

September 16, 2013

Mr. Blane Harvey
Vice President, Academic
Sir Sandford Fleming College
599 Brealey Drive
Peterborough, ON
K9J 7B1

Dear Mr. Blane Harvey,

Additional Projects 2013-2014: Memorandum of Understanding

Following completion of a Feasibility Study during the 2012-2013 year, the CSAP team has undertaken to coordinate two additional projects related to introductory college mathematics:

- Assessment Development Project (ADP)
- Learning Outcomes Development Project (LODP)

The full background to these projects is described in the final report of the feasibility study, which is available on the CSAP web site (<http://csap.senecacollege.ca>). A short outline of each is included below. The projects began on September 1, 2013 and are scheduled to be completed by December 31, 2014. Both projects will be supported by the CSAP Steering Committee and by an Advisory Committee of experts in the areas of assessment, learning outcomes, and college mathematics most of whom will be drawn from the college sector.

Assessment Development Project (ADP)

The goal of the ADP is to develop a common (i.e. province-wide) mathematics assessment system designed for assessing the basic numeracy skills of incoming college students. The development project is based on the model outlined in the CSAP feasibility study (available on the CSAP web site: <http://csap.senecacollege.ca>). The overall assessment system will include: a modular assessment framework; a database of field-tested assessment items; a set of remedial instructional modules; a web-based assessment management system (AMS); and a set of protocols (validated by the college system) relating to the ownership, governance, and operation of the overall system. The system will be designed for formal use by colleges for assessing students post-admission and for informal use by anyone contemplating applying to college, for numeracy self-assessment and remediation where necessary.

Learning Outcomes Development Project (LODP)

The LODP is designed to develop common (i.e. province-wide) sets of learning outcomes in selected introductory college mathematics courses. Specifically, the project aims to develop common learning outcomes for first semester mathematics courses in:

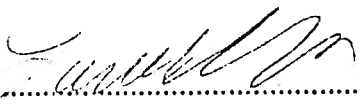
- Business foundation programs
- Technology foundation programs
- Business diploma-level programs

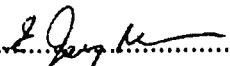
Each set of learning outcomes will be developed based on existing learning outcomes and learning objectives for each type of course and through a consultative 'conversation' with college personnel during the length of the project leading to validated sets of learning outcomes.

The successful completion of both of these projects requires the participation of colleges at every stage and the purpose of this memorandum is to invite the participation of your college. The first stage involves the collection of course outlines, statements of learning outcomes and assessment materials related to mathematics (details are provided in the Appendix). Later stages will include validation of common learning outcomes and field testing of assessment items (for which compensation, based on the extent of a college's participation, will be available).

Right now, we are requesting the VPA of each college to indicate the degree of participation we can expect in these main activities. Please indicate your intentions below and return this memorandum to Pina Marinelli-Henriques, CSAP Project Manager (csap@senecacollege.ca) as soon as possible and by September 30 at the latest.

This Memorandum of Understanding is agreed, On behalf of the CSAP team and Seneca College.


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Laurel Schollen
CSAP Project Director

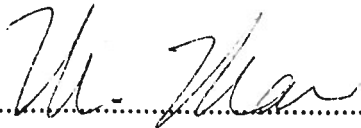

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Joy McKinnon
Senior VPA, Seneca College

Date..... Sep 16/2013

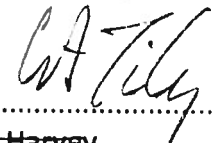
..... Sep 26, 2013

And

On behalf of Sir Sandford Fleming College



~~Ann Drennan~~
~~CSAP College Lead~~ Maxine Mann
 ACTING Dean



~~Mr. Blane Harvey~~
~~Vice President, Academic~~
 TONY TULLY PRESIDENT

Date: March 4/29

If desired, a college may wish to appoint a different lead for these additional projects than for the CSAP data project. In this case, please print name and contact information.

Name: _____

Position: _____

Phone: _____

Email: _____