

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

September 11, 2020 9:00 AM – 11:00 AM

Meeting location: **Zoom** meeting

<https://fsw.zoom.us/j/95093995131?pwd=Y25yYWZPT0E0aHBQNVZ0cINseWNVdz09>

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		
Robert Cappetta	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		
David Licht	x			Dimitry Yusin	x		
Kelsea Livingstone	x			Terry Zamor	x		
Douglas Magomo	x			Duval Zephirin	x		
Daniel Marulanda	x			Jaime Zlatkin	x		

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

The following adjunct faculty are in attendance: Kenan Kelly, Andrey Glubokov, June Oliver.

- I. Adoption of Agenda: Agenda adopted as presented. Meeting called to order at 9:02 AM.
- II. Approval of Minutes: August 19th minutes approved as presented. All in favor, none opposed no abstentions.
- III. Librarian Liaison Program, Information from Library- Timothy Bishop, Faculty Librarian

Librarian Liaisons will work with faculty and administration to increase awareness of library services and their impact on teaching and learning throughout FSW's five schools. Each liaison will serve as the primary library contact for each school and their respective academic departments. Librarian Liaisons will:

- Effectively facilitate communication between the Library and the faculty and administration
- Update and inform faculty about available electronic resources and library services
- Solicit feedback from faculty to identify appropriate resources to add to the library's collection
- Collaborate with faculty to promote effective Research Instruction and create relevant research guides for individual courses or disciplines

The new Library Liaison Program is intended to provide a sort of "sales rep" for schools and departments across the College. Timothy Bishop, Faculty Librarian is the assigned representative for The School of Pure and Applied Science and will serve as a channel of information from the FSW Libraries to the School and from the School to the Libraries. Timothy Bishop will be in touch about new products and initiatives and looking for feedback and will also be available to work with School faculty to set up research instruction sessions, talk about materials, library policies, feedback from School faculty, staff, or students.

IV. Success and Accomplishments

Professor Ransford: all healthy; Professor Licht: celebrated 48th anniversary; Professor Axelrod: thank you all for support.

V. AY 2020-2021 Mathematics Department Meetings Schedule

Mathematics Department Meetings date/time: Second Friday of the month

9:00 AM-11:00 AM: 9/11, 10/9, 11/13, 1/8, 2/12, 3/12, 4/9

Location: Zoom link:

<https://fsw.zoom.us/j/95093995131?pwd=Y25yYWZPT0E0aHBQNVZ0cINseWNVdz09>

The [2020-2021 Academic Committee Meeting Schedule](#) is available on the [Office of the Provost](#) web page.

- VI. AY 2020-2021 Community of Best Practices Mathematics Schedule; 9/11/2020 meeting
Community of Best Practice: Mathematics Focus
Date/time: Second Friday of the month, following Mathematics Department meeting.
LOCATION: Join Zoom Meeting (The following is meeting link for all CoBP during Fall 2020)

<https://fsw.zoom.us/j/91488045973?pwd=YWNyK1J0d1FBSG14RXZjL2hpalUxUT09>

Registration available on the TLC Calendar:

<https://www.fsw.edu/trainingcalendar/display>

Community of Best Practice: Mathematics topic this Friday, September 11, 2020 |
11:00am: *"They did WHAT on a Quiz?@#&*^%\$ Various Ingenious Ways Students Cheat and share on Tik Tok"*

Location: Join Zoom Meeting

<https://fsw.zoom.us/j/91488045973?pwd=YWNyK1J0d1FBSG14RXZjL2hpalUxUT09>

Description: In this workshop, participants will discuss the various forms of cheating in both online and ground formats and how to prevent it from happening.

Presenters: Kelsea Livingstone, Brandon Simpson

- VII. Adjunct Faculty Mentors Info
Faculty interested in mentoring adjuncts may attend faculty mentoring workshop:
Mentoring Matters: Building Community Through Faculty Mentoring
Friday, September 25th from 10:00 AM – 12:15 PM
Adjunct Faculty Mini-Portfolio process has been updated. Documentation is available on FSW Document Manager: Adjunct Portfolio Guidelines (updated in Summer 2020), Appendix to the Guidelines (also finalized Summer 2020).

