

Meeting Minutes

Date	September 14, 2012	Time	1:00pm – 2:40pm
Facilitator	Jo Ann Lewin	Scribe	Douglas Magomo
Subject	Mathematics Department Meeting –		
Attendees	<p><u>Lee Campus:</u> Jo Ann Lewin, Don Ransford, Don Warren, Ivana Ilic, Cheban Acharya, Juan Zaragoza, Ivan Melendez-Leon, Rona Axelrod, Doug Magomo, Laurice Garrett, Farzan Riazati, Ron Smith, Bibiana Lopez-Segoviano</p> <p><u>Hendry/Glades:</u> Sandra Seifert</p> <p><u>Collier:</u> Joan Van Glabek, Michael Chiacchiero, Tatiana Arzivian, James Daniels</p> <p><u>Charlotte:</u> Christy Smith, Marjie Moller, John Salem</p>		

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Key Points Discussed		
No.	Topic	Highlights
1.	Minutes of August 21 st . 2012	<ul style="list-style-type: none"> Minutes of the previous meeting were approved as corrected.
2.	SACS Recommendation 2.8	<ul style="list-style-type: none"> The draft for the departmental response was circulated among members and concerns on the wording and inclusions were raised. It was recommended that further revision was needed before it could be sent. Members were encouraged to forward their opinions to the departmental chair by Wednesday 19th of September 2012.
3.	Unit Plan: Outreach to other departments	<ul style="list-style-type: none"> In an effort to better meet the overall needs of the College, the Math Department has decided to research why other departments/programs have chosen the math course(s) they require and what math skills they really need for their students to have. Faculty members were encouraged to help Professors Smith and Van Glabek who will survey other departments and programs about the math skills they need their students to have.
4.	Unit Plan: Peer Visitation	<ul style="list-style-type: none"> Faculty are encouraged to visit each other's classroom and learn from each other. Professors Laurice Garrett and Christy Smith presented a one page form as documentation for this activity. The follow up discussion after the visitation was left as optional. The form was approved.

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5.	Discussion on Calculators	<ul style="list-style-type: none"> • Concerns were raised on the use of applications that would convert the TI-84 graphing calculators to computer algebra systems. Professor Garrett led the discussion. Documents regarding the “Press to Test” feature on the TI-84 calculator were shared. • The department resolved that further research was needed to determine what course of action would be taken • A whole departmental meeting was needed in future to discuss this.
6.	MAC1105/1106/1140 and MAC1147/1114/1140	<ul style="list-style-type: none"> • It was noted that MAC1106 is the combination of MAC1105 and MAC1140, while MAC1147 include MAC1114 and MAC1140 and that students are not supposed to be able to get credit for both the combination course and its component courses, but the college has had a hard to preventing that from happening. • Because of a recent upgrade to the Banner system, we now have a “mutually exclusive” feature that can be used to prevent a student who has credit in one course from registering for another. If the department wants to use this feature, we would need to get Curriculum Committee approval for change in prerequisite in MAC1105, MAC1140, MAC1114 as well as MAC1106 and MAC1147. • Discussion ensued regarding potential issues that might arise if mutually exclusive is used. Action was tabled until further research could be done.
7.	Online Math Courses And	<ul style="list-style-type: none"> • Professor Axelrod informed the department that the US Department of Education was investigating cases of student identification fraud. Edison Online is now asking for departmental guidelines on the minimum number of proctored assignments there should be and the minimum percentage weight that should come from proctored assessments.

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8.	Assessment and Student Learning Outcomes	<ul style="list-style-type: none"> • Student learning outcomes need to be reviewed in each of our courses. Revisions will need to go to Curriculum Committee. Course coordinators are asked to begin the review process. • Departmental final exams will be given in MAC1105, MAC1114, and MAC1140 again this year. We won't make major changes to our format for this year, but can begin planning now for different assessment formats in the future. This year's focus should be on using the results to "close the loop" and improve instruction. • Professor Ron Smith is working on a second form of assessment that focuses more on one or a few learning outcomes in a particular course. He will send materials out via email.
8.	Textbook Selection	<ul style="list-style-type: none"> • Professor Lewin informed members that new editions of the textbooks for MAC1105 and MAC2311/12/13 will soon be released. The STA2023 text may also be going into new edition, but we haven't had verification of that yet. We will do full searches for textbooks for the involved courses. • Professor Jim Daniels commented on his pilot of the Hawkes Learning System for MAC1105. He will continue to update the department on his experience.
9.	Suggestions of Math Department Website	<ul style="list-style-type: none"> • Professor Juan Zaragoza presented the idea of the departmental website. • It was resolved that this issue be discussed with the IT department. • This matter will be revisited in future meetings.
10.	Other Business	<ul style="list-style-type: none"> • The department was informed that the search for Dean of Arts and Sciences had been unsuccessful. The position will be filled on an interim basis. Faculty who are interested in the position or have suggestions for candidates should let Professor Lewin or Dr. Harrel know.
11.	Adjournment	<ul style="list-style-type: none"> • There being no further business, the meeting ended at 2:40pm.