

## *Minutes*

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

Dr. Ivana Ilic, Mathematics Department Chair

February 8, 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 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	X		
David Licht	X			Sandy Sardinas	X		
Kelsea Livingstone	X						
Douglas Magomo	X						

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

- I. Adoption of Agenda. (D. Licht, J. Roles)
- II. Minutes- approved unanimously after making corrections listed below (D. Ransford, J. Roles)
  1. Add to attendance: Garth Tyszka
  2. Section IX #1 fourth line down delete the word “swipe”
  3. Professor Chesnutt’s last name spelling.
- III. Success and Accomplishments
  1. Professor Gubitti submitted her portfolio
  2. Professor Ransford – getting a Distinguished Service Award
  3. Professor Licht – Finished writing the Trigonometry Final Exam
- IV. MyLabsPlus shells will be set up early. Professor Eggleston presented possible dates

	Summer 2019	Fall 2019	Spring 2020
Master Shells Available to Coordinators	Feb 1	April 1	Sept 1
Coordinators Update MLP Masters	Mar 1	May 1	Oct 1
Courses Available to Instructors	April 1	June 1	Nov 1

These dates won't apply if the textbook is changed.

Approved (with exception listed above)-(L. Garrett, R Gubitti)

- V. Professional Development Committee update – Professor Gubitti  
There is a new rubric for PD applications and they will be reviewed four times per year. This is aligned with the fiscal budget. The maximum for travel is \$1500 per person. The budget was cut again so that there is only \$3000 total for Summer. If you want PD funds you should look for other sources of funding.
- VI. Dr. McClinton
1. There have been some staffing cuts that have affected the speed with which some paper processing gets done. He lost one of his staff members and two adjunct coordinators.
  2. More faculty & staff parking has been made on the east side of building U.
  3. We are down 1% in expected student enrollment so money has been dropped from what appeared to be “unspent” funds.
  4. \$14,000 cost for printing in four months time.
  5. Look at assessment data to see what it tells us. Make changes to curriculum based on that. What does this tell us about the students that we have and how are we going to meet their needs.
- VII. Professional Development:
1. Polk State College is going to hold the FTYCMA/MAA Joint Meeting- February 15, 16
  2. Community of Best Practice -Takeaways from AMATYC and MAA Conferences -today and next month.
  3. Send Professor R. Gubitti an email regarding whether we received our repayment of expenses from AMATYC in the amount of \$650. The appropriate receipts were submitted and the repayment is supposed to be done in 60 days.
- VIII. Course Materials- need ISBNs by mid to late February.
1. MAC2311 online Professor Schott- will meet with committee today and submit ISBNs. The decision should be made today.
  2. MGF 1113 – Professor Ransford -committee will meet today and decide.
  3. MAC2233 – They will keep the present text.
- IX. Professor Licht reported on the new Trigonometry bypass exam (that will be in effect starting from Summer 2019). 70% will be the passing grade. No calculator is allowed. The length is 90 minutes. This exam is good for 1 year. Professor Licht will write up Directions/ Rules regarding this exam. For the Summer 2019 Trigonometry bypass exam will be implemented in Canvas, so grading will be automatic. Motion approved (E. Schott, L. Garrett). Until new Trigonometry bypass exam is implemented in Canvas, Department Chair will grade it (during Spring 2019). Professor Eggleston reported that she only had 5 students take this exam in her tenure as Department Chair so there should not be many exams this semester.
- X. Preparation for Summer 2019 (Syllabi and Master MLP Courses). Course coordinators:
1. Construct two syllabi schedules one for summer A and one for full semester. Submit by March 15th.

