

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

April 10, 2020 9:00 AM – 11:00 AM

Meeting location: **Zoom** meeting; Meeting ID: 932 475 030

Join Zoom Meeting <https://fsw.zoom.us/j/932475030?pwd=SmQrRklvVHFEVmpBc2VudnlZRk5Pd309>

In attendance:

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		
Rebecca Gubitti	x			Sandra Seifert	x		
Beverly Hall	x			Christine Smith	x		
Ivana Ilic	x			William Stoudt	x		
Bertram Lawrence	x			Dimitry Yusin	x		
David Licht	x			Terry Zamor	x		
Kelsea Livingstone	x			Duval Zephirin	x		
Douglas Magomo		x		Jaime Zlatkin	x		
Daniel Marulanda	x						

In attendance: Donald J. McGarey, Ph.D., Dean, School of Pure and Applied Sciences

Adjunct mathematics faculty in attendance: Andrey Glubokov, Lashonda Kelly, Kenan Kelly, Fabio Tagliasacchi, Garth Tyszka, Hana Wehbi.

- I. Adoption of Agenda: Meeting called to order 9:02 AM. This is the last scheduled meeting for Spring 2020 at this time. Additional meeting(s) will be scheduled as needed. Motion to adopt Agenda as presented Daniel Marulanda, second Betram Lawrence.
- II. Approval of Minutes: Feb 14th and March 18th Minutes motion to adopt as presented, Sandra Seifert second Rebecca Gubitti. All in favor, none opposed no abstentions.

- III. Zoom for Mathematics Department meetings: the meeting will not be recorded at this time. We will continue to take minutes in the traditional fashion.
- IV. Success, Accomplishments, Announcements: David Licht-Transition to using Zoom and teaching classes went very well overall. Ivana- Multiple mathematics faculty reported success in transitioning face-to-face to online/remote classes. Daniel Marulanda and Cheban Acharya - at the end of DEV 101 course completion. Don Ransford-Thank you to eLearning and Roz Jester for assisting in using Zoom for meetings. Don Ransford reported 90% attendance in his classes during Zoom meeting time. He has done testing through Zoom and reports that it has worked well. Hana Wehbi – has monitored 16 students taking test through Zoom and reports that it has worked well.
- **** Bertram Laurence will be retiring as of May 1st. Several faculty members shared how much he is part of the FSW family and how much he will be missed. There was a video shared of his time at FSW and tears shed. We all wish him well in his retirement.
- V. Each fall and spring semester all courses will have Student Opinion Surveys (SOS) activated as stated in current FSW College CNA. Student Opinion Survey (SOS) for Spring 2020 is now open. Discussion: Concern that with the given situation the SOS surveys responses may not be high or may have responses reflecting the stressful situation. Dr. McGarey reassured that administration is aware of how these changes may affect responses and that will be considered. He is continuing to work through the faculty evaluations and will get back to faculty as soon as he can with the given situation. Faculty should still fill out Form 3 to the best of their ability and send it forward. This can be adjusted later if needed.
- Dr. McGarey – There will be a survey regarding the transition to remote/online; discover how we can improve our remote/online delivery. Some of the questions will be asking about faculty experience during this transition.
- VI. Summer 2020 courses preparation. Only online courses will be offered during Summer 2020. The Math Website in Canvas have *Summer 2020 Class Schedule Template* available and Spring 2020 class syllabus templates for reference for sections covered in the course, course materials and other relevant information. Courses MAT 0057 and MAC 2233 will have new syllabus templates. Faculty are asked to send Summer 2020 syllabi to Department Chair prior to the start of classes. Sabine Eggleston- Request has been sent to create the courses in MyLabsPlus. Check your inactive courses in MyLabsPlus to see if courses have been loaded. Faculty should also be checking their Canvas shells, as there have been some technical issues. Department – Thank you

to Sabine for working through the MyLabsPlus issues recently with the overloaded system.

Sabine has had a great communication with Pearson and was able to get direct answers quickly regarding situations. Pearson increased number of users on their platforms in a short amount of time, had to adjust the platform to support new users.

