

**SWSC MATHLETES
FALL COACHES MEETING
Tuesday, September 6th, 2005
Lincoln-Way East High School**

ATTENDANCE (according to sign-in):

Andrew	E. Johnson, D. Eiermann
Bolingbrook	Julie Berg
Bradley-Bourbonnais	M. Hampton
Homewood-Flossmoor	K. Griffin, Steve Tobin
Joliet	
Lincoln-Way Central	Holly Misener, J. Burns, J. Umgelder
Lincoln-Way East	Jim Aiu, Jeff Keller
Lockport	Gail Mitchell, Julie Pekar
Sandburg	S. Smith
Stagg	M. Lyons
Statistician	Ricky Perez
SWSC representative	Dave Daly

Jim Aiu called the meeting to order at 1:08pm. We began with the Pledge of Allegiance and introductions. Also present was Dave Daly from Joliet Township, our Activities Director liaison with SWSC (Dave was also in attendance for Joliet).

April 6th meeting minutes:

It was noted that some information we discussed was absent from the minutes. Should homerooms be in classrooms or in the cafeteria? Was it decided for sure at the April meeting? It was said that some schools don't have a large common available. However, some of the larger schools do not fit into one classroom. It was decided to leave it up to the coach and you are to let the host team know if your team will not fit into one classroom. Motion to approve these minutes was made by Sandburg and seconded by Lockport.

Update from Dave Daly:

Dave said that all awards we asked for have been approved, and they all look very nice. Ricky Perez is to clarify engraving instructions to Dave at another time. Some of the funding was explained. In order to fund activities – SWSC has charged each school with a \$740 fee for participation in ALL activities. This replaces the \$20 Mathletes fee which was paid mainly to cover Ricky's expenses such as postage, envelopes, etc. The new fee pays the contracted positions, along with other miscellaneous expenses. We can request more for start-up needs if necessary, but must save all receipts. It was noted by Dave that some schools may take it upon themselves to ask your team individually for your portion of the \$740 fee. This is not up to SWSC, they simply need to obtain the \$740 total fee from each school. It was decided that it would be one combined payment for the question writer as well as the statistician.

Rotation of Officers:

Next year Bolingbrook will be President, with Lincoln-Way Central as Secretary. See manual for following years. Ricky/Jim assume the organization formerly known as SICA will split into THREE conferences next year. As new schools are added on, we will simply put them at the bottom of the rotation list. Any prior office obligations under the SICA rotation (before the split) will not be considered.

New SWSC Manual Revisions/Adoption:

As the manual was 100% redone with the new conference, it is expected there may be missing information or some confusion. Jim hopes this will be reviewed each year by coaches to make sure the guidelines are all correct and in place for new coaches, especially as experienced coaches retire.

- Page 3 No change
- Page 4 copied from SICA manually, basically – no change
- Pages 5–6 Jim made a comment that on behalf of the question writer/statistician to please go to the President with any questions. (After this year, since LW East will no longer be president, Jim Aiu will assume only the role of question writer. He made it clear that he/Ricky do not run this organization.) In the future, the President's responsibilities will be made more clear and expected to be followed as outline in the manual
- Page 7 Some confusion/changes were noted.
F/S calculator will be in the "A Room" and J/S Calculator will be in the "B Room". (As noted in the manual; please follow this guideline.) Please do not ask Jim to check your schedule for you. His job is merely to receive and post each schedule. You are expected to check/proofread your own schedule. To clarify: there will be one alternate room for the combined A, B, C, and D competitions. No alternates at the conference meet. It was previously decided to start for this year with an unlimited number of alternates. If we find that rooms are getting full, schools with more alternates present can have their students take a copy of the questions and take it in the homeroom/cafeteria. Ricky noted that in your packed folders, there are THREE alternate folders, grouped by the time the tests are scheduled. The first alternate folder has one copy of all of the questions and answers for all three time periods. The numbers of alternate tests were an estimate; we may have too many/not enough. Grading is NOT required in alternate rooms. It will probably be easy for the alternate judge (there will only be one judge) to grade competitions 1 and 2 but do not hold up buses for the purpose of grading the 3rd competition of alternates – these can be graded by coaches at a later time. **Remember, as noted in the manual, the 5th contest starts at 6:00 and there is not a separate calculator/group round.
- Page 8 This section was completely redone. The question of 8th graders came up. It was decided they are allowed as alternates only. Someone mentioned that at their home school they must be allowed to participate if they so desire. Dave Daly noted that IHSA doesn't allow 8th graders, and Jim Aiu noted that ICTM does allow 8th graders but they have to pay their own way since they are not technically part of any attending schools. The issue of home-schooled students was brought up. It was decided to not make an issue out of this by disallowing their participation. It was agreed to allow these students to participate at their appropriate grade level and at the appropriate school (according to the student's home address).
- Page 9 There was confusion about what happens if there are more than six students taking a given test for one school. Jim clarified that according to the new manual, if this happens that team will only get to keep the LOWEST five scores (whereas normally if there are exactly 6 students in the room for your school you get to keep the HIGHEST five scores). All levels of calculator competition are allowed a graphing calculator. Note: competition C/D will only be "scientific only" for one more year. Thereafter, written competitions will either be "no calculator" or "graphing calculator". Remember, the oralist can bring in anything to the prep room (questions, answers, books, calculators, another student (not older student), even a laptop is allowed, although not encouraged). They can carry their calculator into the presentation room with them but cannot use it in the presentation outside of the question/answer time at the end.

