

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

August 14, 2019 2:15 PM – 3:45 PM

Location: H-120 Thomas Edison Campus

Faculty	Present	Absent	Excused	Faculty	Present	Absent	Excused
Cheban Acharya	X			Ivan Melendez	X		
Tatiana Arzivian	X			Kristi Moran	X		
Rona Axelrod	X			Douglas Nering	X		
Karen Buonocore	X			Bharat Patel	X		
Mark Cevallos	X			Cindy Quehl	X		
James Chan	X			Donald Ransford	X		
Michael Chiacchiero	X			Joseph Roles	X		
Tina Churchill	X			John Salem	X		
Sabine Eggleston	X			Elizabeth Schott	X		
Laurice Garrett	X			Sandra Seifert	X		
Rebecca Gubitti	X			Christine Smith	X		
Beverly Hall	X			William Stoudt	X		
Ivana Ilic	X			Dimitry Yusin	X		
Bertram Lawrence	X			Terry Zamor	X		
David Licht	X			Duval Zephirin	X		
Kelsea Livingstone	X			Jaime Zlatkin	X		
Douglas Magomo	X						
Daniel Marulanda	X						

- I. Adoption of Agenda – approved (Smith, Zamor)
- II. Approval of Minutes – approved with one name correction
- III. New faculty introduction – New Full Time Faculty Daniel Marulanda and Duval Zephirin. New Full Time Temp, Dmitry Yusin
- IV. Success and Accomplishments – All Faculty introduced themselves shared various summer accomplishments and adventures.
- V. New adjunct faculty mentors – Volunteer Faculty Mentors
 - Bradley Hansen – Terry Zamor
 - Frank Savage – Cheban Acharya
 - Lamis Tawil – Bert Lawrence
 - Hana Wehbi – Donald Ransford
 - Geoffrey Whitehurst – Beverly Hall
- VI. Mathematics Department Meetings schedule 2019/2020
 - 9/13, 10/11, 11/8, (12/13), 1/10, 2/14, *3/20, 4/10: 12/13 is scheduled on an off-duty day and 3/20 is questionable with spring break. These dates will be reviewed as they get closer.

- VII. Community of Best Practice Mathematics Focus schedule 2019/2020- Garrett, Schott
Faculty is encouraged to both attend and submit if you would like to facilitate one. Topics do not need to be lengthy, could be a 20-minute discussion. A reminder was given that you will earn credit for attending. Location has not yet been confirmed, however a request was made to keep the location the same.
Fall dates: 9/13, 10/11, 11/8 Spring Dates: 1/10, 2/14, 4/10 11:00 am- 12:noon
- VIII. Learning Assessment coordinator
One candidate – Mark Cevallos. Motion to approve Sandra Seifert and Libby Schott, Rona Axelrod second motion to approve Mark Cevallos as Learning Assessment Coordinator.
- IX. Course coordinators – asked to serve minimum one-year term.
Mark Cevallos, Terry Zamor and David Licht all in favor from department to continue.
Jamie Zlatkin suggested that since she had assisted in the creation of the MAT1033 Canvas Shell for the online course it would be beneficial for her to join the course coordinators for MAT1033, she will be joining the coordinators for MAT1033.
Sabine Eggleston – MLP Coordinator suggested that there needs to be one person in charge to say when the ground course is ready to go.
Donald Ransford noted that the issue of financial compensation in course development was brought to contract negotiations and union discussions.
- X. Initial Granting of Continuing Contract Review Subcommittee - Rebecca Gubitti, Sandra Seifert, Douglas Magomo and Jaime Zlatkin volunteered.
- XI. Online learning Proctorio exams requirements, interactions in online courses
- As a department we need to have consistency and come up with guidelines for new instructors. Recommended that there is a front-loaded assessment that they must pass using Proctorio, possibly containing a math and requiring use of a whiteboard and calculator. Some professors require a Proctorio Quiz prior to accessing the Midterm / Final Exam.
 - May be able to upload questions from MLP into Canvas and use equation editor to modify them to be readable.
- XII. Gradebook – We need to try and use gradebook – this does not need to be done continuously and can be done at the end of the semester.
- Sabine Eggleston reported that the grades from MLP do not convert into Canvas easily. Assessments come over points based on number of questions where MLP is based on a weighted value per assessment (for example HW is weighted at 10 points in MLP, however if there are 19 questions would come over to Canvas as 19 points). There is a way to hide overall scores in MLP and Canvas depending on what you need to do.
 - Cindy Quehl – discussed a possible way she was able to get the assessments to match from MLP into Canvas involving downloading scores onto excel spreadsheet and adjusting the spreadsheet.
 - Cindy Quehl also noted that Canvas will publish automatically the score distribution of an assessment, change the settings in each course to hide the grade distribution on an assignment.
 - This was tabled for more discussion on how this will look for the Math Department going forward.
- XIII. MyLabsPlus updates- Eggleston – The deadlines that were agreed on last semester ran into some issues, coordinators needed more time to update courses. When courses are ready it takes IT 2-4 weeks to complete the request. We may need to address or change the expectations on when the courses are updated.
- MGF 1107 shell was reported missing for one instructor, check your courses to be sure they have uploaded properly.

