***Minutes***

Mathematics Department Meeting

JoAnn Lewin, Chair, Mathematics

September 12, 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 |
| 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** |  |  |  |
| Jason Lingle-Martin | X |  |  |
| **G**uests |  |  |  |
| Dr. Theo Koupelis | X |  |  |

1. The minutes of the August 19 meeting were approved with corrections (Newell/Eggleston).
2. Professor Lewin announced that the next department meeting will be Oct 3 instead of Oct 10 due to the FTYCMA retreat scheduled for Oct 10- 11.
3. Professor Ron Smith, assessment coordinator, announced that he was still looking for volunteers to head up the assessment for Calculus III and Differential Equations. Doug Magomo was volunteered for Calculus III and Ivana Ilic volunteered for Differential Equations. Professor Smith shared that Crystal Revak was working on getting a scantron machine that would work with the green forms and still provide the needed data. On the topic of common finals, the department will re-use common finals from Spring 2014 except for form C in trigonometry.
4. The department needs to make a decision regarding the general education requirements that will be part of the 2015-16 catalog. A motion was made (Ransford/Gubitti) to accept the mathematics portion of the general education requirements for the 2015-16 catalog as the requirements currently stand. The motion passed unanimously.

1. At least two members of the department were asked by students to present an honors section of a class. The requests came as the semester was beginning. In the end, the faculty members declined. Dr. Weir has requested that the department consider offering honors courses in the Spring. There is a September 29 deadline for submitting honors courses for the Spring. As the Honors Program has not yet provided guidelines for what would distinguish an honors section of a course from a regular section of a course, and because the feeling was that students do not fully understand what it means to take an honors section, it was decided to not attempt to offer any honors sections for the Spring 2015 semester. A motion was made (Ransford/Axelrod) to form a committee to do research on the program and content of math honors courses and to explore developing honors courses in the future in cooperation with the Honors Program.
2. The replacement faculty evaluation instrument, replacing the SIR II, was discussed. The department has the option to add 3 questions specific to our department. This was tabled until the Oct 3 meeting.
3. Dr. Koupelis shared that there would be no rollover of spring classes, and that the schedule will be built using software that is supposed to maximize the use of classroom space. He requested that faculty be patient with the process.
4. Professor Lewin requested that individuals interested in remaining or becoming course coordinators notify her of their interest right away.
5. A search committee needs to be formed as 4 positions will be advertised. Two positions will be on Lee (Thomas Edison campus) and two on Collier. One committee will be formed. Professor Lewin asked for volunteers to contact her. Professor Baker volunteered to serve as a representative from Collier campus.
6. Professor Lewin reminded faculty that they need to prepare a Learning Outcome Goal (or LOG) to present to Dr. Koupelis along with Appendix A forms. The community of practice which had met earlier in the day spent time discussing LOG’s. The instructors who teach MAT 0057 will meet to discuss finding a LOG specific to that course.
7. Professor Lewin had distributed copies of last year’s unit plan and what had been placed on this year’s unit plan. Other items were discussed which could be placed on this year’s unit plan. It was agreed that we drop from the unit plan the STEM expo and support for underprepared MAT 1033 students.

A motion (Ransford/Zamor) was made to include in the unit plan the development of a faculty mentoring program. Motion was passed with 28 yes, 2 no, 0 abstain.

A second motion (Garrett/Newell) was made to include in the unit plan scheduling meetings with faculty from other departments and disciplines to see if the math courses are meeting the needs of their programs and students. The vote was unanimous

1. Professor Lewin had distributed a copy of the MAT 1033 bypass document with changes which reflected the new courses of MAT 0057 and MAT1100. A motion was made (Eggleston/Newell) to accept the document as presented. Motion was passed with 29 yes, 1 no, 0 abstain.

The department will consider at the October meeting how to handle students who have completed MAT 1100 and then wish to re-enter the STEM track courses.

1. Discussion was held on granting access to Calculus I to students who had successfully completed the CLEP Precalculus test. It was agreed to table the discussion until the October meeting.
2. The topic of standardizing more of the department syllabi was initiated. Professor Lewin reminded members of the department that as department chair she has been given the responsibility of approving all syllabi. Professor Ransford volunteered to chair a subcommittee to begin to look into the topic of some standardization of grading and course requirements. The topic will be revisited during the October meeting.
3. The final agenda item, textbooks for libraries was tabled until October due to the lateness of the hour.
4. The meeting was adjourned at 4:40 pm