

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

October 12, 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	X		
Laurice Garrett	X			Moller			
Rebecca Gubitti	X			Terry Zamor	X		
Beverly Hall			X	Jaime Zlatkin	X		
Ivana Ilic	X						
Bertram Lawrence	X			Guest			
David Licht	X			Martin McClinton	X		
Kelsea Livingstone	X						
Douglas Magomo	X						

The Mathematics Department Chair called the meeting to order at 9:00am.

- I. Adoption of Agenda – approved
- II. Approval of Minutes –approved with the following changes
 - a. Item X: Name change - Tina Churchill
 - b. Item XIII: To read: 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 Acharya in charge of developing and professors Axelrod and Eggleston in charge for reviewing exams.
- III. Success and accomplishments
 - a. Fall 2018 FSW Open House-Mathematics Department representation well done by Professors: Acharya, Baker, Hall, Ilic, and Zamor.

- b. Award/recognition: Recipient of the Exemplary Leadership Award notification was presented/announced by Professor Gubitti. Congratulations to Prof. Magomo for this Award. He will be attending the Annual International Leadership Conference held in Atlanta, Georgia on March 26-29, 2019.
- c. More success and accomplishments: Some faculty members announced success in use of Proctorio but advised faculty to review each question, especially those problems with graphs.

IV. Curriculum: new course proposal-continued

MGF 1113 Mathematics for Teachers- Professor Ransford presented that a few minor changes were recommended and that the course requires MAT 1100 and MAT 1033 as prerequisite. Motion to accept the course was raised by professor Quehl. The department unanimously approved the course proposal.

V. Placement:

- a. ACCUPLACER Next Generation Advanced Algebra and Functions committee: Patel, Ransford, Seifert, Magomo, Ilic. Mathematics Department unanimously approved the following cut scores:

MAC 1140, MAC 1114, MAC 1147-250

MAC 2233-263

MAC2311 – 276 +Trigonometry bypass exam

- Cut scores will be sent to Dean of School of Pure and Applied Sciences and Director of testing.
- Further discussion for ACT/SAT scores needed.
- Professor Ransford informed about possibility of one credit Trigonometry course.
- Existing Trigonometry bypass exam will be revised by the committee: Licht, Magomo, Smith, Livingstone, Quehl, Ransford, Stoudt. Committee will make revisions of Trigonometry bypass exam, recommend cut off score and guidelines to be ready at the end of Fall 2018 for the use in Spring 2019.

VI. Learning assessment:

- a. Fall 2018 MAC 1105 and MAT 1033 online final exams (pooled questions)-update by professors Acharya completed, review by Axelrod, Eggleston follows.

Professor Axelrod will provide support in transferring test banks.

- b. Fall 2018 common assessment: professor Kristi Moran, learning assessment coordinator informed faculty of possibility to run one semester common assessment, for example Spring only, or to stay with two-semester common assessment Fall/Spring. To consider dual enrollment classes.
- c. Course coordinators for MAT 1033, MAT 0057, MAC 1105, MAC 1140, MAC 1114 to send learning assessment package (final exams) to Learning Assessment Coordinator Kristi Moran a month prior to final exam dates:
 - Fall 2018 Final Exams
 - Formula sheets if allowed
 - Correlation of questions and learning outcomes
 - Answer keys
 - Instructions

Motion was made and unanimously approved that:

- In the Fall: course coordinators will submit Final Exam package to Learning Assessment Coordinator Kristi Moran by November 1st and she will distribute the exams to instructors by November 15th.
 - In the Spring: course coordinators will submit Final Exam package to Learning Assessment Coordinator Kristi Moran by April 1st and she will distribute the exams to instructors by April 15th.
- d. Exams for academic year 2019/20 are planned to be written by the end of the Fall 2018 semester. Faculty expressed opinion that results and data for the Fall would be valuable to make informed decisions about possible changes to the future exams.
 - e. Mathematics Department will examine particular course goals. Compliance assist entries need to be updated based on assessment feedback.
 - f. General Education assessments: cannot be derived from extra credit assignment, assessment must be for all students. It is fine if it is graded in Canvas.
- VII. MyLabsPlus-update by professor Eggleston
- Spring 2009 MylabsPlus master courses- available to coordinators –located under 2018-19.

- MGF 1106/7 transfer to MyLabsPlus – Professor Acharya, MGF 1106/1107 course coordinator, will check the content and if questions transferred correctly between MyLab Math and MyLabsPlus (by November 1st).

VIII. Spring 2019 semester preparation

- a. Course coordinators: master syllabi, MyLabsPlus master courses.
- b. MGF1106/1107 transfer from MyLab Math to MyLabsPlus.
- c. MGF 1106/1107 master Canvas shells updates to use MyLabs Plus (professors Ilic, Acharya).

IX. Instructional materials:

- a. Fall 2019 textbooks and materials: course coordinators to report if there is planned change.
- b. Publisher has announced that MAC 2233 textbook will have new edition available, but since Mathematics Department have adopted the current MAC 22333 textbook edition in Fall 2017, it stays effective in the Fall 2019.