- VII. Fall 2020 courses preparation. Course coordinators please send syllabus templates to Department Chair, if possible, by April 23, 2020. Fall 2020 at this time is planned to have both face-to-face and online classes, however, there is a chance that situation may change. The e-mail was sent by Dr. McGarey as for those interested in certification if wanting to be considered for teaching on-line. If the current situation (online classes offered only) extends into Fall, then faculty will need to be certified prior the beginning of the semester to instruct on-line. There are currently three cohorts for on-line certification process. eLearning will contact faculty signed up for one of the cohorts when it is ready to start. Faculty interested in online certification training can send an email to department Chair or Dean stating interest.
- VIII. Faculty evaluation. Dr. McGarey, Dean, School of Pure and Applied Sciences, has found that Mathematics Department faculty are a very committed hardworking and professional group, responding and taking all of the changes in stride. Recently he has had very few student complaints, which indicates the beginning unrest has calmed down and faculty have done a great job at getting students adjusted. Dr. McGarey is currently working on faculty evaluations and will give feedback as soon as possible. Typically, contracts are considered during FSW College District Board of Trustees April meeting, but the meeting is rescheduled for later date. Form 3 – usually due at this time (March 31) should still be submitted. Please complete the form and adjustments can be made at a later time, if needed.
- IX. Online teaching – certification will be done in cohorts, faculty scheduled for training will receive email information.
- X. Online courses development. Online MAT 0057 Mathematics for College Success and online MAC 2233 Calculus for Business and Social Sciences I are in process of development and planned to be ready for Summer 2020. MAC2233-Daniel is currently working on discussions for the course design. MAT 0057 – Dr. McGarey – six sections are currently open for the Summer 2020. The team has been working very hard to get the course ready. There is a total of six online courses under development for Summer 2020 across the FSW College. On the team for MAT 0057 are: Terry Zamor, Douglas Nering, James Chan, Jaime Zlatkin, and Sabine Eggleston. As

stated in current FSW College CNA, new online courses will be evaluated using Quality Matters rubric and must meet Quality Matters Review expectations to be placed on the schedule.

- XI. Final exams. Duration of final exams is standard final exam time of 110 minutes.

Be ready with plan B if technical difficulties with technology arise during the final exam if it is proctored in real time (possibly alternative date/time within final exam week).

If you have student with special academic accommodation, work with Adaptive Services to meet the student's needs.

MAT1033 – Sandra Seifert and Bharat Patel created MAT 1033 final exam in Canvas and will be sent through Canvas to all MAT1033 faculty. It can be imported into MAT 1033 Canvas course to use. Faculty do not have to use this final exam, it is an option. This is a pooled quiz with 4 questions for each problem.

MAT0057- Karen Buonocore: there are two final exam versions created for this semester. Exam was sent to all faculty teaching MAT 0057 this semester.

Course Coordinators made recommendation that faculty use proctoring for the final exams.

Discussion – Students who do not have technology to complete course. Students may request webcams from IT through IT helpdesk.

Terry Zamor – suggests to use Zoom for proctoring (possibility is to use it with both computer and cell phone to give full view of student and computer for monitoring).

*** Final exams for online classes that were online from the beginning of the semester will not change, they will have the department final exam if course is included in course level assessment plan. Faculty not to use the department final exams for courses that transitioned from face-to-face to online/remote; an alternative final exam needs to be given.

- XII. Spring 2020 final grades: regular letter grades.

For exceptional circumstances: Late Drop/Late Withdrawal Petition Form (PDF)

<https://www.fsw.edu/assets/pdf/registrar/LateDropLateWithdrawalForm.pdf>

Incomplete "I". An "I" can be given, however faculty need to be aware that the due date for completing the course has not changed on 2019-2020 Official College Calendar. If course is not completed by the due date, the grade I will change to grade of F.

- XIII. Testing Services. Testing services regarding bypass of MAT1033 is not yet available. Testing Services are working on establishing remote testing capabilities. Direct students to continually check <https://www.fsw.edu/testing/faqs> as information concerning placement testing will be updated as any additional information is available

XIV. Zoom security, privacy, FERPA. Be sure to review the settings for security in Zoom so that we are providing the most secure meeting possible. Certain settings have been set as the default as announced in e-mail sent by Jason Dudley, Associate Vice President, Information Technology & eLearning/Chief Information Officer.

Faculty who are recording meeting/lectures are asked to inform students that the session will be recorded and how to maintain privacy and to inform students about the Privacy Statement.

Privacy Statement

"Some of our Zoom class sessions/meetings/webinars will be audio-visually recorded. Those who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, those who un-mute during these meetings and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during Zoom engagements, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows users to type questions and comments live." Privacy Statement, when revised, will be communicated to faculty.

Students/faculty should not download and share elsewhere (outside the classroom) classroom recordings. Follow-up communication about FERPA will be sent to faculty.

XV. Fall 2019 assessment results -Mark Cevallos and course coordinators

Mark Cevallos – Overall department performance is on par for what we have done over the course of the years. Generally doing well. Scores for 4/5 courses generally remained the same. MAC1114 performance decreased, new exam in place. Department may want to consider to remove the pooled questions to get a better analysis of data. Each course coordinator can consider this, as pooled questions need to be almost exactly the same to give accurate data. MAT0057 – Karen Buonocore – There were two versions of the exam and there were no pooled questions. Two versions of the test 62% scored 70 or better on the Final Exam. There were six questions on each version deemed too easy; recommendation to look at them to see if they could be adjusted or if they were easy due to the basic concepts introduced in this course. We need to find a way to raise the percentage of students that respond to survey since only 13% responded.

