

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

October 9, 2020 9:00 AM – 11:00 AM

Meeting location: **Zoom** meeting

<https://fsw.zoom.us/j/95093995131?pwd=Y25yYWZPT0E0aHBQNVZ0c1NseWNVdz09>

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, Angus L. Cameron, Professor, Biological Science. The following adjunct faculty are in attendance: Andrey Glubokov, Donald Panton.

- I. Meeting called to order at 9:05 AM. Adoption of Agenda: Agenda adopted as presented. All in favor, none opposed no abstentions.
- II. Approval of Minutes: September 11, 2020 minutes approved as presented with updated section VIII: add “MGF 1113 course coordinator Don Ransford”.

III. Success and Accomplishments

Professor Rebecca Gubitti thank faculty for covering her classes.

Professor Ransford: member of Council in Florida K-12 Mathematics Redesign.

IV. Community of Best Practice: Mathematics Focus Oct 9, 2020 11:00 AM

Title: *Creating Kaltura Video Quizzes for Mathematics Courses*

Presenter: Daniel Marulanda

Description: Creating a Kaltura quiz

Zoom link :

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

V. Adjunct Faculty Mentors Info (mentors and adjunct faculty)

Cheban Acharya: Savage Franklin -Lee; Kelly Lashonda -Online; Nering Douglas – Lee;

Hansen Bradley -Lee; Mitchell Vitale-Lee

Tina Churchill: Miraglio Anthony -Charlotte; Glubokov Andrey -Online

Rona Axelrod: Smith Ronald- online; Concurrent Instructors: Kukushkin Aleksander off-site Collier (online); Nandur Mallika off-site Lee (online)

Duval Zephirin: Escarra Charles -Lee

Douglas Magomo: Tagliasacchi Fabio -Lee

Adjunct Faculty Mini-Portfolio process has been updated. Documentation is available on FSW Document Manager.

VI. MyLabsPlus / MyLab Math Updates-Sabine Eggleston

Full transition from MyLabsPlus to MyLab Math planned for Summer 2021. Training planned for Spring 2021 (possible also in Summer 2021). Online master Canvas courses need to be updated to refer to MyLab Math instead of MyLabsPlus. MyLab Math master courses will initially be transferred to single account. Pearson accounts will be provided to instructors who do not have one.

Discussion took place on how to proceed with courses migration from MyLabsPlus to MyLab Math: one master course for each course that contains content for all course modalities or to have separate master course for online courses. Motion was made by Professor Elizabeth Schott, second by Professor Don Ransford to proceed with one

master MyLab Math course for each course to contain content for all course modalities that can be assigned accordingly. Motion passed (30 in favor).

18 week/24 months access option is offered for MyLab Math.

Plan to discuss discrepancy between gradebooks in Canvas and MyLab Math during next department meeting.

Professor John Salem informed faculty that they need to check if their Pearson account is still active due to new limitation that Pearson accounts are active for two years.

- VII. Dr. McGarey, Dean School of Pure and Applied Sciences, inquiring about onboarding program for adjunct faculty. Several procedures were mentioned: meeting with department chair, MyLabsPlus training/consultation with Sabine Eggleston, coordinator for MyLabsPlus, eLearning certifications, New Adjunct Faculty Orientation (link to content available in Math Website Canvas course), New Faculty Members module in Math Website Canvas course. Rona Axelrod proposed creating Canvas orientation shell for adjuncts.
- VIII. Spring 2021 course materials. There are no changes in mathematics course materials for Spring 2021 from mathematics course materials in Fall 2020. Mathematics course materials changes are planned for Summer 2021.
- Instructors teaching MAC 2233 Calculus for Business and Social Sciences I that use Hawkes Learning Course materials reported experience with new course materials: overall works well; some students reported dissatisfaction with score thresholds that they need to score in order to achieve mastery of the concepts. Faculty reported that test generator is not having desired functionality.
- IX. Spring 2021 Online Certification Deadlines
- 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.

X. QEP- Angus L. Cameron

Discussion about QEP topic and its emerging shape(s) with departments and faculty.

Input from all faculty on aspirational goals, new ideas, and how faculty might see their role in Transdisciplinary Communication in the general education curriculum at FSW.

