

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

October 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	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			Cecilia Mendell	X		

- I. Adoption of Agenda: 9:04 am call to order Ivana Ilic. Motion to adopt agenda – Libby Schott and Rona Axelrod, all in favor, none opposed, no abstentions.
- II. Approval of Minutes: Motion to approve Sabine Eggleston and David Licht, all in favor, none opposed no abstentions.
 - a. Minutes are posted on document website and not on the math website. All have access to the Document Manager. Ivana Ilic – Clarification provided by the dean on Absent and Excused: absent is not present at meeting and approved leave through HR, excused is not present at meeting due to participating in FSW commitment elsewhere.
- III. Success and Accomplishments: Sabine was invited to be a guest at OBOC event and the event had a positive influence in encouraging a student to read the text.

- IV. Adjunct faculty mentors: Ivana thanked to all faculty who responded to the emails and offered to mentor Adjunct Faculty members. These are adjuncts that are not new but up for review, you will need to observe the class and write a report. There is a stipend for doing this. There are four still needed mentors, volunteers listed below.
- a. Dawn Johnson – Elizabeth Schott, Leon Just – Rona Axelrod, Donald Panton – Cheban Acharya, Anthony Miraglio – Christine Smith. Documents for adjunct faculty mentoring can be found in the Document Manager.
- V. Next-Generation ACCUPLACER Quantitative Reasoning, Algebra, and Statistics – Department testing and cut score suggestions reviewed.
- a. Demo testing by faculty was completed – Ivana thanked the faculty who took the time to take the test, provide feedback and develop the cut scores.
 - b. Determining cut scores for MGF 1106/1107/1113, MAC 1105/STA2023, MAC1106 –
 - i. The discussion group found that our scores were comparable to the table provided, however our cut scores were two points higher. This will be for a very small proportion of students who come to FSW having taken the NG Accuplacer. FSW pays for a student to take the PERT, which the student has the availability to take as well.
 - ii. Mark Cevallos and Libby Schott took the test by taking it several times to assess how it progresses with different successes. It was found that if you have correct answers the test gets increasingly hard and it is very difficult to get a perfect score.
 - iii. Concern that other colleges may have a lower score; however, their progression plans may differ as well. We need to have cut scores in place for students. Department can revisit the topic and adjust the cut scores if necessary.
 - iv. Sabine Eggleston – If the score is comparable and faculty have explored it we can work with the proposed cut scores. Students can also take the PERT. No additional concerns from other campuses.
 - v. Motion to accept proposed cut scores: MAC1105/STA2023 263, MGF1106/MGF1107/MGF1113 263, MAC1106 270 and MAT1033/MAT1100 242: Elizabeth Schott second Terry Zamor, all in favor, none opposed no abstentions. (No hands raised for opposed or abstentions).

- VI. Changes to the Science and Tech degree - Dr. McClinton Office
- a. Science and Engineering Technology - Libby Schott: There was previously a track for engineering, modify the degree so that the track would not include the Statics and Dynamics courses, would be more heavy with math and science electives. AS designed to go into the workforce, allow also the elective for students transferring. Sabine: Wording on program MAC 1105 is recommended and not required. Discussion on what the reasoning as this is a science degree. This should be reviewed especially if they are taking physics and there is a required math component. Beverly Hall: Other local Universities are focusing on workforce programs.
 - b. Motion to Support Science and Engineering Technology, AS with the addition of a paragraph highlighting the math requirements and prerequisites, as well as remove the “recommended MAC1105” to “required MAC1105”. Mark Cevallos motion, second William Stoudt, all in favor, none apposed, no abstentions.
 - c. Environmental Workplace Preparation, CCC and Healthcare Workplace Preparation, CCC: Discussion to support with the development of the programs within the appropriate departments. Motion to support proposals Terry Zamor, second Beverly Hall. All in favor, none apposed no abstentions.
- VII. Final exams in Canvas -eLearning requests that we put the exams in as early as possible so that we will not run into an issue with the distribution. Discussion regarding posting in Canvas Commons and have the professor load into their course: there are both security and technical issues with doing this. The Final Exam will be placed in the Canvas Shell by eLearning unpublished. Faculty is expected to move the assessment to the correct location in Canvas, update dates and pertinent testing information and parameters, publish and inform students of the location of the exam. Many of the technical issues eLearning is receiving is locating the exam, be sure to educate the student on the location of the exam. Deadline is the beginning of November from eLearning to load FE.
- a. Courses Ready for eLearning to distribute the Final Exam:
MAT0057 – Karen Buonocore, MAT 1033 – Cheban Acharya, MAC 1140 –
Beverly Hall: No major changes
 - b. MAC 1105 – Mark Cevallos almost complete will notify when done. MAC 1114 – Sabine Eggleston only instructor and new exam is in process of being prepared.