- VIII. AY 2020-2021 Mathematics Course Coordinators

- MAT 0057 Mathematics for College Success- Terry Zamor, Karen Buonocore

- MAT 1033 Intermediate Algebra- Cheban Acharya, Duval Zephirin
- MAT 1100 Mathematical Literacy for College-Daniel Marulanda
- MAC 1105 College Algebra-Sandra Seifert, Bharat Patel
- MAC 1114 Trigonometry-David Licht (Ground), Sabine Eggleston (Online)
- MAC 1140 Pre-Calculus Algebra - Beverly Hall
- MAC 1147 Pre-Calculus Algebra/Trigonometry- Douglas Magomo
- MAC 2233 Calculus for Business and Social Science I-Michael Chiacchiero
- MGF 1106 Mathematics for Liberal Arts I - Cheban Acharya
- MGF 1107 Mathematics for Liberal Arts II - Cheban Acharya
- STA 2023 Statistical Methods I - Tatiana Arzivian
- MAC 2311 Calculus with Analytical Geometry I - Christine Smith (Ground) Elizabeth Schott (Online)
- MGF 1113 Mathematics for Teachers-Don Ransford

IX. AY 2020/2021 Gen Ed Assessment Plan

AY 2020/2021 Learning Assessment Coordinator for Mathematics Department is Kristi Moran.

AY 2020/2021 Gen Ed Assessment Plan: **Communicate and Evaluate**

- INTEGRAL COMPETENCY EVALUATE: MAT 0057, MAC 1105, MAC 1106, MAC 1114, MAC 1140, MAC 1147, MAC 2233, MAC 2311, MAC 2312, MAC 2313, MAP 2302, MAT 1033, MAT 1100, MGF 1107, MGF 1108, STA 2023
- If course is listed, it means that one or more sections of the course may be randomly selected to provide an assignment which the instructor feels is appropriate to meet that competency (DataVersed - September 2020)

X. Competency Alignment- Kristi Moran

Competency Alignment: faculty should be considering and discussing the competencies listed currently on their syllabi in terms of how well they fit with course content and course assessment: each term in the CREATIVE acronym (i.e. “Communicate,” “Research,” “Evaluate,” and so on) is defined differently from its common usage and/or dictionary definition. Faculty are advised to read the definitions carefully when

considering the competencies and to discuss with fellow faculty which of the CREATIVE competencies fit their courses. FSW will still be pursuing competency alignment (“Syllapalooza”).

XI. Assessment (and Course Delivery Modalities)- Kristi Moran

AY 2020-2021 Course Level Assessment. Assessment is still happening at FSW this semester despite COVID-19. Common Course Assessment will be utilized across any new modalities just as it has in the past with both traditional ground classes and previously asynchronous-only online classes.

Guide for Integrating Assessment Plans with New Fall 2020 Modalities

<u>Pre-Pandemic assessment tool</u>	<u>Fall 2020 Modality</u>	<u>Post-Pandemic assessment tool</u>
Scantron	Ground	No change
Scantron	Online or Live Online	Must switch to Canvas
Scantron	Blended	Option of Scantron or Canvas
Scantron	Flex	Option of Scantron or Canvas
Canvas	Any modality	No change needed

Review assessment reports and assessment goals

Assessment subcommittee(s) (that include course coordinators and learning assessment coordinator and may include other mathematics faculty) will review the assessment report, the outcomes for each course and the objectives analyze each outcome, trends, issues in the analysis, propose corrective actions, etc. and present/discuss issues/plans at the Mathematics Department Meeting.

XII. MyLabsPlus / MyLab Math Updates

Discussion took place on how to proceed with courses migration from MyLabsPlus to MyLab Math in terms of integration with Canvas. Two options available: I Standard Integration of MyLab Math with Canvas and II Direct Integration of MyLab Math with Canvas. Direct integration with Canvas involves third party, it takes 6-8 weeks to build

each course in Canvas, there is no 14 days grace period for students. Standard integration of Pearson courseware is used in multiple courses at FSW, LTI is installed in Canvas, transferring master courses takes less time, grace period available.

Motion was made by Professor Ransford, second by Professor Stoudt to proceed with Standard Integration and leave possibility of Direct integration for future consideration. Motion passed (30 in favor).

XIII. Course Sequencing-Don Ransford

Several course sequencing models are proposed and presented by Professor Ransford.

