

## *Minutes*

### **Mathematics Department Meeting, Florida SouthWestern State College**

Dr. Ivana Ilic, Mathematics Department Chair

September 14, 2018  
9:00 AM – 11:00 AM

Location: Lee U-102, Charlotte O-118, Collier A-103, Hendry/Glades A-114

Faculty	Present	Absent	Excused		Present	Absent	Excused
Cheban Acharya	X			Ivan Melendez	X		
Tatiana Arzivian	X			Kristi Moran	X		
Rona Axelrod	X			Douglas Nering	X		
Cynthia Baker	X			Cindy Quehl	X		
Patel Bharatkumar	X			Donald Ransford	X		
Karen Buonocore	X			Joseph Roles	X		
Mark Cevallos	X			John Salem	X		
James Chan	X			Elizabeth Schott	X		
Jennifer Chesnutt	X			Sandra Seifert	X		
Michael Chiacchiero	X			Christine Smith	X		
Tina Churchill	X			William Stoudt	X		
Sabine Eggleston	X			Marjorie Thrall Moller	X		
Laurice Garrett	X			Terry Zamor	X		
Rebecca Gubitti	X			Jaime Zlatkin	X		
Beverly Hall	X						
Ivana Ilic	X			<b>Guest</b>			
Bertram Lawrence	X			Martin McClinton			
David Licht	X						
Kelsea Livingstone	X						
Douglas Magomo	X						

Ivana Ilic called meeting to order at 9:00 AM.

- I. Adoption of Agenda- approved
- II. Approval of Minutes – approved
- III. Successes and Accomplishments -David Licht 46<sup>th</sup> wedding anniversary and 13<sup>th</sup> grandchild coming.
- IV. Community of Best Practice –facilitators professors Schott and Garrett – This week Tech Tools-TestGen, Pooling in Canvas and Proctorio. Next meeting- Tips for Writing Better Assessments, questions. Future meeting: CATs tailored to the Math Classroom.
- V. MGF1113-Mathematics for Teachers – new course proposed by professor Donald Ransford. This course is intended as an option for students in programs related to education. Faculty mentioned that University of North Florida offers this course. Approval is needed (Mathematics Department by November and Curriculum Committee) in order for the course to be listed in the Catalog for Fall 2019. There is significant overlap between MGF1106 and MGF 1113 course content but there are some differences. Several faculty expressed opinion that students should not take both MGF 1106 and MGF 1113 because there is significant

- overlap in material. MGF 1113 course prerequisites: MAT 1033 or MAT 1100 with a “C” or better, or an appropriate placement score. The course is proposed as 3 hour course with 3 credits both on campus and blended. Motion was made by professor Sabine Eggleston that Mathematics Department faculty explore the details of MGF1113 before voting at next Mathematics Department meeting. Motion was unanimously approved.
- VI. The Office of Admissions is hosting the Fall 2018 Open House on the Thomas Edison (Lee) Campus on Tuesday, October 9th in U-102 from 3:00 – 5:00 pm. Mathematics Department table and computer display for presentation is requested. Set up will be from 2-2:30 pm and the event will take place 3-5. Professor Seifert proposed to have candy or snacks at our table. Volunteers to participate in the event: Baker, Hall, Ilic, Acharya.
- VII. Proctorio: Rona Axelrod is using Proctorio with one experimental section of Statistical Methods I course using Newton. Christy Smith and Tina Churchill both commented that students need to follow the rules and show their hands/work area and faces during proctored session. Directions need to be given to push back the laptops in order to see the work area. Beverly Hall reported that she gave those directions, had her students complete a syllabus quiz that she wrote (mostly about Proctorio) and she had only a couple of students in her three classes that did the quiz successfully. She found that most students need an external camera to see the work area. Also she had one of their Proctors counter her directions and tell the student to only show their face. It was commented that it is time consuming to see the videos for 90 students. Proctorio only has a scientific and basic calculator available. TI 83/84 emulator is not currently available in Proctorio. Roz Jester, director of eLearning and eLearning team are working on preparing videos that instructors can show to students to help them understand what expectation are for proctored/monitored tests. Currently it is recommended that Proctorio is only used in Canvas, not MyLabsPlus. The TLC has continuing workshops/training on Proctorio.
- VIII. Course Coordinators were unanimously approved:  
 MAT0057-Karen Bounocore, Terry Zamor  
 MAC1105- Kristi Moran, William Stoudt  
 MAC2311 (ground only)- Christy Smith  
 MAC2311(online only)- Elizabeth Schott
- IX. ELearning Coordinator – Rona Axelrod was appointed for this new position. She has significant experience in eLearning. Several faculty names were submitted for consideration.
- X. Adjunct Faculty Mentors: Tatiana Arzivian, Beverly Hall, Rona Axelerod, David Licht, Cheban Acharya, Tina Churchill, Douglas Magomo. Cindy Quehl will mentor adjunct faculty on Collier campus. Full time retired faculty returning as adjunct faculty need to submit mini portfolio but do not need mentor. Special procedures are in place for observing online courses.
- XI. Accuplacer – Next Generation Advanced Algebra and Functions, AAF  
 Multiple mathematics faculty took the demo-test: Acharya, Chan, Eggleston, Ilic, Magomo, McClinton, Patel, Ransford, Schott, Seifert, Melendez. Dr. McClinton, Dean of Pure and Applied Sciences took the demo-test. Professor Melendez reported that he took this test by randomly selecting answers and received 200 out of 300. Faculty reported that very few trigonometry questions were asked. Mathematics Department makes recommendation for cut scores. Mathematics faculty are invited to participate in determining cut scores. The

