

## 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

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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

3/15/2020  
Date

**Undergraduate Curriculum Committee**

Council Action:             Approved                       Returned to the College

Date of Action Report:                      \_\_\_\_\_

\_\_\_\_\_  
Signature, Chairman

\_\_\_\_\_  
Date

**From:** [Fraire, Virginia M](#)  
**To:** [Lujan, Denise](#); [Rivera, Julie A](#)  
**Cc:** [Wiebe, John](#)  
**Subject:** Fw: approval document - NEED SIGNED TODAY 3/25  
**Date:** Wednesday, March 25, 2020 10:08:48 AM  
**Attachments:** [Math%200108%20Approval%20Form-Dev.docx](#)

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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](mailto:cdlujan@utep.edu)

# COURSE ADD

All fields below are required

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College : Academic Affairs

Department : Developmental Math

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.

All fields below are required

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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

- |  |  |
|--|--|
| <input type="checkbox"/> A Lecture           | <input type="checkbox"/> H Thesis                              |
| <input type="checkbox"/> B Laboratory        | <input type="checkbox"/> I Dissertation                        |
| <input type="checkbox"/> C Practicum         | <input checked="" type="checkbox"/> K Lecture/Lab Combined     |
| <input type="checkbox"/> D Seminar           | <input type="checkbox"/> O Discussion or Review (Study Skills) |
| <input type="checkbox"/> E Independent Study | <input type="checkbox"/> P Specialized Instruction             |
| <input type="checkbox"/> F Private Lesson    | <input type="checkbox"/> Q Student Teaching                    |

**Fields below if applicable**

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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

Prerequisite(s):		
Course Number/ Placement Test	Minimum Grade Required/ Test Scores	Concurrent Enrollment Permitted? (Y/N)
Placement Test	TSIA Assessment - TSI 336-349	N/A

Corequisite Course(s):

Equivalent Course(s):
MATH 0120

Restrictions:	
Classification	
Major	

**HELP WITH THIS COURSE:**

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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.

<b>Director of Developmental Mathematics</b>	<b>Denise Lujan</b> By appointment	cdlujan@utep.edu	915-497-6687
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If you have issues with ALEKS please speak with Alex Mena in Education 211

<b>ALEKS Coordinator</b>	<b>Alex Mena</b>	alemena@utep.edu	915-892-2127
Office Hours: EDCU Rm 211	By appointment		

If you have issues with registration, syllabus, and other course issues please speak with Marsha Cardenas in Education 205.

<b>Program Coordinator</b>	<b>Marsha Cardenas</b>	mghodge@utep.edu	915-491-0949
Office Hours: EDUC Rm 205	By appointment		

## 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 2<sup>nd</sup> 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 \_\_\_\_\_

## Questionnaire

Student Name: \_\_\_\_\_

### Contact Information:

Cell Phone: \_\_\_\_\_ Working Email: \_\_\_\_\_

Have you taken MATH 1508 at UTEP before? \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, when and with what instructor? \_\_\_\_\_

**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*) \_\_\_\_\_

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**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: