Math Resource Center

10/30/07

**Operation**

The Math Resource Center (MRC) will be designed to offer several services to our students. It will provide them with a place to study and work on their math homework where they can get their questions answered quickly by student tutors and staff. It will provide a place for students to meet in groups to work on assignments and discuss course material. The MRC will act as a computer lab, where they can log on to Math software to get help with a problem or complete classroom assignments. It will be a place where faculty can meet with their students to extend classroom learning. The MRC will hold Workshops on topics that many students struggle with, such as arithmetic skills, fractions, and calculator use. Lastly, the MRC will give students a quiet place to study.

Hours of Operation: 8 am – 7 pm Monday-Thursday, 8 am – 3 pm Friday

**Physical Space**

The ideal physical space for the MRC has 4 distinct areas: an open study/tutor area, a group study area, a computer area, and a quiet-study/test-taking area. The group study and test-taking area need to be separate rooms for noise control but the study/tutor and computer areas can share a room.

Every MRC director we talked with stressed the importance of faculty involvement in the success of the MRC. They highly recommended having the MRC be located near faculty offices.

**Staffing**

CLA II

The main staffing position for the MRC will be two CLA II, one full-time CLA and one part-time (night) CLA.

Qualifications:

Bachelors in Math or MathEd with teaching experience in developmental education

Preferred knowledge of Statistics and Liberal Arts Math

Responsibilities:

 Tutor students

 Conduct training sessions for student tutors

 Supervise student tutors

Arrange tutor schedules

Participate with hiring student tutors

 Develop and conduct student workshops

 Liaison between math faculty and Math Resource Center

 Evaluate and implement software used as a supplemental tool

 Organize study groups

 Initiate and coordinate classroom visits

Student Tutors

Student tutors will play an important role in the MRC. We will need 6-8 tutors per semester, with 2-3 tutors working at any given time (this will be fine tuned as needs arise). A diverse group of student tutors is needed for our diverse student body; this includes men, women, Native English speakers, ESL students, college-level math students, and developmental-level math students.

Coordinator

To further faculty involvement in the MRC, we will need release time for one faculty member to act as MRC Coordinator.

**Technology**

Hardware

With technology being such a major part of our students lives, it is increasingly important that we reach out to them through (\*#&$(\*\*#( . To do this we will need:

20 computers

1-2 TV/VCR/DVD combos

Card swiper

Projector

Document cameras

Software

Initially we would like the following software available on all computers in the MRC:

Derive

Converge

"Winning In Math"

MiniTab

MyMathLab

Mathematica

"Lifetime Learning Library"

**Misc**

Furniture

The MRC needs to be a comfortable, inviting place for students to visit. With this in mind we will need the following furniture.

Modular tables/chairs

Computer desks/workstations

Couch/comfy chair(s)

Filing cabinets

Cabinets that can be locked

Bookshelves

Skills sheet organizer shelf

Desk and chair for CLA/Director

Books

Textbooks for a “textbook check out program” – we will buy a couple of the textbooks that faculty use

and have them available for student who are struggling financially to “check-out” for the

semester.

Reference books

Calculator manuals

Math Career Information

Calculators

8 calculators for use in the MRC (five TI-84s and three TI-89s)

35 calculators for a “Calculator checkout program” (thirty TI-84s and five TI-89s) – similar to the

“Textbook check out program”

Manipulatives

Montessori learning materials

Measuring cups - fractions

Water table - fractions

Fraction circles – different colored pieces

Misc

Whiteboards

Smart Boards

Decorations (pictures, posters, etc)

Carpet/rug