Pages 10–11 Is there any missing information? Please review this information when you host, and if there is any missing information, please inform us at the spring meeting.

Page 12 No change

Page 13 Note: If you have the old F/S calculator restrictions throw them away. See the manual on this page for new calculator restrictions and show your students these examples. For the J/S calculator competition: Jim Aiu noted that the initial scores will probably be low. Think of this as a long-term goal. Most questions come from AP stats and AP calc books. Once students get used to the types of questions to expect, the scores are expected to rise. Contests 1-4 questions are already written. Contest 5 questions are not yet written. The question writer requests feedback from coaches from earlier contests before writing the final questions for contest 5. It was noted that all angles will all be in radians unless otherwise noted. The question was asked if “cos 2x” should instead be written as “cos (2x)”. Jim Aiu mentioned that he didn’t think of that when writing the questions. If this causes problems at competitions, coaches are to appeal the scoring and get credit.

There was a lengthy discussion of exactly what type of calculators to allow. Someone said any calculator that is non-QWERTY? For now, we generally decided to have NO TI-89’s or TI-92’s in SWSC. (Except oral prep.)

Page 16 Be sure to copy this page to give to your oralists! There was a discrepancy between information on page 16 and information on page 23 (paragraph 5) regarding the timing of orals. Some coaches said their students like to shake hands, etc when introducing themselves. Will this come out of their 10 minutes of presentation time? It was decided that they can introduce themselves however they please but when they write their name/school on the board and start talking, that is when time starts. This will be further clarified in the manual.

Page 17 One coach suggested creating a general template for all coaches to use. However, Jim Aiu brought up the issue with this when coaches have different versions of Excel/etc. Ideally he would like a PDF template to be created, but is not sure you can save this type of template. Jim Aiu is going to further investigate this suggestion. A note when making your schedule: the order of competitions is very specified and important. For example the two senior topics (A2/A3) must go in the given order. Do not switch the order. In the future, these labels will appear on the question sheets as part of the heading.

Page 18 Score entry demonstration will not happen this year. The split from SICA into SWSC has been a huge process and there are formatting issues with score entry. Jim Aiu would like to create something that won’t have to be changed every year as topics change. So he will use A2, A3, etc. as the headings of the score columns. It is requested that the hosting coaches will each do something similar to page 18 on a spreadsheet to be emailed to Jim on the Wednesday night of the contest.

Ricky Perez asked Dave Daly if SWSC will want attendance information. Dave said probably not. As of now, coaches should just be ready to provide stats of numbers of students present, etc. However, Jim Aiu said he was recently asked for specific statistics of Mathletes numbers and says it is important for us to continue to keep attendance in case it will be necessary to provide this information at a later date. Ricky said that there is a purple half-sheet attendance paper in your folders for the competition. We are still to turn this into the host at each contest.

Page 19 Note: this is just helpful information for you to use only. Page 19 is a format for only contests 1 – 4. A separate roster format is provided for Contest 5 on the following page.