MAT1033 – Sandra Seifert – 35% scored 70% or higher in the class. Slight increase from previous semester, perhaps set goal a little lower reach that goal and move up from that. At this time we

are trying to reach 60%, perhaps set at 50%. Possibly to consider a co-requisite for course, a lab to help with active completion and working of problems

MAC1105 – Mark Cevallos- Adjust the question on the Pythagorean Theorem, word problem assesses if students can read the problem not apply the formula. Suggestion to consider removing pooled questions for better analysis. There has been discussion on changing the content requirements for MAC1105, consequently final exam would need to be rebuilt around those changes.

Mark Cevallos – Comparison of modalities for MAT 1033 and MAC 1105: Dual Enrollment students are doing better than non-DE. DE students are flying through the course and scoring well on final exams. Recommends adjusting our goals for next year. 80% goal not met for the past two semesters, Fall was 53%; possibly lower the goal and increase as time goes on.

MAC 1114 – David Licht– MAC 1114 Trigonometry final exam score mean of 56%. Overall well written exam; one problem on version 2B deemed too easy. Change to final exam, students need to be prepared to take the non-calculator portion of exam. 8.4 needs to be adjusted, focused on simpler problem with simpler identities. No significant difference in modalities.

MAC 1140 – Beverly Hall – We have a new test with forms A and B, one easy problem on one test and 2 easy on second test. Item discrimination good. Charlotte remains the highest. In comparison of modalities no major difference. Reached 57%, goal was 60%. Modify easy questions and continue with same exam.

XVI. Mathematics courses status – course coordinators

MAT0057 – final exam prepared; verify all course requirements are met prior to administering final exam.

MAT1033- final exam and e-mail instructions how to upload the exam will be sent this week.

MAT1100- final exam available, willing to share if requested.

MAC1105, MAC 1114, MAC 1140- Faculty writing own final exams (transitioned to online/remote classes only).

MAC1147 -Faculty writing own final exam; using Proctorio; using Canvas shell.

MAC2233 – final exam available to share with faculty if requested.

MGF 1106/1107 – exams available to share with faculty if requested.

STA2023 – final exam and Review available in Canvas. Online shell available.

MAC2311 – Christy Smith – ground not concern, portion through Canvas and Web Assign.

Elizabeth Schott– Newton Alta not flexible enough on assignments, recommends switch to Web Assign, different homework online platform to assign selected problems.

MGF1113, MAP2302, MAC 2312, MAC 2313 -no discussion.

XVII. Transition from face-to-face to online/remote teaching modality. Faculty provided feedback to Department Chair and/or during Department meeting on transitioning face-to-face classes to online/remote modality: preserving academic continuity, meeting learning objectives for the course, preserving course standards and integrity of assessment. Faculty to faculty collaboration/communication and communication with students is encouraged.

XVIII. SmartView for TI-84 CE. The license version we currently have is TI SmartView v2.0. This is unlimited site-wide license. The latest version, SmartView for TI-84 CE, requires a purchase for each individual license. Quote for 400 licenses (+100 free from manufacturer for purchasing 400 to make a total of 500) of SmartView for TI-84 CE: over \$25K. Six months complementary use is currently available: <https://education.ti.com/en/resources/online-learning-program>
Discussion: if the latest version of the software is necessary to support instruction or if current TI SmartView v2.0 or alternative less costly software/calculator packages can be used. Difficulty in labs where students are using calculator on computer were reported, it is freezing up and not working properly on exams. Need to hold off and not invest monies in this until we as a department decide what technology to use.

XIX. Committee updates:

eLearning – Rona Axelrod– eLearning drafted a guide for those that are becoming certified to teach online. The eLearning coordinators are assisting with the faculty going through online certification process.

Mental Health – Rebecca Gubitti –Thank you faculty: students are seeing the human side to their professors, it helps them connect.

XX. Faculty updates

Discussion: Concern from faculty that they were successful to move from face-to-face to the online/remote format in Spring 2020, then they were told they could not teach in that format over the Summer 2020. The work put into making the transition was not considered. Several faculty expressed concern that it was unfair that this was the format for the end Spring but not considered for the Summer. Faculty reported that face-to-face courses taught with Zoom have been successful, there is no front or back to the room, students seem to be comfortable with this teaching form, classes can be offered during the scheduled time. There was also question, if

faculty are scheduled to teach Fall 2020 face-to-face classes, should they be prepared to teach online only, or in format online/remote as during Spring 2020.

Department Chair will bring the concerns from faculty forward to Dean. Requirement was firm that faculty need to be certified to teach online and courses that are placed on the schedule need to pass quality control (newly developed courses: Quality Matters; courses developed earlier as master courses needed to be reviewed by eLearning).

XXI. Adjourn: Motion to adjourn 11:18 am Kelsea Livingstone, second Tina Churchill.