2. Master courses need to be completed by April 1.
- XI. Course Coordinators need to update course information sheets and send to Department Chair to be posted in Canvas Math Website for adjuncts as well as new professors. The idea of a video instruction was presented, but professor Schott said that it is too time consuming to create and maintain. Professor Licht has already made a 3-page document with information such as phone numbers, how to complete attendance verification, how to enter grades, where to find important offices on each campus etc. It was decided we could put Professor Licht's general materials in our department website and individual info-sheet for each course containing individual course information. We just need to post and keep this information updated. Approved (C. Baker, M. Cevallos)
- XII. One Book – One College -Professor Ransford reported that this will be a 2- year project which will give us time for speakers and time for most courses to cover the content of one or two chapters. The books will be available to everyone in the Fall 2019. They will also be available in the library. Materials will be posted in a Canvas Course.
- Objectives of the One Book Initiative
- To provide a common intellectual experience.
  - To create an opportunity for students to explore values and ethics.
  - To raise awareness and tolerance of diverse perspectives
  - To facilitate critical thinking and academic discourse.
  - To promote a sense of community among all FSW stakeholders.
- XIII. Spring 2019 there will be Open Houses on all campuses the Week of February 19<sup>th</sup>. Some faculty have already signed up. Faculty volunteers are welcome on each campus. If anyone else wants to join, send email to Professor Ilic. There will be a flat screen for a video on Lee and Collier. Charlotte faculty are going to have Math Games and Puzzles available. Faculty may bring mathematics textbooks to show the students.
- Tuesday, February 19 –Collier, building M
  - Wednesday, February 20 –Charlotte, building J
  - Wednesday, February 20 –Hendry/Glades, building A
  - Thursday, February 21 –Lee, building U, room 102
- 
- HGC: Bharat Patel 3-5 pm, Jennifer Chesnutt 3-5 pm, Sandra Seifert 3-5 pm
  - Lee: Jaime Zlatkin(2-2:30 pm), Beverly Hall 3:30 pm-5 pm, Ivana Ilic 3-5 pm
  - Charlotte: Christine Smith 3-4 pm, Tina Churchill 3-5 pm, event outdoors
  - Collier: Cindy Quehl 3-4 pm, Tatiana Arzivian 3:10 -5 pm
- XIV. Pi-Day Activities March 14<sup>th</sup>. Professor Smith reported that the Charlotte campus has a lot of activities already planned. They have prizes and pies to give away to students. Last year Professors Eggleston and Hall did Pi Day on the Lee campus. Professors Churchill and Smith did Pi-Day activities in a session they presented recently at FGCU. Professor Seifert reported that she has activities planned for the Hendry/Glades campus.
- XV. The STEM Forum is planned for March 23<sup>rd</sup> at FSW Thomas Edison (Lee) Campus. High school students come to the STEM Forum to learn about STEM areas. Quite often afterwards they will go and teach what they learned to middle school students and get a certificate. This is also an opportunity for students to learn about FSW. Professor Ransford has participated

in this in the past. Professor Ransford has taught a session on Linear vs. Exponential Growth. He suggested that a session on Voting Principles be given. Faculty usually present three or four times during the day. Send an email to Professor Ransford if you are interested in participating in this program.

XVI. Learning Assessment

1. Learning Assessment Coordinator for Mathematics Department (available)
2. There is a \$1500 stipend for this position
3. Professor Kristi Moran served as Learning Assessment Coordinator for Mathematics Department for four years.
4. Professor Moran will assist the next faculty in the transition.
5. Compliance assist- Professors Moran and Ilic met with Dr. Van Gaalen – If we have pooled questions then they can't do item analytics. We should look at previous item analytics when writing new finals to determine acceptable questions. We need to make certain that our learning objectives align with the testing questions. If we are getting poor results then we need to add more activities/ videos/practice sheets to improve performance on those objectives.
6. For high student enrollment courses we are pooling questions for test security so item analytics can't be done on those courses. (MAC 1105, MAT 1033)
7. For some low student enrollment courses we still have a limited number of forms. We have the same questions, but with different numbers. Security for online courses for these courses is maintained by watching every Proctorio video and having tough rules such as no phone/ smart watch on your desk or in your hand and having an external web cam pointed at your desk the entire time. We can run item analytics on these exams and determine how we want to make changes.

XVII. Selection Committee- Mathematics Department is looking for two mathematics faculty – one for Lee and one for Hendry-Glades.

XVIII. Proctorio

1. Some faculty expressed concern that Proctorio has influenced the way we assess.
2. Some faculty expressed opinions that they are not pleased with loosing the Testing Center for online students. Previously, there were complaints that the Testing Center was over-crowded. Questions were asked: “Who made the decision to switch to Proctorio? And why?” and some faculty reported that: “It wasn't a faculty decision”.
3. Professor Eggleston said that there was something said that we could not charge online students extra fees for testing. One professor in the school had required several tests to be proctored adding a financial burden to students.
4. Professor Zlatkin mentioned that Proctorio was discussed in last month's Academic Technology Committee. A survey was sent to 80 faculty members and only 19 results were submitted. The results were about 50/50. There were also Proctorio Focus groups.
5. Professor Hall added that there are technical problems with Proctorio. Reminder: if you put any files into your test directions or the questions then they have to be image files and not PDFs or Word files. Apple Computer using students will be kicked out of their exam when they click on the files.
6. Professor Hall also added that if you have students that need to take the exam later than the usual dates due to sickness, when you add them with a different set of dates for their

exam this change will not be made by the Proctorio software if you split the students in your class between two or more exam forms. The way you know it won't save is the word "Save" is faded. This is a technical problem with the Proctorio software. There are work arounds, but they are not ideal. .

