

## *Minutes*

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

Dr. Ivana Ilic, Mathematics Department Chair

November 9, 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	<b>Guest</b>			
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 with name spelling changed for Cheban(Archarya) in parts II b and III a- Don Ransford.- approved as presented with those two changes.
- III. Success and Accomplishments  
Sandra Seifert is in her last week of her last course for her degree, and plans to graduate in May. David Licht – another grand child is coming. John Salem is going to be a grandfather.
- IV. 2018 Annual Thanksgiving Basket Drive Mathematics Department Display was created with donation from Mathematics Department faculty. Bertram Lawrence and Karen Buonocore collected the donations. Bertram Lawrence and his wife designed the Thanksgiving display. Pictures of the display were shown.
- V. One Book- One College- report given by Don Ransford. The book *21 Lessons for the 21st Century* by Yuval Noah Harari has been selected to be read in the 2019-2020 school year. The plan is that FSW faculty will be provided with a copy of the book. Suggestion was made for faculty to read the book during the Winter break to determine how the ideas can be implemented in mathematics courses.

- VI. Learning Assessment
- a. Common Departmental Fall 2018 Final Exams for: MAT 1033, MAT 0057, MAC1105, MAC1140, MAC1114.
  - b. Scantrons and memo with instructions are sent out to faculty. If faculty did not receive scantrons/memo, contact Dr. Van Gaalen [joseph.vangaalen@fsw.edu](mailto:joseph.vangaalen@fsw.edu).
  - c. Fall 2018 final exams will be sent to faculty by professor Kristi Moran, learning assessment coordinator.
  - d. Departmental final exams with pooled questions for online MAC 1105 College Algebra and MAT 1033 Intermediate Algebra are to be imported into online courses.
  - e. Report by Kristi Moran, learning assessment coordinator:
    - i. November 15<sup>th</sup> is planned date for mathematics departmental final exams to be sent to faculty teaching the corresponding grounded courses.
    - ii. Faculty need to submit to Assessment Office large scantrons for the common core part of the departmental final (not graded). Faculty may additionally use small scantrons for grading. Faculty may request small scantrons from Andrew Buck, Administrative Assistant.
    - iii. According to Joseph Van Gaalen, courses offered in multiple modalities: online, ground and dual enrollment, need a common assessment, so that data for different course modalities can be compared. It is a requirement by SACS that we show that dual enrollment courses are comparable to online and ground classes. Developmental Mathematics courses must have common assessment. Common Assessment does not need to be a final exam. It can be a project or a midterm exam or other type of assessment. Ten or fifteen common core questions on an assessment is adequate, instructors may add their own questions.
    - iv. STA 2023 Statistical Methods I has had one dual enrollment course during one semester in the past, but no longer. MAC 2311 Calculus with Analytic Geometry I does not have a common assessment.
- VII. Spring 2019 Preparations:
- a. Spring 2019 Canvas courses are ready.
  - b. Course coordinators reported if there are changes in MyLabsPlus master courses and if they are ready to be rolled over to instructors by IT without change. MAC 1114-update finished; MAC 1140-no changes, MAC 1105-no changes, MAT 1100-no changes, MAC 2023-no change, MGF 1106 and MGF 1107 are transferred back to MyLabsPlus from MyLab Math. All MyLabsPlus coordinator courses are ready, and the list of corresponding CRNs is ready to be sent to IT to be loaded.
  - c. Master Spring 2019 syllabi were sent to Department Chair by Course Coordinators. Syllabi for MGF 1106, MGF 1107 have been updated to reflect use of MyLabsPlus.
- VIII. Instructional Materials:
- a. MGF 1113 Mathematics for Teachers– Don Ransford announced that the Mathematics Department will need to select a textbook for that course, provided that the course is approved by the Curriculum Committee. He hopes to look and discuss options with the book vendors at AMATYC. Faculty volunteered to form the MGF 1113 textbook selection committee for MGF 1113 are: Mark Cevallos, Sabine Eggleston, Don Ransford

and Ivana Ilic. Faculty who want to join the committee should send an e-mail to Ivana Ilic and Don Ransford.

