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| **Date** | **September 13, 2013** | **Time** | **2:30pm – 4:00pm** |
| **Facilitator** | Jo Ann Lewin | **Scribe** | Douglas Magomo |
| **Subject** | Mathematics Department Meeting |
| **Attendees** | Lee Campus: Jo Ann Lewin, Don Ransford, Rona Axelrod, Laurice Garrett, Don Warren, Juan Zaragoza, Cheban Acharya, Djordje Bulj, Douglas Magomo, Ivana Ilic, Ivan Melendez-Leon, Hendry/Glades: Sandra SeifertCollier: Joan Van Glabek, James Daniels, Michael Chiacchiero, Tatiana ArzivianCharlotte: John Salem, Christy Smith, Marjorie Moller, Ron Smith |
| **Visitors** | Angela Hartsell, Theo Koupelis |
| Key Points Discussed |
| No. | Topic | **Highlights** |
| I | Welcome and Minutes of August 19th 2013 | Proposed as a correct record by Prof Warren and seconded by Professor Cheban. Minutes were approved as a correct record without changes. |
| II | SB1720 Task Force Update: Laurice Garrett, Don Ransford, Marjie Moller, JoAnn Lewin (additional task force members are Sabine Eggleston, Karen Buonocore, Pat Newell and Dr. Wright) | 1. Looking into 4 pathways: Contextualized Courses, Modularization, Compressed Time Frame and Co-Requisite Course format.
2. MAT 1033 to be the gate keeper course.
3. Modularization already started with College Prep.
4. Planning Report due to the state in January 2014. Limited implementation in Spring 2014.
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| III | Spring 2014 Class Schedule and Teaching Assignments | 1. Each campus/center will do its own scheduling.
	1. Try spreading out courses to accommodate students’ needs.
2. Any suggestions for change to be put in public for discussion.
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| IV | Math Department Website: Juan Zaragoza | 1. MATH WEBSITE is a clone of SCOPE
2. Basically a Community of Best Practice extension of Canvas
3. Needs volunteer designers from campuses to help develop the website.
4. Accept invitation in order to share valuable documents and research initiatives.
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| V | ADA Information: Angela Hartsell (@ 3 PM) | 1. Lee Campus coping with about 170 students with Adaptive Service needs.
2. Campuses have Adaptive Service representatives
3. Documentation for consideration will be submitted before semester begins.
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| VI | Review of Kevin Coughlin’s MAC1105 Data Report (Attached) | 1. Members are encouraged to read the report.
2. Prof. R. Smith informed members that there are a number of positive and negative remarks from the report.
3. For future common course assessment of MAC 1105, please help the course coordinators (Dr Zaragoza and Dr. Acharya) who are working on the assessment instrument.
4. The Dean (Dr. Theo Koupelis) encouraged members to continue working on assessment beyond the SACS evaluations and clarified that irrespective of how assessment gets done, what DE students get assessed on is what the regular students should experience too.
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| VII | Assessment Plans: Ron Smith | 1. Emphasis is on course level assessments other than revamping the Gen. Edu. Assessments.
2. MAC 1105 to remain a 35 questions multiple choice designed to respond to all student learning outcomes.
3. Forms to be reduced to 4 to reduce errors and variability among forms. There are still concerns that form labels on the exams make it easy for students to store answers on their calculator to share with other students.
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| VIII | MyLabsPlus Issues and Discussion | 1. Procedural change for passwords
2. Course Masters

The above issues are under review in MyLabsPlus and problems experienced at the beginning of the semester are being resolved. |
| IX | Unit Plan | 1. Continue with Community of Practices
2. STEM Career Fair- Charlottte
3. Transition Objectives to center on SB1720
4. Peer Observation Initiative
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| X | Any other business | 1. October and November meetings will start at 2:15pm on the first Friday
2. Include Calculator usage and Program Coordinator-Quantitative Reasoning Coordinator discussions in next meeting
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