

*Minutes*

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

Dr. Ivana Ilic, Mathematics Department Chair

April 12, 2019 9:00-10:45 am

Location: Lee U-102, Charlotte E- 105, Collier A-103, Hendry/Glades A-106

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			Farhana Huda	X		
Ivana Ilic	X						
Bertram Lawrence	X						
David Licht	X						
Kelsea Livingstone	X						
Douglas Magomo	X						

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

- I. Adoption of Agenda – approved
- II. Approval of Minutes - approved with corrections
- III. Retirement – Professors Cindy Baker & Marjorie Thrall Moller as of Aug 9<sup>th</sup>
- IV. Successes and Accomplishments
  - a. Professors Doug Magomo- award recipient in Leadership at the Chair Leadership Conference, Rebecca Gubitti- presented at the Chair Leadership Conference;
  - b. Professor Donald Ransford - on Feb 16, 2019 the Distinguished Service Award by the Florida Section of the MAA and FTYTCMA
  - c. STEM Forum on March 23, 2019: Presenters- Tall Towers- Professor Libby Schott, Matrices in Cryptography- Professors Cheban Acharya and Ivana Ilic
  - d. Professor Donald Ransford – chosen to be on a Florida State committee which is writing the mathematics standards for grades 9-12 by the end of April.

- V. Academic Support Programs- Monica Moore, Director and Sandy Sardinias, Coordinator  
 Monica will go to the Charlotte campus as Director, and there will be a new director for the Lee campus. Sandy put together a hiring committee for a new Lee Campus Director and Professor Licht is on that committee. Professor Lawrence has recommended three students for the Peer Support Center and they are working out very nicely.  
 Summer Academic Support Center: Open days Mon-Fri and probably Sunday too
1. Piloted Supplemental Instruction to promote success. There is focus on the courses, and not at risk students. Lucinda Knoll was placed in Professor Garrett's 1033 course to model what a good student does. She asked good questions that other students should have, but didn't. She took notes. She worked with students outside of class. They tried this pilot in a Physics class too. In the summer they are going to focus on MAT 1033 course. Professor Zlatkin volunteered her class.
  2. In the Summer they hope to work on the Charlotte Campus perhaps with a Statistics class. They tutor many Statistics students.
  3. In August they will have a conference and work with tutors and instructional assistants
  4. Next week Academic Support will send out a faculty survey which they would appreciate if faculty would complete.
- VI. Final Exams- Professor Moran- Learning Assessment Coordinator
1. You already received the big red scantrons in your mail box sent out by the Academic Assessment Department for MAT0057, MAT1033, MAC1105, MAC1140, MAC1114.
  2. Professor Moran will send out Final Exams both this week and the beginning of next week.
  3. Online Final Exams should already be loaded in your courses. The Fall 2018 and Spring 2019 exams are the same. There are no changes.
  4. MAC 1140 has formula sheets, and only 1 Adaptive Learning formula sheet available
  5. Professor Moran will talk to Adaptive Learning about previous confusion of giving formula sheets to students who were not supposed to have them. Professors Eggleston and Garrett brought forth this problem. She will clarify with Adaptive Services Office before Final Exams.
- VII. Learning Assessment Coordinator position for Math Department available Fall 2019, notify Professor Ilic [iilic@fsw.edu](mailto:iilic@fsw.edu) by 4/17/2019 if interested
- VIII. Preparation for Summer 2019, and Fall 2019
1. Summer- send your syllabi to Professor Ilic before the Summer course begins. If you are teaching online make certain that your courses are loaded and if not then notify professor Ilic. MLP courses are already loaded.
  2. Professor Zlatkin reported that MAT1033 Master Course is under final review. If you are teaching this course this summer, you can let Professor Ilic know if you want to use the old course or use the new master course.
  3. Before May 3<sup>rd</sup> Coordinators need to prepare the templates for Syllabi for Fall 2019.
- IX. MyLabsPlus- updates by Professor Eggleston
1. Coordinators now have the master courses to check over. Let Professor Eggleston know when you are finished and what changes you made by May 1 (fall 2019 courses). If your course is being worked on over the summer and the shell will be delayed let Professor Eggleston know.

