***Minutes***

Mathematics Department Meeting

Sabine Eggleston, Chair, Mathematics

September 11, 2015 AA-168

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Faculty** |  |  |  |
| Cheban Acharya | X |  |  |
| Tatiana Arzivian  | X |  |  |
| Rona Axelrod | X |  |  |
| Cynthia Baker | X |  |  |
| Karen Buonocore | X |  |  |
| Michael Chiacchiero  | X |  |  |
| Sabine Eggleston | X |  |  |
| Laurice Garrett | X |  |  |
| Yonas Getahun | X |  |  |
| Rebecca Gubitti | X |  |  |
| Ivana Ilic | X |  |  |
| Bert Lawrence | X |  |  |
| JoAnn Lewin | X |  |  |
| Doug Magomo | X |  |  |
| Ivan Melendez  | X |  |  |
| Kristi Moran | X |  |  |
| Cindy Quehl | X |  |  |

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Don Ransford | X |  |  |
| Joe Roles | X |  |  |
| John Salem | X |  |  |
| Sandra Seifert | X |  |  |
| Elizabeth Schott | X |  |  |
| Christine Smith | X |  |  |
| Ron Smith | X |  |  |
| Marjorie Thrall Moller | X |  |  |
| Joan Van Glabeke | X |  |  |
| Don Warren | X |  |  |
| Terry Zamor | X |  |  |
| Juan Zaragoza | X |  |  |
| Jaime Zlatkin | X |  |  |
|  |  |  |  |
| **Guests** |  |  |  |
| Dr. Susan Hibbard | X |  |  |
| Dr. Joseph Van Gaalen | X |  |  |
| Allison Studer | X |  |  |

1. The meeting was called to order at 2:35 pm by Professor Eggleston.
2. Announcements
	1. All Faculty to submit Appendix B of the Faculty Evaluation Plan by September 19.
	2. Appendix G to be submitted at a later date.
3. Dr. Hibbard of the Office of Sponsored Programs and Research spoke about one of Dr. Albritten’s strategic plans to improve scholarly work. All Faculty received emails from Provost Wright with information regarding mini grants up to $5000.
	1. In order to receive the funds, the research must be related to your subject area including equipment and/or software and show how it will be used in a scholarly way. The proposal should also state how students will be impacted or if students will be included in the implementation.
	2. Proposals could include external creative endeavors as well. Mini grants can be used to explore virtual labs, although IT would need to be consulted regarding technology oriented proposals.
	3. The office is housed in I-209 and is open to anyone for questions and discussion. The website is located at www.fsw.edu/ospr.
	4. The deadline for the first wave of grants is October 9, 2015, with a secondary wave deadline in November.
	5. A grant writing workshop is being offered on Sep 25, 2015 with a repeat presentation on Oct 9, 2015.
	6. A total of $100,000 is available for 2 rounds, with each proposal receiving a maximum of $5000. The Provost will give final approval on all proposals. Grant proposals can include more than one researcher.
4. Dr. Van Gaalen, director of Academic Assessment, demonstrated some reports that were produced by his team. These detailed question and item analysis, SLO analysis, and summaries. All data, housed in a single repository, is accumulated and is available for comparison across semesters and across department administrations. The office would be happy to document the data from our changes due to SB1720.
5. Some Lee Faculty voiced some concerns that the Math Center was not offering review workshops this semester. Was there a Plan B? What is being offered instead? Reasons given for the cancellations include low attendance and not enough space.
6. A new assessment coordinator is needed since Ron Smith is no longer available. This person will work with Sabine and Joseph Van Gaalen’s office. Allison Studer from the Assessment office will liaison with the coordinator to get data from Canvas and/or scantrons.
7. Ron Smith was asked if there was any new information to share regarding the assessment results, especially about MAT 1033. The forms AG, and AR showed significant difference even though they were the same questions in a different sequence : G means graphs were first, R means rational first. Was the order important? Another factor was that number of students who took version A was more than those who took version B.
8. Joan Van Glabeke started the discussion regarding success rates range to be presented by course coordinators. Would this be done by modality, or altogether? Maybe we need to look at success rates at schools across the country for particular courses according to modality or let each instructor look at their individual rates and discover ways to improve.
9. The approval of the minutes from the Aug 18 meeting were moved by Joan Van Glabeke and seconded by Don Ransford.
10. The FTYCMA retreat (Oct 9 – 10) preparations are under way:
	1. Laurice Garrett will play hostess as she did last year.
	2. Two facilitators are needed for the STEM/non-STEM seminar. Must be available for both days.
	3. Registration fees will be picked up by the department if attendees registered by Sep 19.
	4. The FSW Foundation will sponsor a wine and cheese social on the evening of Oct 9th, and a cake to commemorate FTYCMA’s 50th birthday will be presented.
	5. A motion was put forth by JoAnn Lewin that the math department meeting normally scheduled for October 9, be rescheduled for October 30 because of the FTYCMA Retreat. This was seconded by Cindy Quehl. This was approved unanimously by the department.
	6. The motion to have the time of the dept meeting changed from 2:30pm-4:00pm to 1:00pm-2:30pm on October 30, was put forth by Marjorie Moller and seconded by JoAnn Lewin. Approved by unanimous vote.
11. Prof. Eggleston started the discussion regarding FSW Math Department Shirts. The suggestion was made that individuals buy their own shirts and then add lettering for the Math Department. This was met with approval, but discussions are still underway.
12. Don Ransford talked about the STEM Forum. The Heartland Consortium is hosting a conference on Dec 12, 2015 for exceptional high school students. FSW has participated for years and is looking for great participation this year since it is being held the Saturday after finals. The focus will be on civic engagement – some material from previous sessions can be reused. Include voting?
13. Don Ransford updated the department on the Gen Ed Program. Changes are ongoing in bullet IV not V. The SLOs on the syllabus are still under discussion. Approval is needed for the eight competencies that make up the CREATIVE acronym. Don Warren moved that the eight Gen Ed competencies be accepted. Don Ransford seconded and it was unanimously approved by the department.
14. Sabine Eggleston started the discussion regarding MAT 0058 that will cover the last two modules for MAT 0057.
	1. This will be a two credit course and can be a mini course (A or B?).
	2. The M grade from an unfinished MAT 0057 changes to an F if not followed by a passing grade in MAT 0057 or higher course within two semesters. If higher course passed, the M grades stays, but grade from higher course counts towards GPA.
	3. Minimum class size - 7 by first day of class
	4. Endorsed unanimously by department (see attached signatures)
15. The matter of the MyLabsPlus Code Cover for MAT 1033 was discussed. Suggestions were for a sticker with large lettering to designate the code used for the custom version of the text.
16. A single sign-on will be available on Canvas for MyLabsPlus users for the Spring semester. This will send the user to the main menu only for the course. The question was asked about the integration of assignments and the gradebook, and the answer was that since this is only possible within MyMathLab, this would exclude some of the advantages of MyLabsPlus including the rollover roster. Rona Axelrod offered to provide more details for any interested parties.
17. Courses whose textbooks are up for new editions include MAT 0057, MAT 1100, MAT 1033, MAC 1105, MAC 1106/1114/1140/1147. Course coordinators to plan for textbook selection and master courses for spring.
18. Bert Lawrence motioned that the meeting be adjourned and Laurice Garret seconded. Meeting adjourned at 4:20pm.