X. Open educational resources (OER)

- a. OER task force: Ellie Bunting is leading the taskforce to develop plan/process for OER development. Task force for OER from Mathematics Department– Mark Cevallos, Douglas Magomo volunteered to be on the committee during the meeting.
- b. Mathematics Department faculty expressed willingness to look into this concept.

XI. Professional development:

- a. AMATYC – travel information- professor Gubitti. Email sent. \$650 per faculty is available for mileage, hotel expenses etc. Faculty need to provide receipts to receive refund. Registration is paid.
- b. Training for Adjunct Faculty Mentors is provided in TLC
- c. Community of Best Practice: Mathematics Focus, Friday, 10/12 11:00 AM
- d. Publisher’s Forum: Friday, 10/12 from 10 AM – 2 PM

XII. Math Pathways:

Report on the FDOE Math Redesign meeting-professor Ransford

- a. Three pathways: Statistics, Survey, Modeling
- b. Pre-requisites/co-requisites models
- c. Fall retreat to look at current liberal arts courses, algebra-based survey math course, modeling and graph interpretation course

- XIII. Course concepts
 - a. Course alignment--professor Moran
In light of recent agreement between FSW & FGCU suggests to examine mathematics course alignment. For example: partial fraction decomposition topic to be covered in MAC 1140 Pre-Calculus Algebra course since the concept is needed in MAC 2312 Calculus with Analytic Geometry II course.
 - b. Mathematics concepts in various disciplines -professor Licht
suggests possible meeting with other disciplines representatives at FSW to discuss the concepts students need when studying other subjects.
- XIV. Online Learning: Proctorio – faculty updates, experience, suggestions
Proctorio – update by professor Marjorie Thrall Moller: working with Proctorio representative, creating a quiz in Canvas with link to MylabsPlus.
- XV. Information about Tutor.com usage sent to instructors by e-mail.
- XVI. Updates/development requests submitted for the following courses:
 - a. MAT 1033 Intermediate Algebra
 - b. MAC 2311 Calculus with Analytic Geometry I – submitted by professor Schott
 - c. MAP 2302 Differential Equations I submitted by professor Magomo
 - d. Professor Ransford suggested to offer MAP 2302 ground course at different times/days.
- XVII. Adjunct faculty shared workspace with computers is now available on additional location: U-112, Thomas Edison Campus.
- XVIII. Annual Thanksgiving Basket Drive run by Office of Student Engagement: Mathematics Department participation
 - a. Faculty may give donations (unperishable food), participate in creating the display
 - b. Professors Bertram Lawrence, Karen Buonocore volunteered to collect the donations, organize creating the display.
 - c. Professor Licht offered to help.
- XIX. Committee updates
 - a. Professor Eggleston gave update from Faculty Senate Executive Committee: Faculty Senate will conduct a climate survey.
 - b. Some faculty expressed concern that the survey may not be trusted to be anonymous. Professor Eggleston to report back to FSEC.
 - c. Meeting happened jointly between Union and Senate.

- d. Professor Gubitti reported on FSW climate.
- e. Professor Eggleston reported that Moore supervises Math Center. She distributed brochures of Math Center. Tutor.com is also in use and faculty can see the activity of students. Early Alert and Advising is being revised.

XX. Dr. McClinton, Dean of School of Pure and Applied Sciences, attended the meeting and faculty had opportunity to ask questions and discuss various topics.

- Professor Schott raised concern about insufficient parking at FSW. It was mentioned that there is a possibility of parking near dorms. Tickets are issued if parked on the grass. Faculty expressed the hope that they will be informed when events are scheduled in classrooms.
- Adjunct faculty shared workspace with two computers is available in U-112, Thomas Edison Campus. U-112 also has working room with photocopier, supplies, scantron machine, etc. Swipe card equipment will be installed on the office/work room door after which faculty mail boxes will be moved there. No funding is available to put wall in order to create adjunct office.
- Faculty planning to retire are advised to contact Human Resources and discuss the process. There are some plans for retirement. Hiring committee is planned to be formed for upcoming positions. A discussion is led with Human Resources on when to advertise for the position(s). Possible timeline is: December-advertising for Fall 2019, review of applications in February, planned to be done by the end of Spring 2019 semester.
- Student withdrawal- Instructors not informed about dropouts. Discussion on students not attending class.
- Finishing up Spring schedule. Rather short in adjuncts in Collier. Dean is now looking into Summer 2019 classes and schedule and how to allocate classes fairly.

XXI. Faculty updates

- Professor Moran will lead Sunshine Committee, faculty make donations.
- Mathematics connections. Expect email from Don Ransford. To respond by Nov 30th.
- Professor Eggleston checked if faculty are interested in purchasing FSW T-shirts with Mathematics Department imprints.
- Faculty pointed that the next meeting falls just before the holiday weekend.

XXII. Meeting was adjourned at 11:05 am.