

Memorandum

DATE: September 3, 2007
TO: Jim Swink, Paul Kimble
FROM: Hector Gonzales, Dean of instructional Services
SUBJECT: Use of common final in developmental math and college algebra course

I agree with your plan to use common final exams in all developmental and college algebra sections beginning this fall. Please communicate this expectation to all faculty teaching these sections and make necessary arrangements to collect relevant data for assessment analysis by the Office of Institutional Planning and Research.

Thank you for your cooperation.

Cc. Dick Whipple, Director of Curriculum and Instruction
Julie Thomas, Director of Institutional Effectiveness