Page 20 (now p. 21) ****COACHES:** Please give this to orals judges before the competition. Point out to your judges the boldface type on this page about “making positive, appropriate comments on the score sheets, along with positive suggestions for future improvement”. Jim noted the necessity of boosting the confidence of oralists even when they do not give an amazing presentation. Positive commentary is extremely important. In the ORAL JUDGE envelope, judges will find a copy of oral instructions for the judge, a “sample” pink grading sheet (like pages 21-22 in the manual), and an orals solution sheet with questions in black and answers in red. Judges will no longer get a blank copy of the question sheet. Students are allowed to observe orals with the permission of the coach of that school. It was agreed that this is not a bad idea especially if the observing student is a new oralist. This will be a good experience for them to watch an experienced oralist perform.

Ricky Perez made a general comment saying that the directions in your packets are not 100% word-for-word the same as the manual, but they are close enough that there shouldn't be any major confusion. Next year it will match. There are green directions for written competitions and blue directions for oral competitions.

Page 21 (now P. 22) Orals judging sheet: reminder that the point distribution of the “knowledge” portion will always be set in place by the question writer for each oral. This is not to be changed by the judges. Every oral from the same topic must follow the same distribution of points and therefore judges do not have the ability to change the weights of each question.

Page 22 (now P. 23) Sample orals judging sheet – no change. A similar one will be included in the orals judge folder at each contest.

Page 23 (now P. 24) LOOK AT THIS PAGE. It was noted that we got way off of this process in SICA. The host provides one timer (can be a student or an adult/coach/parent) per oral room, for a total of 3 timers at each contest. If the host school cannot provide 3 timers, the hosting coach must contact other schools for assistance. There will be signs for 6, 7, 9, and 10 minutes in each envelope. However, there will only be one complete set per site, so these need to be returned in the brown folders at the end of each contest to be used for the next contest. Dave Daly noted that he will be present at one location for each contest. Perhaps we can put him to use as a timer or judge or in some other fashion. GIVE ORAL TIMERS THIS SHEET. We need to have consistency among the contests. Inform your oral judges that this is the new process. The oral timer provides the “official time” of the competition. Oral timers and judges should not argue about when the time should official end.

Page 24 (now P. 25) Judges instructions (written competitions): again, give this to your judges. Judges must read the boldface section from paragraph five aloud to students at every competition. Someone questioned if both judges should grade all papers. The reason for this is to double-grade each paper to eliminate errors. This will be added as a requirement to the last bullet on page 24: “Each judge shall grade, and mark, each paper.” There will then be two sets of marks on every page so it is clear that the paper was double-graded.

You and your judges need to be cognizant of problems since we've eliminated the 4:00 meetings after each contest. The issues need to be corrected that night. Scores need to be final before you leave to go home. Regarding any scoring issues or other problems, the majority rules (among the 5 head coaches). Make a decision and let Jim Aiu know, especially if any alternate answers are accepted. That way Jim will post the alternate answers to inform other sites of what was decided, and scores can be adjusted accordingly.

Pages 26–27 (now P. 27-28) Anytime we make a change we must notify SWSC in the event that they aren't always in attendance.

As a side note: We would like the activities directors to decide together if contest continue in poor/inclement weather (or other unforeseen events causing schools not to be in session the day of a contest). The activities directors would discuss and decide amongst themselves and then let us (the coaches) know of the final decision. The opinion was stated today that if one school is out, we're all out for that contest. Otherwise questions get out and no schools that missed the contest can have the chance to make it up. Is it fair to say "if you find out that District 210 has no school today, then there's no math contest tonight"? Jim Aiu said information will be posted on the website about school closings/etc. and how this affects the contests.

Not on agenda – Contest schedules:

The sample schedule (on page 17 of the manual) shows that all schedules should say "updated 9/5/04" or something similar at the top beneath the main title. This will eliminate the problem of a team showing up to a contest having followed an old version of the schedule unknowingly. Jim Aiu will do this on the website as he posts them. Check back to be sure your schedule of the contest you are attending has not been updated/alterd as the date approaches. Also, when making the schedule of the contest you are hosting, you should be sure to include at the bottom of your schedule where to enter with a clear description and display plenty of signs inside the building to direct Mathletes to the appropriate areas. It was noted that school maps (indoor layouts) cannot be posted online after the events of 9/11, etc. If you need a map of the contest ahead of time, email the host and one can be mailed to you. Otherwise, maps will be distributed at the contest site in the homerooms.