XIX. Online Course Development Request:

TO TEACH BY:	FALL TERM	SPRING TERM	SUMMER TERM
SUBMIT REQUEST BY:	February 1	May 1	October 1
PROJECT PLANNING:	February	May	October
COURSE BUILD:	March to May	June to September	November to January
SUBMIT QUALITY REVIEW:	June 1	October 1	February 1
READY FOR IMPORT:	July 1	November 1	March 1

eLearning: Textbook adoption decisions may not be final by this deadline, therefore late requests will continue to be reviewed through the textbook adoption deadline.

XX. Next two meetings: 3/15/2019 and 4/12/2019 It was asked if we need a March meeting. Most agreed that we should meet in March. The third Friday in March is when we are going to meet. The second Friday in March is during Spring Break.

XXI. FSW Retirement party April 11, 2019 from 4-6 pm– Professor Cindy Baker will be retiring.

XXII. Mission of the School – What specific activities does the department undertake to meet the stated mission of SPAS?

The mission of the School of Pure and Applied Sciences is to prepare students: to develop strong intellectual and practical skills in math and science, to demonstrate effectively the ability to apply knowledge and skills in real-world settings in order to deal with complex, diverse, and capacious civic issues, to develop a sense of social responsibility.

- Our purpose is to enrich our students' program-related knowledge, expand their educational opportunities, help them acquire transferable and lifelong learning and workplace skills, and inspire them to pursue rewarding careers and be actively involved in our democracy as well-informed citizens.
- To support this mission, the School is committed to providing professional development opportunities for its faculty, rigorous curriculum reviews, and quality teaching and learning opportunities for our students.

What do we do to meet the Mission of the School of Pure and Applied Science? Do we want to see changes? We will talk about this at our next meeting. We can find what we do to support the Mission of the School by looking at the minutes of previous meetings. Professor Cevallos suggested that we set up a Discussion Board on our Math Web site where we can add these ways/methods/activities that we do to support the Mission. Approved (M. Cevallos, T. Zamor)

XXIII. Committee Updates – none

XXIV. Faculty Updates

1. The downstairs photo copy room has a functioning lock now. When are the mail boxes going to be moved down?
2. For Better Mental Health – we are going to have a Harry Chapin Food Pantry on our Campus. It may be positioned in our Faculty Lounge.

XXV. New Business

1. Professor Licht brought up the issue of having an information item for the mathematics department on a syllabus. An information item has to be approved by the department and then Dr. McClinton's office has to make the changes on the standard syllabus. If it is an objective,

then it has to go to the Curriculum Committee. Professor Licht will bring it forward to our department at our next meeting.

2. Professor Moran mentioned that she has a student in her class charged with a Felony 3 Battery. He committed Battery in the dorms. He has defied the courts regarding showing up to his court appointments. He is still allowed to attend classes and live in the dorms because he has rights. Only if he is arraigned will the faculty be notified. What is the policy and procedure regarding informing the faculty?
3. The Charlotte Campus is having problems with the audio from the Lee campus filming equipment used in the mathematics department meeting. They hear a lot of background noise- people talking, making coffee, etc. This needs to be looked into before our next meeting.
4. Professor Cevallos, as the new Coordinator for MAC1105 pointed that FGCU teaches additional material in the MAC 1105. They are teaching more topics than what the State Course Description lists. Our College Algebra course has some terminal students. Some of our students are in the nursing program. Professor Axelrod asked if nursing students are still taking College Algebra or have they all switched over to Statistics? Mr. Sandy Sardinias a coordinator for the Math Center, said that nursing students are still taking both College Algebra and Statistics.
5. Professor Licht has already reviewed his Trig final. Professor Acharya will also review the Trig final.

XXVI. Adjourn Meeting 11:00 AM (R. Gubitti)