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| **Date** | **October 8, 2010**  | **Time** | **1:00pm – 2:15pm** |
| **Facilitator** | Rona Axelrod | **Scribe** | Sandra Seifert |
| **Subject** | Mathematics Department Meeting –  |
| **Attendees** | Lee Campus: Ron Smith, Rona Axelrod, Jim Ward, Laurice Garrett, Don Warren, Bert Lawrence, Sabine Eggleston, Jessica Sobkowiak, Becky Berthiaume, Scott Berthiaume, Joe Roles Hendry/Glades: Sandra SeifertCollier: Joan Van Glabek, Michael Chiacchiero, Tatiana Arzivian, James Daniels Charlotte: Christy Smith, Marjie Moller, John Salem |
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| Key Points Discussed |
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| No. | Topic | **Highlights** |
| 1. | Classroom visitation | 1. Those who signed up should send schedules to JoAnn who will be coordinated the visits. Faculty should create a culture of welcoming visitors to the class (ex. Set up desk/chair for visitors)
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| 2. | Discussion on MyLabsPlus | 1. JoAnn and Rona took issues, brought up at last meeting, to Pearson.
2. Proposed changes by Pearson (no dates given)
	1. Keep master course
	2. Opt out of membership of master course
3. Wish List:
	1. Ability to import current assignments into new course
	2. Merge assignments
	3. Cross listing option (Charlotte)
	4. Grading forms for data projects
	5. Settings changes for students done in bulk
	6. Penalty for quizzes and tests
4. Import courses instruction: Look up other instructor and find section since all courses are currently under the coordinator.
5. MyMathLab is not gone, but support scaled back tremendously. Faculty can import old assignments into MyLabsPlus.
6. Course coordinators to make changes to master courses. Need a deadline for new masters for Spring Semester.
7. New training to be conducted by Stephanie in November or December.
8. Work in Progress:
	1. Dropped students still on roll
	2. Global late assignment penalty
	3. Ability to copy course.
	4. Return to Grace period vs. cut-off date
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| 3.  | Summer Institute | 1. Jim Ward talked about the Title III grant, the results of which will be known in a couple of days. Not sure what the commitment of administration is at this time if there is no grant.
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| 4. | Mat 1033 new edition | 1. Ron Smith and Jim Ward will chair the textbook selection committee for Mat 1033 since the current book will be changing editions. Volunteers for the committee: John Salem, Margie Miller, Joan Van Glabek, Bert Lawrence.
2. MAT 9024 also looking for new text. Proposing making the course 2 2-credit courses, so if students fail the first half, they can redo it, before moving to the second half. Students can test into the 2nd half. 2nd half would be the 9024, as far as naming.
3. Same changes proposed for 1033?
	1. Pros: Modularization grants available (NCAT)
	2. Cons: State naming scheme
	3. Pros: Modularization close to emporium model.
4. WebAssign for MAT 1033? Megan Drahl of Cengage needs a volunteer.
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| 5. | Learning styles inventory/teaching modalities survey | 1. Meeting set for October 13, 2010 at 11:30 am.
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| 6. | Mat 1033 certification seminar | 1. Updates:
	1. Proposed name change to include all Faculty not just those teaching MAT 1033
	2. Dial up capability available for other campuses.
	3. Use group page to upload links discussed.
2. Proposed video topics for MAT 1033 distributed by Becky. 33 videos will be created and integrated into one DVD. Suggestions and revisions are welcome. Any changes will replace one of the listed videos. Becky to get with Rona regarding a video server.
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| 7. | Tracking from MAT 9024 to MAT 1033 | 1. Tracking report should be made available to all campuses.
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| 8. | Unit Plan Update | 1. MAC 1140 Assessment:
	1. Pre/Post Analysis will be made for the previous semester
	2. Give Pre/Post tests again in the Spring.
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| 9. | Dual Enrollment Courses | 1. Dual Enrollment classes taught at the high schools must mirror on-campus courses including the use of MyLabsPlus.
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| 10. | Campus updates | 1. Lee: They are hoping to get feedback from students regarding workshops. 1105 not as well attended; need to get the word out.
2. Charlotte: Paraprofessional working out well.
3. Edison Online: A review of 2 online 1033 course underway. Using “Quality Matters” to evaluate how course is set up.
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| Action Plan |
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| No. | Action Item | **Owner** | **Target Date** |
| 1 | Updates and training for MyLabsPlus | JoAnn Lewin and Rona Axelrod | Nov/2010 |
| 2 | Learning Styles Inventory/Survey of Teaching techniques | Joan Van Glabek,Don Warren, Bill Bisignani, JoAnn Lewin, Laurice Garrett | Oct/2010 |
| 3 | Continuation of MAT 1033 certification seminars | Laurice Garrett | All year |
| 4 | Textbook selection committee for MAT 1033 | Ron Smith and Jim Ward | 3/2011 |
| 5 | Summer Institute  | Jim Ward | Summer/2012 |
| 6 | Professional Development Activities funding requests | JoAnn Lewin | Ongoing pending funding |
| 7 | MAC 1140 Assessment Analysis | Becky Berthiaume |  |
| 8 | 9024 to 1033 Tracking report  |  | Oct/2010 |
| 9 | 1033 Video Series | Becky Berthiaume | Spring 2011 |