

Minutes
 Mathematics Department Meeting
 Sabine Eggleston, Chair, Mathematics
 Friday, April 14, 2017, U-102

	Present	Absent	Excused
Faculty			
Cheban Acharya	X		
Tatiana Arzivian			X
Rona Axelrod	X		
Cynthia Baker	X		
Karen Buonocore			X
Michael Chiacchiero	X		
Tina Churchill			X
Sabine Eggleston	X		
Laurice Garrett	X		
Rebecca Gubitti	X		
Beverly Hall	X		
Ivana Ilic	X		
Bert Lawrence	X		
David Licht	X		
Doug Magomo	X		
Ivan Melendez	X		
Kristi Moran	X		
Cindy Quehl	X		

	Present	Absent	Excused
Don Ransford	X		
Joe Roles	X		
John Salem	X		
Sandra Seifert	X		
Elizabeth Schott	X		
Christine Smith			X
William Stoudt	X		
Marjorie Thrall Moller	X		
Joan Van Glabeke	X		
Don Warren	X		
Terry Zamor	X		
Juan Zaragoza	X		
Jaime Zlatkin	X		
Guests			
Angela Hartsell			
Mark Bukowski			

The meeting was called to order at 1:00 pm by Professor Eggleston.

- I. Successes & Accomplishments
 - Some faculty members attended the March Tech conference.
- II. Approval of the February minutes
 - Minutes of February 10th, 2017 were approved.
- III. Formula sheets – Angela Hartsell and Mark Bukowski
 - Formula sheets that the Adaptive Service students use must be approved by the professor teaching the course.
 - They follow proctoring instructions as described.
 - Encourage some interaction between their office and faculty and in some cases meetings with parents.
- IV. Departmental Final exams –Kristi Moran
 - Two forms will be used this time
 - Check completeness, CRN, student ID.
 - Do not shuffle
 - Where there are multiple forms, instructor must assign equal number of forms within each class section.
 - Security concerns were raised on the use of two forms but in reality there are six forms, where two are used at a given time.
 - Faculty encouraged to use versions equally.

- V. Department Chair negotiations
- A matrix sheet of instructions on the duties of chair was discussed.
 - Discussions on how much release time were made.
- VI. Textbooks for fall
- MAC 1105 & STA2023 – new textbooks for the fall which will have a course specific standalone code; loose leaf is not resellable.
 - MAC 2311, 2312, 2313 book bundled with a “free” webassign code. Pricing concerns were raised.
 - Some Webassign training can be offered for those interested.
- VII. MyLabsPlus , MyMathLab, WebAssign
- Discussions on the available technologies were made.
 - Faculty encouraged to consider open source technology and books.
- VIII. Departmental Topics
- Guidelines for courses have been created: MAT 0057 and General information.
 - A meeting will take place in the summer regarding the General Education Program.
 - A discussion regarding the weights of proctored test within the online courses took place. A suggestion of at least 50% of the course should be proctored was made, but no decision or vote took place.
 - The topic of STA 2023 as a DE course was raised again with no decision.
- IX. Math Web page –Christy Smith
- Postponed due to absence
- X. Actuary Degree—Don Ransford
- New possible idea
- XI. Any Updates
- STA 2023 considers the 3-ring-binder and evaluates the cost to students, review in Fall 2017.

The meeting was adjourned at 3:55 p.m.