- Sabine Eggleston – there were 262 courses that uploaded MLP Shell, this is a considerable amount of data to be uploaded with minimal issues. Students still have 14 free access to MLP, reminder that at the 14 days they will be locked out of course. Students once they have activated the 14 day free cannot access the course to add the code they must wait until the 14-day window expires.
 - MAC1105 and STA2023 have course specific codes, and the charge is \$100.75.
 - MGF1106 and MGF1107, MAC 1114 and 1140 use the same text for both courses. The codes will work for subsequent semesters and students should still have access.
- XIV. Course Level Assessment (Assessment Reports, Fall 2019 Assessment) – As a department we should review spring an possibly compare to fall. Reports are accessible on the Assessment website. Ivana Ilic, Chair requested Math Faculty to review summary for courses that you teach and bring suggestions specifically to pooled questions to discuss. A focus should be brought with a summary of results and suggestions for action.
- Course Coordinators need to inform Learning Assessment Coordinator when the final exam is finalized and ready for distribution. Send to LA Coordinator the final exam (pdf file for distribution and TestGen file for record), answer keys, instructions for faculty, learning outcomes/questions matrix.
- XV. Trigonometry Final Exam-David Licht MAC1114 - Trig Final Exam students struggled with it. Adjustments were made, dropped one and changed 8 problems. B. Laurence, D. Magomo and K. Livingstone volunteered to review new problems for exam.
MAT0057 Final Exam – Karen Buonocore this will be uploaded and given in Canvas, in class proctored with password protection. Suggestion made to give students a practice assignment in Canvas to practice using Canvas for an exam.
- XVI. Florida Mathematics Re-Design workgroups – Ransford – Work was finished in June. Documents and links sent to Faculty with 11 recommendations. This is important information to keep in mind if you are developing new pathways within FSW. Comments can be made on the document for recommendations and they will be reviewed.
- XVII. Professional Development / 2019 - 2020 Math Conferences – Ransford Canvas math website posted everything available for conferences. Faculty can access this and review to see if there is a conference they would like to attend.
- AMATAC – Milwaukee Sandra Seifert will be attending and using the free registration available.
 - Rebecca Gubitti shared that the Florida Master Teachers Conference in Pensacola was a very good conference to attend.
 - Rona Axelrod stated on FSW May 29th and 30th 2020 we will be hosting a STAT workshop at FSW sponsored by a NSF grant. This will also be in 2021 dates not set yet.
- XVIII. Florida SouthWestern State College Mathematics Teachers’ Institute-Ransford – The meeting this summer was very productive. Files sent to faculty with details, this will have an online application with a maximum of 50 participants. This will be sponsored with a FEE grant, we will be providing food, housing (if traveling outside the Lee area) and gas mileage reimbursement. Next summer June 10-12, 2020.
- XIX. Technology – Faculty interested in a demo on Lumen Online Homework Manager email Ivana Ilic, Chair.
- Ransford proposed that calculator document survey to go out regarding use and problems to faculty to collect data regarding this issue.
- XX. Reports/Updates
- Three students have taken the bypass exam and it has gone well. Thank you to David Licht and other faculty that have helped to develop and implement the exam.

XXI. Committee updates

- Sabine Eggleston is Faculty Senate Representative – if you have any concerns and ideas bring them forward. She is our Departments only representation, participation is important to support Faculty.

XXII. Faculty updates

- Rebecca Gubitti and Libby Schott will be traveling to Florence Italy teaching MGF1106 and STA2023, encourage students to look into the opportunity to travel.
- Rona Axelrod – eLearning coordinator, she is finishing Quality Matters training and applying the rubric to online course design. She will be completing the course and defining the mission of the role moving forward.

XXIII. New business

XXIV. Adjourn – Motion to adjourn 4:04 pm Seifert and Smith.