

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

March 18, 2020 10:00 AM – 11:00 AM

Florida SouthWestern State College

Meeting location: **Zoom Meeting and Lee Campus room H126**

Zoom meeting info:

Time: Mar 18, 2020 09:45 AM Eastern Time (US and Canada)

Zoom Meeting

<https://zoom.us/j/665098122>

Meeting ID: 665 098 122

In attendance: Mathematic full time and adjunct faculty and Dean of School of Pure and Applied Sciences.

- I. Meeting called to order 10:00 AM Ilic. Adoption of Agenda.
- II. **Transition from face-to-face to online courses**

In response to COVID-19 “all face-to-face classes are suspended and will resume in an online and/or remote format by Monday, March 23rd. Once moved online and/or remote, classes will remain virtual until further notice. All online classes continue this week.” (from FSW alerts).

Initial and further communication with students

Faculty are asked to communicate with students: to send initial e-mail to inform students about the course transition from face-to-face to online and to continue to communicate on regular basis to facilitate academic continuity.

Proctorio

Disciplines that are using Proctorio can continue to use it.

Spring 2020 Assessment

- For MAT 1033, MAC 1105, MAC 1140, MAC 1114 courses that are **online from the beginning of the Spring 2020 semester**: keep the assessment plan unchanged and have proctored by Proctorio departmental final exams as planned.
- For MAT 0057, MAT 1033, MAC 1105, MAC 1140, MAC 1114 courses that are **transitioning** from face-to-face to online: **suspend the assessment**. Instructors will individually create final exams for the course(s).

Final exams and other tests

Departmental final exams will NOT be used except in courses which are online from the beginning of the semester (in those online courses final exam is proctored by Proctorio). Tests from master Canvas shells will NOT be used in ground courses that are transitioning to online unless proctored by Proctorio. Alternative assessments will be created by instructors that can be completed online/remotely (tests, quizzes, projects, exams, etc.).

Grading policy; grading categories weights

Faculty are asked to preserve the weights of the categories in grading policy as in the syllabus from the beginning of the semester. Attendance/participation grading category can be preserved, for example, by using online discussions and confirmation of viewing class materials, etc.

Syllabus

Faculty will send updated syllabus to Mathematics Department Chair, to students in the course, post it in Canvas and indicate to students what are the changes.

Office Hours

Full time faculty will continue to hold minimum ten office hours weekly, delivered remotely (Canvas messaging, Canvas conference, e-mail, phone, etc.). If updated from those approved, office hours will be send to Dean for approval.

Faculty to faculty collaboration, communication and training

Faculty to faculty collaboration is encouraged. In addition to FSW IT and eLearning support, mathematics faculty can contact Mathematics Department Chair, course coordinators, mathematics eLearning coordinator Rona Axelrod if assistance in transitioning face-to-face to online course is needed. MyLabsPlus questions can be directed to MyLabsPlus coordinator Sabine Eggleston. List of course coordinators is sent to faculty and available on Math Website Canvas course:

<https://fsw.instructure.com/courses/797466>

Training sessions are available through FSW Teaching and Learning Center:

- InstTech Community of Practice: Zoom: FSW Next Generation for Virtual Meetings
- Creating Alternative Assessments
- Conducting Course Discussions Asynchronously
- Managing Course Communications and Course Policies
- Community of Practice: Accessibility - Using Kaltura to Record Lecture Videos

Adjunct faculty mentoring

Faculty mentoring adjunct faculty are asked to reach out to adjunct faculty and to provide information about available assistance in transition face-to-face to online courses, if needed.

Mathematics courses

The following mathematics courses are currently using MyLabsPlus. For those courses, homework assignments are already in place, some courses have quizzes and tests created or can be created as needed. Learning resources (ebook, PowerPoint lesson slides and video lectures) are available in MyLabsPlus under link Multimedia Library.

- MAT 0057 - Mathematics for College Success (*)
- MAT 1033 - Intermediate Algebra
- MAT 1100 - Mathematical Literacy for College Students
- MAC 1105 - College Algebra
- MAC 1114 - Trigonometry
- MAC 1140 - Pre-Calculus Algebra
- MAC 1147 - Pre-Calculus Algebra/Trigonometry
- MAC 2233 - Calculus for Business and Social Sciences I
- MGF 1106 - Mathematics for Liberal Arts I

- MGF 1107 - Mathematics for Liberal Arts II
- MGF 1113 - Mathematics for Teachers
- STA 2023 - Statistical Methods I
- MAT 0057 - Mathematics for College Success (*)

This is mastery based course in MyLabsPlus. Homework assignments, quizzes and tests are within MyLabsPlus. Canvas Departmental Final Exam that is loaded for all ground MAT 0057 sections should **NOT** be used.

The following courses are using Cengage textbooks. WebAssign learning platform accompany the textbook and contains assignments, ebook, video lectures, lecture slides. Students affected by COVID-19 are eligible for free Cengage Unlimited access (WebAssign included).

- MAC 2311 - Calculuws with Analytic Geometry I
- MAC 2312 - Calculus with Analytic Geometry II
- MAC 2313 - Calculus with Analytic Geometry III
- MAP 2302 - Differential Equations I

The following courses, offered online, have Canvas master shells that can be loaded (fully or selected content as needed): MAT 1033, MAC 1105, MAC 1114, MGF 1106, MGF 1107, STA 2023. To request for master Canvas course faculty can contact elearning@fsw.edu and provide course name and CRN number.

Course coordinators will discuss with faculty teaching the course(s) possible strategies for transition individual mathematics courses. List of course coordinators is sent to faculty and available on Math Website Canvas course.

Department meetings

Mathematics department meeting(s) will be conducted through Zoom until regular on Campus College operations are resumed.

Technology

CORONAVIRUS TECHNOLOGY FAQs provided by FSW IT and eLearning is available:

<https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=101343>

Discussions on Math Website: share best practices, point to resources or give tips in transitioning from face-to-face to online classes <https://fsw.instructure.com/courses/797466>

Information

<https://www.fsw.edu/alert/corona>

<https://www.fsw.edu/alert/coronafaq>

Summer 2020 and Fall 2020 courses

Dr. McGarey, Dean, School of Pure and Applied Sciences, informed faculty about the Summer 2020 schedule changes (online course delivery), and asked faculty to check their Fall 2020 course schedules.

III. Adjourn: 11:30 am