2. The new price for MLP for MAC1105 and STA2023 is still \$134.50 in the bookstore, but that price will be changed for the summer.
- X. MAC1105 College Algebra – Professor Cevallos has made a master shell containing the new changes. You can teach in the summer using these changes – contact Professor Ilic if you want this course. There is going to be an ad hoc committee to discuss these changes for the fall. Committee members will have access to the proposed course. Committee members: Professors Acharya, Livingstone, Lawrence, Seifert, Patel, Chiacchiero, Cevallos. At the end of the meeting Farhana Huda asked to have her name added, and also Sandra Seifert.
- XI. Math courses alignment with FGCU courses to assist transfers– Professor Ransford
1. Professor Ransford is proposing that the math faculty of both colleges meet on April 26<sup>th</sup> from 9-11 am for an open discussion. We only had 8 students who went into mathematics last year.
  2. Professor Ransford is questioning if we should have an actuarial degree.
  3. We should also discuss with FGCU their Summer Math League Camp
- XII. Reopening the investigation into calculator/technology usage and requirements
1. Proposal to develop a survey to find out how faculty are using the calculator in their classrooms, also which calculator we are using. FGCU requirements were also discussed.
  2. In the syllabi it is stated that calculator is required, financial aid pays for it.
- XIII. Guidelines and recommendations for course syllabi – Professor Ransford
1. Professor Ransford proposes more guidelines in construction of syllabi, in % grade categories so that syllabi are more consistent.
  2. We discussed formula sheets for students to study, but not for use during a test. We will look at various formula sheets that faculty have used in the past.
  3. Professor Eggleston spoke to the fact that we are an open institution. We need to be mindful of our student population when comparing our courses/students to FGCU. FGCU doesn't allow graphing calculators.
  4. We used to have a one credit TI Calculator Course – do we need another one? Students didn't take the course due to cost and didn't think they needed the course until they got stuck.
  5. Professor Zlatkin said that she puts a link into her courses on How to use the TI 83/84 calculator (Pearson product) and she will send instructors the link so they can include it in their courses.
  6. Desmos is a graphing calculator software/app that can be used on a computer/phone or other smart device. Professor Schott will demonstrate this software at Mathematics Community of Best Practice. Should we consider using this software in our classrooms?
- XIV. Open Education Resources – If you want to experiment with this idea, you need to write a short proposal regarding which semester, which course, what material you will use or develop/write and send your proposal to Dr. McClinton for approval.
1. This summer/fall some faculty are already using Newton, OpenStax which costs \$45. Some of these courses are various Calculus classes and Statistics.
  2. Professor Hall noted that the Academic Technology Committee has no problem with our current use of MLP access. We are not being forced to find another source of materials.

- XV. Copyright – We need to be aware that if you change books/materials then you cannot use PowerPoints, Videos, TestGen files, Test files or databases of another/previous publisher. TLC has a workshop on this topic.
1. Before using another textbook company's materials (not currently adopted) faculty need to get Dean's approval.
  2. If you write your own textbook, you may have to write all of your own support materials- test questions, PowerPoints, etc.
  3. With OER becoming so popular, we need to be aware of copyright restrictions of publisher's material.
- XVI. Summer Training Program for High School and Middle School Mathematics Teachers (FEE Grant)– Professor Ransford
1. In June Professor Ransford hopes to have a meeting with local schools contact people and our committee. He hopes to have a meeting to discuss what we would do in a Mathematics Summer Institute to support local schools.
  2. This meeting would not be the Summer Institute- just it's founding and development.
- XVII . Community of Best Practice- today 4-12-2019 on Desmos by Professor Schott and Garrett. This session will provide an opportunity to get started using Desmos. It will provide an opportunity for faculty to share experiences.
- XVIII. Commencement Ceremony at Suncoast Arena 2 pm on May 3<sup>rd</sup>
- XIX. Committee Updates:
1. Professor Gubitti announced that she is no longer the Chair of the Professional Development Committee. The cap is \$2000 for the academic year. We did get more financing for this line item.
  2. Professor Churchill announced that for PI Day they filled 9 boxes of food and sent the food to a food pantry.
  3. Faculty Senate Executive Committee – Professor Eggleston doesn't know if she is still on this committee or not.
  4. Mathematics Selection Committee is still meeting. They are working on the Hendry-Glades position. They hope to be done by April 19<sup>th</sup>.
- XX. Faculty Updates:
1. Farhana Huda is willing to join the MAC1105 Committee
  2. There are TLC courses on the New Canvas Gradebook. We do not know yet if we have to use this gradebook in the fall. We could import grades from MLP. Can we wait until the end of the semester and then upload grades or regularly during the semester?
  3. There is a TLC on the New Canvas Gradebook.
  4. Web Assign and Cengage can sync into Canvas automatically.
  5. A young child was seen in the math wing one evening (parent was not seen). Security for that child is of concern.
- XXI. New Business-
1. Professor Ransford is collecting boxes for an FGCU project. He needs empty cereal, tissue, cracker boxes.

2. We have noticed students using the computers in the downstairs building U math wing for non-mathematics use. These computers are reserved for adjunct faculty, so we will ask IT if they can set up these computers so they can only be used by faculty.
3. When are the mail boxes going to be moved downstairs now that we have a lock in that door?

XXII. Adjournment.

The meeting adjourned at 10:45 AM.

Minutes submitted by Beverly Hall