following material will be sent to Mathematics Department faculty: Skills Insight Statements (AAF Only) that contains typical skills and knowledge for the score ranges, several institutions cut scores provided by Denise Swafford Director, Testing Services and other information related to the ACCUPLACER Next Generation Advanced Algebra and Functions.

- XII. Learning Assessment Committee new general members unanimously approved: Terry Zamor, William Stoudt, David Licht. Kristi Moran is continuing to be Learning Assessment Coordinator for Mathematics Department.
- XIII. Learning Assessment: common core final exam questions (10-15), and full exam creation for all common Final Exams (draft by the end of the Fall 2018 to leave enough time for comments, proofreading, updates, creating online exams in Canvas). Full final exams will be created for Dual Enrollment courses. Final exams for online courses: pooled questions. Analysis: comparing ground courses, dual enrollment and online courses for common core questions. Final exam development teams (course coordinator and mathematics faculty volunteers): MAT 0057- Buonocore, Zamor, MAT 1033- Garret, Acharya, Seifert, MAC 1105- Moran, Stoudt, MAC1140- Hall, MAC 1114- Licht

Motion to prepare online Fall 2018 Final Exams in Canvas for MAT 1033 and MAC 1105 with pooled questions (question banks) was approved unanimously. Team in charge: Professor Archaya in charge of developing and professors Axelrod and Eggleston in charge for reviewing exams.

Motion was made by Laurice Garrett for additional MAT 1033 course coordinator(s). Motion unanimously passed and professors Laurice Garret, Sandra Seifert and Cheban Acharya were appointed as MAT 1033 course coordinators.

- XIV. Adaptive services:  
MAT1100 Formula Sheet- Don Ransford and Tina Churchill proposed MAT 1100 formula sheet that can be used for Adaptive Services. They also proposed to make further updates on the proposed MAT 1100 formula sheet. Motion was made to use the MAT 1100 formula sheet as presented for the particular instance and after updates were made to bring to Mathematics Department meeting for approval for general use by Adaptive Services. Motion was approved unanimously.  
Mathematics Department have approved formula sheets for MAT 0057, MAT 1033, MAC 1105, MAC 1114 which will be posted on Canvas Math Web Site for instructors who need them to be able to use for Adaptive Services.  
New online process for submitting exams to be taken at Adaptive Services is in place, pdf files need to be uploaded, time limit provided, no space in file name.
- XV. MyLab Math Pilot for MGF 1106, 1107 – Multiple registration difficulties, technical difficulties reported by students and instructors. Several faculty reported that MyLab Math has not been accurately synchronizing grades into Canvas. Faculty teaching the course provided individual opinion on the MyLabMath pilot. Motion was made by professor

- Acharya, MGF 1106/1107 course coordinator, to use MyLabsPlus instead of MyLabMath for Spring 2019. The motion was unanimously approved.
- XVI. MAT 0057 Mathematics for College Success Survey-update in process by Karen Buonocore and Terry Zamor. Survey is already in place, update in progress.
- XVII. Professional Development update: September PD Friday – Friday, September 26th (various times; Guest speaker: Dr. Stephen Brookfield (Keynote and Workshop) – Wednesday, October 3rd from 9 AM – 12 PM; FSW Publishers’ Forum – Friday, October 12th from 10 AM – 2 PM (drop-in event, lunch and desserts provided).
- XVIII. Mathematics Department Holiday get-together: David Licht Dec 15<sup>th</sup>, 6 pm at Bella Terra off Corkscrew.
- XIX. Committee updates:  
Professional Development Committee update by Rebecca Gubitti: AMATYC- Dr. Allbritten, FSW College President, was scheduled to speak at the event but it is cancelled and he will not speak at the meeting. Several mathematics faculty are planning on attending this conference.  
Rebecca Gubitti reported that deans attended Professional Development Committee meeting and discussed evaluation process and expectations. She mentioned that Dr. McClinton provided input on faculty evaluation during the meeting.  
Sabine Eggleston, Faculty Senate Representative reported that Dr. Allbritten, FSW College President is coming to Faculty Senate meeting, next Friday to answer faculty questions. Some new positions have been created which he may discuss.
- XX. The meeting was adjourned at 11:00 AM.