- VIII. Fall 2019 Course level assessment: MAT 0057, MAT 1033, MAC 1105, MAC 1114, MAC 1140: No faculty reported their sections was chosen for analysis.
- IX. Trigonometry Final Exam-updates by David Licht- Summer results not what was expected, the difficult problems for students involved finding common denominators and word problems. David Licht and Mark Cevallos reviewed the exam in detail and overall a good final exam. The first 15 problems without a calculator works well. There was a word problem that could have skewed the findings it will be updated on next Final Exam.
- X. Trigonometry course -David Licht – Douglas suggested an addition in section 10.5 decomposing two vectors into orthogonal vectors. Discussion with faculty, there is a need to focus on basics that the students are missing when they move on to next level, after more consideration Douglas agreed it may not be necessary to include it as is covered later. David suggested that a separate HW assignment be made which is optional and the professor can make a decision if it is included or not, after faculty discussion it will be left off the master and faculty can add to the section if they wish.
- XI. Canvas Courses-12/15/19 deadline for having grades in Canvas. eLearning is able to leave Canvas courses open until 12/31/19 date and close courses after that date. As a department do we want courses open after 12/15, the College is open until 12/15 then we do not have technical support if there is an issue with transferring grades from MyLabsPlus into Canvas. Sabine Eggleston suggested make an appointment to have a computer room so that it can be completed together perhaps with a representative from eLearning available to help. This topic will be revisited at next meeting, for now the department will stay with the 12/15/19 deadline for having grades in Canvas.
- XII. Spring 2020 semester preparation –Master syllabi updated by course coordinators before the end of the Fall 2019, no major changes, will be posted on the math website.
- XIII. MyLabsPlus Spring 2020 courses update-Sabine Eggleston – Coordinators have the shells for spring courses, if faculty has updates please let coordinators know. The intention is to have courses available before the end of the semester so that faculty can work on them.

Discussion regarding dates for coordinators to have shells ready so Sabine Eggleston can send them to IT and have them loaded.

- i. MAC 1140, MAC 1114, MAT 0057, STA 2023 shells are ready.
- ii. MAT 1033 Sandra Seifert is point person to notify Sabine Eggleston, Cheban Acharya is reviewing some additional questions on certain topics.

- iii. MAC 1105 Mark Cevallos is currently updating and will email Sabine Eggleston when complete. MAC 1147 Douglas Magomo is working on and will provide an update when ready.

MyLabsPlus update by Sabine Eggleston– The new representative for Pearson has met with her on campus. Pearson is moving toward a global learning platform in the cloud so that it will be a digital transfer of data, this may be a benefit for us as we move to entering all data into Canvas. We can try to pilot another integration, however there were several aspects of concern during the last attempt. Accounting is also using MLP integration and could pilot a test for Pearson.

XIV. Course materials

- a. MAC 2233 Business Calculus has a new edition April 2019, however it will be clarified what can be used in the spring. Volunteers to review new text book proposals and adoption (MAC 2233 textbook selection committee): William Stoudt, Kelsea Livingstone, Daniel Marulanda, Michael Chiacchiero and Ivana Ilic.
- b. MAC 1114/40/47 Jan 2020 new addition.

XV. Proctorio/camera – The request has been made from the Deans office to have clear expectations regarding requirements of the camera, they are receiving complaints and inquiries from students that there is not consistency between courses. Jaime Zlatkin and Beverly Hall stated they require an external camera of students. If students attend a workshop they are given a free camera and they are available to get on loan from the library. Discussion with faculty on how to help the student show the needed work space using a laptop, Sabine Eggleston recorded a video for her students which showed the laptop to the side and then the student can see the screen and the student and workspace is visible. Sabine stated that the guidelines are given by eLearning on what the student needs to show and complete to successfully take a proctored exam. Libby Schott– has found that stating the why for students has helped them meet requirements of taking a proctored exam (security and accountability as a student and FSW to accreditation).

- a. Libby Schott – Take the lead: Discussion what is reasonable what is not, do we need to consider mirroring what the science department is currently doing. Douglas Magomo: workshop in beginning of spring for online students to address this, hopes of communicating the requirements to the students both online and ground classes.

- b. Faculty volunteering to continue this conversation: Jaime Zlatkin, Beverly Hall, Sabine Eggleston, Kelsea Livingstone, Daniel Marulanda, Cheban Acharya, Ivan Melendez, Ivana Ilic, Karen Buonocore and Tina Churchill.
- XVI. Academic Support: Supplemental study for MAT 1033 – Supplemental instruction available for MAT1033 students at Academic Support Center – remind students that it is available.
- XVII. Community of Best Practices –Mathematics – Douglas Magomo presenting.
- XVIII. Professional Development –FSW Teaching and Learning Center- Don't take the bait
David Licht went and it was very informative. Beverly Hall– encrypted thumb drives available, use shared drive, VPN access to desktop.
 - On line training also that faculty needs to complete.
- XIX. Committee updates
 - a. Sabine Eggleston and Kelsea Livingstone: Calendar Committee – Forward any concern / issues / suggestions. On the table is spring break so that it aligns with all the districts, 2020 and 2021 all districts have same week off, hopefully FSW will align as well. Tuesday and Wednesday before Thanksgiving – possible reading day, Lee County has entire week off.
 - b. Sandra Seifert– QEP Topic Committee looking for ideas on what the QEP topic could revolve around.
 - c. Mark Cevallos – Learning Assessment, no Mathematics Department course section(s) was selected for general education assessment this year. Will be attending a training on 10/25 on the new evaluation process. They will be looking at revising the syllabi and the assignments of core competencies, we may be assessed every year with these changes. They are also looking at guidelines for adoptions of new textbooks.
 - d. Sabine Eggleston– Faculty Senate – Contract is up for discussion, salary, office hours and other compensations will be considered. Faculty encouraged to show up and support the Union and these important conversations.
- XX. Faculty updates: Ivana Ilic – Three out of 59 students who took Accuplacer Next Generaon AAF test at FSW starting from February 2019 did not meet/exceeded cut score of 250 (cut score for MAC 1140, MAC 1114, MAC 1147). Sabine Eggleston: Suggestion would be to follow the students who did place with Accuplacer and see the success rate.

- XXI. New business: Rona Axelrod– Complete a recent course and will be reviewing a course for online accessibility. Jaime Zlatkin will send an email to Rona Axelrod that MAT 1033 was recently rebuilt and can use this course to review accessibility of course.
- XXII. Adjourn: Motion to adjourn 10:56 am David Licht second Beverly Hall.