Updates from Question Writer/Statistician:

Ricky Perez noted that with linear functions, students must answer as $f(x) = mx + b$ and not as $y = mx + b$. She also noted that in the reference for the Matrix orals, the input/output analysis was never used in writing questions. Jim Aiu mentioned that for the Linear Equations/Straight Lines oral topic, the reference listed on the ORAL TOPICS sheet is incorrect. See the website for the updated reference.

It was explained that splitting up SICA has drastically changed Jim's and Ricky's roles as question writer and statistician. In the future (next year?), when it is expected the former SICA will be split up into 3 groups (SWSC, SWC, and SICA), it will be quite difficult for Jim and Ricky to manage. Jim and Ricky have written a proposal to alleviate some problems. They want to propose to have the SWSC coaches meetings on Tuesdays, the SWC meetings on Wednesdays, and the SICA meetings on Thursdays. The only way this will work is if they can get more control of specific guidelines on topics and restrictions. Their plan for 2006-2007 is that every topic will get 6 questions written (some easy, some harder). The question writer will decide which questions to give to which conferences so that each group of schools gets questions appropriate to their ability levels.

Reviewing 2006-2007 Restrictions:

Currently there are two categories of written competition topics, "no calculator" and "college board approved calculator allowed". This will change simply to "no calculator" and "graphing calculator". (There will no longer be a category allowing scientific calculators only.) See manual for a specific description of calculator restrictions. Another discussion of calculators began at this point. We cannot simply make a list of the allowed/not allowed calculators because not all students use TI calculators. It was generally agreed that any calculator with a CAS (Computer Algebra System) included or available should probably not be used in written competitions. This is similar to what is said in the general guidelines of calculator restrictions in the manual. It was discussed that we would like to go to the idea of having calc/no calc being a per-topic decision.

Looking at the calc/no calc categories on Contest I and Contest III: For competition C – systems of equations, it was agreed upon that this should be a "no calculator" topic. We addressed the suggestion of for a given contest, either all "calculator allowed" or all "no calculator" within a given level, to ease confusion. It was decided that there will sometimes be a mix of both in one level of competition. (i.e. there may be one competition C topic with a calculator and one competition C topic without a calculator.) However, so far next year is set up so that all of the freshmen level topics are "no calculator". NOTE: go to

the website ticalc.org for several calc programs to download to TI graphing calculators. It is good to be aware what is out there as far as available calculator programs. Someone stated the idea of having ALL freshman and ALL sophomore written competitions being “no calculator”. It was agreed that this is a good idea.

Reviewing the oral topics: note that the old Weiss & Yoseloff Finite Mathematics book is back in place for the 2006-2007 orals. Copies of necessary sections are available.

Motion to approve amended restrictions 2006-2007 by Lockport. Seconded and approved. (Note: The amended restrictions are now posted on the website.)

Reviewing 2007-2008 Restrictions:

The same as 2006-2007 will occur with regard to the Freshman and Sophomore written competitions – they will all be “no calculator”. Complex numbers will remain “no calculator”. The oral references for this year may change. It was noted that we need a better Trig Apps reference.

Motion to approve written 2007-2008 restrictions by Lincoln-Way Central. Seconded and approved. (Note: The amended restrictions are now posted on the website.)

OTHER:

In light of the fact that we no longer meet as often, PLEASE MAINTAIN THE 3RD ROUND HEAD COACHES MEETING AT 7:45 AT EACH CONTEST. The feedback is needed with all of the changes that are taking place this year. Note: in looking at contest papers, SICA papers are coded as Mathletes, while SWSC papers are coded as SWSC. This could be an issue; if you see any papers in your brown envelopes saying “Mathletes”, you may have gotten the wrong questions stuffed in your folder by mistake. Be aware.

Move to adjourn by Jim Aiu at 3:25pm. Agreed by all and meeting was adjourned.