***Minutes***

Mathematics Department Meeting

JoAnn Lewin, Chair, Mathematics

November 14, 2014 2:30 pm I-122

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Faculty** |  |  |  |
| Cheban Acharya |  |  | X |
| Tatiana Arzivian | X |  |  |
| Rona Axelrod | X |  |  |
| Cynthia Baker | X |  |  |
| Karen Buonocore | X |  |  |
| Djordje Bulj | 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 |  |  |  |
| 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** |  |  |  |
| Jason Lingle-Martin | X |  |  |
| Cindy Quehl | X |  |  |
|  |  |  |  |
| **Guests** |  |  |  |
| Chafika Landers | X |  |  |

1. The minutes of the October 3, 2014 meeting were approved.
2. Common course final exams will be distributed to the faculty either through Professor Ron Smith or through the course coordinators. Professor Lewin will supply course coordinators with the email addresses of adjunct professors as needed. Faculty who volunteered to submit assessment information were reminded to submit the information to Professor R. Smith at the end of the semester.
3. Chafika Landers from Pearson was present and outlined changes that should improve the spring semester rollout of courses. Instructors will have the option to allow a single sign-in through Canvas.
4. Professor Eggleston updated the department on MAT 0057. The spring semester will have some sections of the course begin at Module 3. The department should make plans for the possibility that some students may complete Module 4 by the end of Spring A, and what should be done, if anything, for those students.
5. Professor Garrett shared that she is still working on the MAT 1033 final exam review homework and that it should be ready by November 21, 2014. She asked for feedback on the assignments she selected for the course. There was a general discussion of the issues of placement, financial aid, advising, the diagnostic test, and skills review in My Labs Plus. Professor Garrett said she would like to revisit the idea of a late start MAT 0057 for students who self-place in MAT 1033 and then decide they were too optimistic. Professor Newell commented that she knew within 4 class meetings that she had students who would have placed in MAT 0018, and wondered if there would be a way to get teaching assistants or other support in place for students who struggle with the beginning MAT 0057 material.

1. Professor Rosene reported that she had met with Professor Ransford and they had made some changes to the topics that will be covered in MAT 1100 during the Spring 2015 semester.
2. Professor Lewin will send syllabi templates for Spring 2015 semester classes to the course coordinators. She asked that they review the templates carefully and return them to her promptly so she can send the templates out to faculty. Course administrators would like feedback for MyLabsPlus so that spring courses can be distributed soon.
3. Professor Ilic lead the discussion on MAS 3105 (Linear Algebra), MHF 2191 (Mathematical Foundations) and MAS 4301 (Abstract Algebra). She has 3 students enrolled in MAS 3105 and 2 students in MHF 2191 as independent study for Spring 2015. She shared the textbooks she is using. The text for MAS 3105 includes My Math Lab. She also shared the topics list for the two courses. A committee of Professors Zaragoza, Ilic, Magomo, Bulj, Melendez, R. Smith, and Chiacchiero are considering changes to the course prerequisites. A decision must be made by December 10, as the Curriculum Committee must approve these changes and the deadline for submission to the Curriculum Committee is Jan 3, 2015. The department can decide to change any or all prerequisites on any, all or none of the courses. The goal is to have these courses offered in a rotation to make enrollment stable enough so that the course does not have to be offered as independent study.
4. Results of the survey on standardization of syllabi were shared and discussed. The course that most respondents felt needed standardization was MAT 0057, and that course has already been done. Faculty will be surveyed on standardization of MAT 1033 and 1105 for more detailed and specific input.
5. Professor Garrett indicated she would like to see a policy that allows faculty to opt out of the current calculator policy. Professor Gubitti supports this idea. Professors Garrett, Gubitti and ???? volunteered to serve on a committee to review calculator policies across the state.
6. Professor Lewin reminded faculty that volunteers were needed to a) formally develop a faculty mentor program and b) look for input from other departments on how our department is meeting the needs of their programs and students. Both of these items were included on our 2014-15 unit plan. Professors Seifert and Arzivian volunteered to work on the faculty mentoring program; Professors Seifert and Rosene volunteered to work on the survey of other departments.
7. Professor Axelrod attended a meeting of the Honors Advisory Council. Professor Wendy Chase is leading the council. Faculty who wish to teach an honors class must apply to become Honors Faculty. The application will include a vita, a statement of teaching philosophy, and how you plan to make the course an honors section. Credentials will be good for 3 years. There will be a deadline in February 2015 for faculty wishing to teach an honors class during the Fall 2015 semester.
8. Professor Lewin shared information about changes to the Math Center. The Charlotte campus has an opening in their center; on the Thomas Edison campus one full time position has been changed to a 25 hour position. The center on the Thomas Edison campus will be moved back to the Q building when building H is vacated for renovations.
9. The meeting was adjourned at 4:35 pm