- b. MAC 2311 Calculus with Analytic Geometry I online course is presently in the process of development by professor Schott so she is looking at textbooks (textbook by Stewart, textbooks from Cengage, Pearson, etc.). Professor Schott reported that nine colleges are using Stewart's textbook. New online course shell for MAC 2311 course will not be used until Fall 2019. Don Ransford pointed out that we used current Larson Textbook for Calculus for two years, so we may take a look at the possibility of using a Stewart textbook for Calculus I. Faculty pointed out that the Stewart textbook may have a new edition for the school year 2020 and that needs to be taken into consideration. Faculty noted that we should be consistent in having the same Calculus with Analytic Geometry textbook for both online and ground classes and for Calculus with Analytic Geometry I, II and III courses for consistency and savings on course materials for students. Professor Eggleston suggested that a committee be formed to select the textbook before the Spring break so we can get the courses running by Fall 2019.
- IX. Don Ransford's course that was planned to connect mathematics and music is not going to run because of low enrollment (only one student signed up).
- X. Online Courses- development, redesign and update.  
MAT1033- Intermediate Algebra- Tina Churchill and Jaime Zlatkin are working on the online course development and are currently in the phase of meeting with an Instructional Designer.  
MAC 2311- Calculus with Analytic Geometry I - Elizabeth Schott is starting updates/development, course materials selection is in process.  
MAP 2302-Differential Equations I – Douglas Magomo and Elizabeth Schott have scheduled a meeting with an Instructional Designer.
- XI. Proctorio updates
- a. Professor Hall reported that her Proctorio gradebook disappeared as a result of a programming defect in the program and that seven days later they repaired the software and brought it back. She also had trouble with setting up one student who was not to use Proctorio. When she did that it didn't work. Professor Hall was not asked for the password as she should have been and the student was asked to fulfill the Proctorio requirements. Her computer froze up with these settings.
  - b. Professor Hall suggested that faculty make a backup of their gradebook, and also have two copies of all final exams in Canvas in case this problem occurs for them and they need to give a student an exam without Proctorio or a special setting (in Moderate Quiz mode). As of this writing, the Proctorio techs have not yet solved this problem.
  - c. Professor Eggleston had a student who reentered the Proctorio proctored exam seven times (The Proctorio proctors got the student back in each time). Instructors need to know that whether students are allowed or not to reenter the exam can be controlled by Proctorio settings.
- XII. Dr. McClinton addressed mathematics faculty with some announcements, information.
- a. There are plans to have mathematics faculty positions open in Hendry Glades for Fall 2019, and one position on the Lee Campus. FSW plans to advertise positions and collect resumes this coming Winter.

- b. The State of Florida is presently talking about some possible changes in curriculum such as a co-requisite with MAC 1105. They are also discussing if students can go straight from high school to MGF courses.
  - c. Enrollment is slightly down so faculty may mention to students that they may enroll for Spring 2019 courses.
  - d. Substitution Policy for Students with Disabilities: Students can request a Math Waiver if they can document a mathematics disability through proper educational testing.
- XIII. Trigonometry bypass exam: committee consisting of mathematics faculty Licht, Magomo, Smith, Livingstone, Quehl, Ransford, Stoudt revised the existing Trigonometry bypass exam. In Spring 2019 the existing bypass exam will be implemented with updated instructions: 70% cut score to pass the exam. This is a multiple choice exam. Implementation date January 28, 2019. Committee plans to meet further and continue discussion and possible updates to the exam. Professor Licht moved that the Mathematics Department accepts this Trigonometry bypass exam and cut score, and professor Stoudt seconded. Motion was unanimously approved.
- XIV. Common Core for the MAC 1114 Trigonometry final exam consisting of 15 questions have been selected and the plan is to not allow use of the calculator. The final exam using Proctorio for the online MAC 1114 Trigonometry course is to be designed. Suggestion was made for final exam to be given in two parts: Part I –Common Core (no calculator allowed) and Part II (calculator allowed).
- XV. Opportunities for Professional Development:
- a. Community of Best Practice: Mathematics Focus, Friday, 11/9 at 11 AM: *Classroom Assessment Techniques Tailored to the Math Classroom* presented by Caroline Seefchak, Professor from FSW School of Education.
  - b. Canvas Brown Bag Series (Technology) led by a member(s) of the eLearning team: November-Kaltura for faculty: Recording content, January-Proctorio, February-Assignments & the Gradebook Connection, March-Rubrics and Outcomes, April-Pilot testing session for new eLearning tools.
- XVI. Committee Updates: – none
- XVII. Faculty Updates:
- a. Student Opinion Survey SOS is going to open this coming week. Faculty may remind students about the survey.
  - b. Announcements about faculty achievements: “411”.
  - c. Christine Smith-several departments on the Charlotte Campus dressed up for Halloween.
  - d. Ransford: report about The Gordon Rule. For future agenda: Logic course (currently taught by Philosophy faculty).
  - e. Standardizing language in the common syllabus.
  - f. Krist Moran: Sunshine Committee preparation for the next department meeting.
- XVIII. Professor Garrett moved and professor Schott seconded to adjourn the Mathematics Department meeting and begin the Mathematics Community of Practice. Meeting was adjourned at 11:00 am.

Respectfully Submitted,  
Beverly Hall