I understand that being dropped from this course will cause me to be dropped from MATH 1508
_____ I acknowledge that my instructor will weekly visit with me about my progress in class. If I do not want these discussions to take place inside the classroom it is my responsibility to inform my instructor and arrange another time.

Things which can cause me to be dropped or fail the course

_____ Failure to purchase a book and code and use it to create an account by the 2nd day of class will result in being dropped from the course.
_____ Failure to work on WebAssign the required weekly amount of time and complete the required work will result in receiving a CoReq Student Deficiency Contract.
_____ Failure to meet the requirements of the CoReq Student Deficiency Contract will result in either being dropped from both MATH 0108 and MATH 1508 or receive a failing grade.
_____ Failure to take a scheduled Knowledge Check without making prior arrangements with the instructor may result in being dropped from both MATH 0108 and 1508, or receive a failing grade.
_____ Exceeding the allowed amount of absences, or failure to attend class may result in being dropped from both MATH 0108 and MATH 1508 or receive a failing grade.
_____ Class time is for MATH 0108 work only and the computer may not be used for any other purpose. The use of websites during class time will result in an absence being counted against you.
_____ All Requests for DROP require a face-to-face meeting with Mrs. Denise Lujan

Things NOT allowed during my time on the math program and which can result in disciplinary action against me.

Students in violation of these policies will be turned over to the Office of Student Conduct and Conflict Resolution for cheating.

_____ The use of electronics, including cell phones are not allowed. This includes, but is not limited to: listening to music, texting, checking email, looking at social media websites, and making phone calls.
_____ The use of websites other than WebAssign to compute mathematical answers or provide “help” is strictly forbidden.
_____ You must do my own work and may not allow others to work on your WebAssign account.
_____ No electronic devices may be used to mathematically assist you during your work time on WebAssign. Calculators, phone apps, laptops, tablets or any other devices are not allowed during WebAssign work time.

Student Signature: ____________________________ Date: __________________
**UTEP Information:** Major ___________________________  Classification ________________

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<tr>
<th>Questionnaire</th>
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<tbody>
<tr>
<td>Student Name:</td>
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<tr>
<td>Contact Information:</td>
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<tr>
<td>Cell Phone:</td>
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<tr>
<td>Have you taken MATH 1508 at UTEP before?</td>
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<tr>
<td>If YES, when and with what instructor?</td>
</tr>
</tbody>
</table>

**Special Circumstances:** You will be required to spend several hours weekly to ensure success in both courses. Please indicate any special circumstances you may face which will cause that to be a challenge.

- Where do you work? How many hours per week? |
- How many course hours are you taking at UTEP? |
- Other issues which cause time management problems (*please specify*): |

**Special Programs:** Are you an international student, athlete, etc.? Yes_______ No ________

Write a short description of yourself, adding anything else you want your instructor to know.

Other interests or extra-curricular activities you have: