

## *Minutes*

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

Dr. Ivana Ilic, Mathematics Department Chair

January 11, 2019

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 Bhartkumar	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			Garth Tyszka	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 9:00 am

- I. Minutes- approved unanimously (Professor Licht moved, Professor Schott seconded)
- II. Agenda- approved unanimously (Professor Licht moved, Professor Garrett seconded)
- III. Michelle Fanslau-Wright passed away.  
Professor Gubitti announced that the repayment for AMATYC expenses should come in February check.  
Accomplishments/Successes: Professor Seifert finished course work for her PhD.
- IV. Course Level Assessment by Dr. Joseph Van Gaalen, Vice President, Institutional Research Assessment and Effectiveness
  1. Regular common course-level assessment is needed for the college courses that have the modality of dual enrollment. All three modalities: ground, online and dual enrollment will need to have the same common assessment. SACS wants to see the results and that we have growth. The State of Florida is concerned that modalities have similar instruction and testing results.
  2. If question pooling or shuffling of answers is done it will take Dr. Van Gaalen's office too long to do Item Analytics. Dr. Van Gaalen suggested that we look at previous Analytics over several years to decide which questions had consistent results and reuse those

problems. One possibility is to use the same problems and change the numbers within the problems. He noted that when we had four versions of exams, we sometimes had a difference of 30% in the student results of particular questions. We need to avoid that by keeping the questions more similar and use previous questions where we had similar results.

3. Courses that do not have dual enrollment and are not developmental and have course-level assessment can have a common assessment once a year, and any time within the year, but do need to be on a cycle- every Spring, or Fall when we have a high enrollment. Assessments do not have to be a multiple-choice test. They also do not have to be a final exam. They could be midterms.
4. Possible ways to make finals easier:
  - a. Professor Churchill asked if we could have students fill out just one scantron. Perhaps the Mathematics Department could have the same scoring machine that Dr. Van Gaalen has in his office for the red scantrons, or can we run the small green scantrons through twice – once for us to get grades and then Dr. Van Gaalen’s office for Analytics.
  - b. Professor Livingstone shared that she has used ZipGrade software on her phone for collection of data and created faculty made bubble sheets like scantrons.
  - c. This topic needs further exploration by Dr. Van Gaalen.

V. Course-level assessment

1. Faculty decided Spring 2019 assessments will be the same as in the Fall 2018.
2. Faculty are preparing to change departmental final exams for the Fall 2019: MAT 1033, MAC 1105, MAC 1140, MAC 1114.
3. All online courses need to have Canvas assessments-full exam. The online exams need to have different numbers but the same questions as ground courses. We need a team to review each exam. ELearning will enroll faculty who are developing the exams in a coordinator Canvas course for each math course. The teams are the following:  
MAC 1140: Professors Hall, Acharya, Lawrence (check questions)  
MAT 1033: Professors Churchill, Acharya, Seifert, Garrett, Chesnutt  
MAC 1114: Professors Eggleston, Licht, Lawrence (check questions)  
MAC 1105: Professors Eggleston, Lawrence (check questions), Stoudt, Acharya, Cevallos
4. Security of Exams
  - a. Exam questions should not be used for practice, all copies of exams should be collected.
  - b. Dr. Axelrod -Don’t leave your podium computers open to any tests, Canvas or MyLabsPlus. Log out (don’t X out) or simply always restart your podium computers after use. We were told that all podium computers were restarted every night, but faculty are realizing that is not happening at least in building U.
  - c. Professor Licht-Test was left on the computer after final exams and the two week break that we had. Computers should have been restarted during that time and weren’t.

- a. We need to have the swipe lock on the downstairs photocopy room door operational. Faculty sometimes leave exams on the photocopy machine so this lock needs to work. Dr. McClinton reported this is a new lock for facilities and they need to work on this more. It has to work properly before they lock this room.

VI. Hiring Committee

The majority of the members on the committee need to be on continuing contract. Dr. McClinton will select the committee. Dr. McClinton plans to form two committees which will start by having the committee meetings together. The Hendry Glades interviews are planned to be scheduled on that campus. If faculty want to be on the Hiring Committees, they should send an email to Ivana Ilic. Department Chair may automatically be on the committee.

VII. Course Coordinators for MAC 1114 online, MAC 1105 were approved:

Professor Eggleston will be the new MAC 1114 Trigonometry online course coordinator (Professor Licht moved approval). Professor Cevallos will be new MAC 1105 College Algebra course coordinator.

VIII. New Adjunct Faculty and their Mentors

Professor Kristina Platt – Professor Tina Churchill mentor

Professor Garth Tyszka – Professor Donald Ransford mentor

Professor Dorothy Chapman – Professor Tatiana Arzivian mentor

IX. Course Materials

1. Professor Eggleston is handling the access code conversion between MyLab Math and MyLabsPlus for MGF 1106, MGF 1107. Students who purchased MyLab Math access code in the Fall 2018 for MGF 1106/MGF 1107 course but in Spring 2019 are taking MGF 1106 or MGF 1107 course that uses MyLabsPlus may be eligible for access code. Instructors: send the list to Professor Sabine Eggleston: last names and email address of those students.
2. Price updates on two courses that use a special code: College Algebra and Statistical Methods I. The price for just access to MyLabsPlus is now \$134.50 while the others are \$100.75.
3. Professor Ransford's textbook selection committee for MGF 1113 Mathematics for Teachers have been sent textbooks from three different publishers. They will be meeting this semester to construct this new course.
4. Professor Cevallos gave a report on the OER workshop that he and others from our department attended on January 3, 2019. This is a cheaper route for students. Not all of his questions were answered in the workshop but the possibility is to have a pilot course to see what success we have. Another possibility is to apply for grants to pay for the faculty to work to develop an OER course.  
Professor Hall also reported that she had investigated OpenStax (Statistics and PreCalculus) which uses WebAssign for their problems. The Statistics book was better than it used to be. The cost was \$35-\$39 for WebAssign; however, the number of resources that WebAssign/OpenStax has, cannot be compared to Pearson. Pearson has far more resources/ question banks/videos/ student aids, etc. In WebAssign there was no "Help me solve this" or "Show an example." Pearson materials are all within their courses where we would have to make a course in Canvas and import various resources.

Professor Magomo looked materials for Calculus/Differential Equations courses.  
WebAssign was adequate for some courses, but not others.

X. Dr. McClinton Announcements

1. He will check on the swipe mechanism for the downstairs U building photocopy room. Will move down mail boxes when that is functioning.
2. Hiring committee report given previously.
3. Enrollment is down by 1%.
4. A Provost search is underway.
5. He is on the committee to find a new Dean of the School of Education. That search is underway.
6. He likes OER; however, he does need premade courses to give to adjuncts.
7. Dr. McClinton's position on needing grades in Canvas. He is fine with leaving our grades in MLP (MyLabsPlus). He only needs to see a syllabus in Canvas now for ground courses. Also in Canvas we have Tutor.com and our SOS (Student Opinion Survey). Online Canvas courses have much more than this and includes midterm and final exams.

XI. MyLabsPlus report by Professor Eggleston

1. Discussion on what do faculty want as a timeline for the development of each MyLabsPlus course so that faculty have additional time to work on their courses. There was debate and this topic will be continued at our next meeting. It takes a while for IT to set up our courses.
2. Professor Eggleston is going to offer a MyLabsPlus sharing session next Friday, January 18<sup>th</sup> at 10 am. Professors Lawrence and Hall want to attend.

XII. Proctorio

1. eLearning has set up a demonstration of Proctorio with MyLab Math for Jan 17<sup>th</sup> at 10 am, Thursday. The demonstration will be a webinar. Professors Ilic and Hall will attend.
2. Proctorio is developing additional software - calculators (financial functions, statistics, graphing, etc.). The target date for implementation is Fall 2019.
3. Some online Fall 2018 final exams contained links to PDF files in the directions. Most faculty had checked no downloads in Proctorio settings to prevent cheating. Those links to PDF files had to be changed to image files inserted in the directions because if they remained in the tests and a student using a Macintosh computer clicked on the file then they would get kicked out of their exam. This didn't happen with PCs because they interpreted this as Preview mode. ELearning acted proactively after Professor Hall discovered this problem and updated instructions within online exams to contain images instead of links to pdf files. ELearning checked if there were any students taking the exam before they made any updates on the exam.
4. If an instructor wants to give an exam without using Proctorio for one student, but the other students are going to use Proctorio then there can be a problem if the exam is not set up to test "Everyone". In other words, if you have more than one version of the exam and have assigned half the class to each exam. When you uncheck Proctorio in Modify the Exam, your computer will hang up and not save this change. There are two work arounds to this problem. One workaround is to make two copies of the same exam, one with Proctorio enabled and one without Proctorio. The other workaround is a little more time consuming.

- XIII. Trigonometry bypass Exam Canvas implementation  
Professors Eggleston and Licht will implement the Trigonometry bypass exam in a Canvas course so that exam can be given at the Testing Center through Canvas.
- XIV. Professional Development
- a. Community of Best Practice-Mathematics Focus at 11 am today – AMATYC reports, U102.
  - b. Instructional Technology Meeting: Monday at 2:30 pm, AA168
  - c. SWFL Symposium on Teaching and Learning
    - (1) Professor Schott Tues Jan 22<sup>nd</sup>- 12:30 pm FGCU
    - (2) Professors Churchill and Smith presenting at FGCU
  - d. There is a new rubric for travel funding – there is a cap of \$1500
- XV. Faculty Updates – Hendry Glades is running out of faculty office space.
- XVI. Professor Gubitti brought up that because FSW is an open campus there are some students on campus who are being investigated by the police for major crimes and that faculty need to be careful regarding their own security.
- XVII. Professor Garrett made the motion to adjourn and to begin Best Practice in Mathematics. Unanimously approved.

Submitted by Beverly Hall