***Minutes***

Mathematics Department Meeting

JoAnn Lewin, Chair, Mathematics

August 19, 2014 1 pm U109

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Faculty** |  |  |  |
| Cheban Acharya | X |  |  |
| Tatiana Arzivian | X |  |  |
| Rona Axelrod | X |  |  |
| Cynthia Baker | X |  |  |
| Karen Buonocore | X |  |  |
| DjordjeBulj | X |  |  |
| Michael Chiacchiero | X |  |  |
| Sabine Eggleston | X |  |  |
| Laurice Garrett | X |  |  |
| Rebecca Gubitti | X |  |  |
| Ivana Ilic | X |  |  |
| Bert Lawrence | X |  |  |
| JoAnn Lewin | X |  |  |
| Doug Magomo | X |  |  |
| Ivan Melendez  | X |  |  |
| Marjorie Thrall Moller | X |  |  |
| Pat Newell | X |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Don Ransford | X |  |  |
| Joe Roles | X |  |  |
| Candace Rosene | X |  |  |
| John Salem | X |  |  |
| Sandra Seifert | X |  |  |
| Christine Smith | X |  |  |
| Ron Smith | X |  |  |
| Joan Van Glabek | X |  |  |
| Don Warren | X |  |  |
| Terry Zamor | X |  |  |
| Juan Zaragoza | X |  |  |
| Jaime Zlatkin | X |  |  |
|  |  |  |  |
| **Adjunct Faculty** |  |  |  |
| Jennifer Chestnutt | X |  |  |
| Cloyd Ezell | X |  |  |
| Cindy Quehl | X |  |  |
| **G**uests |  |  |  |
| Dr. Theo Koupelis | X |  |  |

1. Faculty were welcomed by Professor Lewin, and each were invited to introduce themselves
2. Agenda item II was postponed until Dr. Koupelis was present.
3. Minutes of the April 4, 2014 meeting were approved with corrections.
4. Professor Eggleston provided an update on MAT 0057. She reported that all instructors will give the advising tool to all students at the start of the semester. She also is providing a weekly email to all 0057 instructors with reminders of important dates, etc. If anyone would like to be on that email list please let her know.
5. Professor R. Smith provided faculty with a handout with extensive statistical results for the common finals from Spring 2014 for MAC 1105, MAC 1114, and MAC 1140. For the Fall 2014 semester common finals will also be given in MAT 1033 and MAT 0057. All assessments need to be ready by the end of September so that dual-enrollment faculty and adjunct faculty can be appropriately prepared. Professor Smith is encouraging us to develop a secondary assessment for MAC 1105, 1114 and 1140 that would cover at least 1 competency per course.

Regarding General Education Assessment, he would like faculty to submit ideas for assessment items to him. A grading grid for the general education competencies could then be constructed. Ungraded assessment questions could be submitted to Crystal Revak, who would redact the names for us prior to doing the analysis. Every course must be assessed in some way; a survey will be coming asking departments to put every course on a 3 year assessment rotation. Professor Smith does not want these to be separated by campus or instructor. He suggests that initially MAT 1100 be assessed using a Likert-type assessment.

There was also discussion about using only 1 type of Scantron answer sheet for the common finals for MAC 1105, MAC 1115, and MAC 1140. It was agreed that the same format for those common finals would be kept. Professor Smith did request that each instructor do item analysis on those common finals and send him the results.

At this point in the meeting, Dr. Koupelis arrived. He welcomed all faculty and encouraged us to let him know if there are needs. There will be searches done this year for 4 maybe 5 math faculty positions.

1. Professor Ransford discussed the summer committee meetings which were held on changes to the General Education curriculum. He explained the handout everyone had received from the morning meeting with the VPAA. The state requires one course from list A. Currently FSW requires 2 courses (6 hours). We could reduce the number of required credit from 6 to 3. We could place MAT 1033 and MAT 1100 in list B. We need to decide at the next meeting if we want changes to the current list B. The decision of which courses are in list B could be revisited in the future if needed.

Professor Ransford also handed out a draft document regarding FSW General Education competencies. If anyone has concerns or comments about that document, please put them in writing to Professor Ransford.

1. There was some discussion on the revisions required by the VPAA for full-time faculty portfolios. Specific ideas for the Learning Outcome Goals (LOG) will be shared at the next meeting.
2. It was decided to hold the Community of Practice meetings one Friday each month. For the fall semester they will be held from 1 – 2 pm on the second Friday of the month, prior to department meetings.

A brief discussion of the Unit Plan was begun. Professor Ransford suggested we begin to have inter-disciplinary discussions concerning meta-majors, courses for those meta-majors, and course content. This will be continued at the September meeting.

1. Several items were placed in the September meeting agenda including changes to our list B for General Education courses, the Unit Plan, ideas for Learning Outcome Goals, the future of MyMathLabs or other online homework system, and general guidelines on weights for grading purposes.
2. Faculty were reminded of the Saturday August 23 gathering and were asked to indicate if they could not attend so the appropriate amount of paper goods could be purchased.
3. Professor Lewin announced that course coordinators would stay the same until the September meeting. The meeting dates and times for 2014-2015 were noted. Professor Ransford noted that there were 5 sections of MAT 1100 offered this semester; none were piloted over the summer. Professor Ransford also handed out a list of conference dates and locations for the upcoming year. Professor Gubitti shared that the Professional Development Committee had changed how travel funds were awarded and this might work against math faculty as we like to have several faculty attend a conference to maximize the number of sessions that can be attended. It was noted that if you travel and pay your own way, you still have to submit travel papers, and you do not have to use leave time, provided you have Dr. Koupelis’ approval.
4. The meeting was adjourned at 4:10 pm, but was followed with a meeting of MAT 1033 instructors.