- MAT 1100 Mathematics Literacy for College Success 3 credit course together with one credit corequisite course that lead to either to STEM or Non-STEM mathematics courses path. Re-introducing MAC 1106 College Algebra/Precalculus 5 credit course in STEM path as prerequisite for MAC 1114 Trigonometry course.
- MAT 1100 Mathematical Literacy for College Students with corequisite for Non-STEM path and MAT 1033 Intermediate Algebra with corequisite for STEM path. MAC 1105 College Algebra prerequisite for MAC 1140, MAC 1114.
- MAT 1100 Mathematics Literacy for College Success 3 credit course together with one credit corequisite course that lead to either to STEM or Non-STEM mathematics courses path. MAC 1105 College Algebra prerequisite for MAC 1140, MAC 1114.

XIV. Calculator Requirements Listed in Syllabi-Don Ransford

Under section *I Course Number and Title, Catalog Description, Credits*, mathematics courses syllabi include statement "*A graphing calculator is required*" among other information. Under section *IX Required Course Materials* faculty list required calculator in addition to textbooks, courseware, etc. Professor Ransford proposed for the sentence to be removed from the syllabi. Discussion took place. Concern was raised that removal of calculator requirement statement from the syllabi may affect financial aid payment for calculator. Dr. Gubitti proposed to rewrite the sentence to state "*A graphing calculator may be required*". It was discussed that it is sufficient to have calculator

requirement stated under IX Required Course Materials in syllabi. Motion was made to remove the sentence "A graphing calculator is required" from section I Course Number and Title, Catalog Description, Credits in mathematics courses syllabi. Motion passed (27 in favor, 2 opposed, 1 abstain).

Update on *MGF 1121 Intro to Logic*-Don Ransford

Professor Cindy Quehl volunteered to review *MGF 1121 Intro to Logic* course information, list of topics.

XV. Spring 2021 Online Certification Deadlines

- October 5, 2020 – Request enrollment and start certification by this date
- October 27, 2020 – Complete all certification requirements to remain on the schedule for related instructional modality
- October 28, 2020 – Priority registration opens for students
- November 15, 2020 – Facilitation for Live Online and Online Teaching Certifications is suspended until duty days Spring 2021.
- Visit <https://www.fsw.edu/online/certificationlist> for a description of each certification, links to request forms and a searchable list of certified faculty.

Instructional Modality	Required Online Certification(s) and Enrollment Request Links
<i>Traditional</i>	None
<i>Blended</i>	Effective Spring 2021 Online Teaching Certification and Live Online Certification
<i>Live Online</i>	Online Teaching Certification and Live Online Certification
<i>Online</i>	Online Teaching Certification
<i>Live Flex</i>	Live Online Certification

XVI. Math Center: expanded support through video tutorials

Math Center tutorial videos are available in Canvas Commons; can be downloaded, included in Canvas course(s).

XVII. Academic Research Council (ARC) Grant

ARC Grant Fall 2020 Call for Proposals: Monday, September 14, 2020

ARC Grant Submission Deadline: Friday, November 6, 2020 (4:30pm)

<https://www.fsw.edu/facultystaff/ospr/arcgrant>

Teaching and Learning Center: **What Do You Do with an Idea? Apply for an ARC Grant Like We Did! (Instructional)** Friday, September 25, 2020 at 1:00pm - 2:00pm | Location:

Zoom Register: <https://www.fsw.edu/trainingcalendar/display>

XVIII. Zoom/Zoom Rooms

- For Students: Need a Place to Access Your Zoom Class On Campus? Designated rooms at each FSW location where students can access Zoom classes while on campus. <https://www.fsw.edu/reconnect>
- Charlotte: Building B Room 116 M-R: 7:30 a.m. - 7:00 p.m.
- Hendry/Glades: Building A Room 108 Check-in at the front desk M-R: 8:30 a.m. - 9:30 p.m. F: 8:30 a.m. - 4:30 p.m.
- Collier: Building A Room 101 M-F: 8:00 a.m. - 10:00 p.m.
- Lee Campus: Building U Room 102 M-R: 8:30 a.m. - 6:00 p.m.

XIX. Proctorio exams: requirement to show active applications

How To: Show Your Computer's Active Applications (Dock, Taskbar, Toolbar)

<https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=115806#02>

XX. Committee updates

Professional Development Committee-update by Tina Churchill

Virtual conference attendance is supported. If faculty plan to attend virtual conference, they may apply for registration fees to be covered.

QEP Committee-update by Sandra Seifert: 1st meeting, info will follow.

XXI. Faculty updates

Professor, Mathematics, full time faculty position in Collier Campus to be announced available.

XXII. Adjourn