Currently the following are some of the transdisciplinary activities:

- Team teaching multi-discipline course: Sociology and Mathematics (Dr. Davis, Dr. Axelrod); Marine Science (Dr. Jester-Marine Science and Dr. Axelrod-Mathematics).
- Annual Pi Day is organized where multiple disciplines with mathematics are showcased.
- MAC 2233 Calculus for Business and Social Sciences I course contains multiple topics where mathematics concepts are used in other disciplines.
- MGF 1108 - Honors Mathematical Ideas & Explorations course that is intended to introduce the beauty and utility of mathematics to students in the Honors Scholar Program. The course involves problem-based learning about topics that cross disciplines. These topics include probability, statistics, modeling, and mathematical connections with music, art, architecture, nature and/or the business world. Critical thinking, problem solving strategies and appropriate use of technology are used throughout the course. Mathematics and Music was planned but did not run (not sufficient enrollment).
- Outreach programs: Florida Learns STEM Program, Science Olympiad, etc.
- The One Book One College (OBOC) initiative.

Proposals from faculty regarding the QEP Transdisciplinary Communication in the general education curriculum at FSW:

- Integrate in current courses and programs.
- Extend the Honors Program team taught multi discipline classes to students not enrolled in this program.

- Capstone course; but faculty expressed concern about adding additional credits.
- Capstone project.
- Presenting Research Project/Research Expo/Poster presentation.
- Possibility in integrating in Gen Ed Curriculum.
- Common assignments/course modules offered to be integrated in existing course(s).

XI. Syllabi: courses using Zoom video ON requirement-David Licht

David Licht stressed the importance of video ON in FSW Live Online and FSW Live Flex courses modality for students who are attending virtual classroom through Zoom and including syllabus statement. Daniel Marulanda plans to hold presentation on how to navigate Live Flex courses. Sabine Eggleston pointed that more strict rules about what constitute attendance/participation in class conducted through Zoom is needed (example was given where student did not attend break-out room). Faculty discussed conducting different types of assessment through Zoom and need for policy on attendance in classes conducted through Zoom, video ON and showing face and workspace requirement during tests. James Chan inquired if proctoring tests through Zoom is an option. Rebecca Gubitti noted that there is need for guidance what are disciplinary actions for posting inappropriate background or inappropriate behavior in virtual classroom. Rona Axelrod pointed on FSW Standards for Virtual Classroom:

<https://www.fsw.edu/online/standards>

that among other standards, specify Audio-Video expectations:

“Audio-Video Expectations. FSW expects students and instructors engaging in required live remote instruction to enable and turn on the webcam video and audio to verify who is in attendance. Use of video and audio in FSW Live Online and FSW Live Flex is necessary to verify attendance and for classroom engagement. Headphones are encouraged to maintain the privacy of the classroom conversation. Individuals should remain on mute unless they are actively speaking to limit audio disruptions. Instructors using live remote instruction, regardless of modality, should clearly communicate their classroom policies and expectations in their syllabus and in Canvas.”

XII. Update on MGF 1121 Intro to Logic-Don Ransford

Don Ransford and Cindy Quehl are preparing documentation for Curriculum Committee.

XIII. Course Sequencing-Don Ransford

Looking into further discussion on mathematics courses sequencing during Community of Best Practice Mathematics Focus (CoBP). Tina Churchill informed faculty that the next CoBP in November is scheduled and the topics is Master Shells with Sabine Eggleston as speaker and that the following CoBP meeting is in January.

Sabine Eggleston inquired about the reasons for considering new mathematics course sequencing models. The following reasons are provided by Don Ransford:

- Funding model of the state based on graduation success; faster graduation
- MAC 1105 GenEd course while Pre-Calculus course
- When switching from non-STEM to STEM path one credit difference rather than four.
- Overlap in portion of materials covered in MAC 1105 and MAC 1140.

Motion was made to discuss courses sequencing further: 16 in favor, 7 opposed, 7 abstain. Professor Ransford decided not to move the discussion further at this time.

XIV. Assessment- Kristi Moran

- a. AY 2020/2021 Gen Ed Assessment Plan: courses that were tagged for the Gen Ed Assessment this semester and what faculty are planning on submitting
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
- Faculty have been informed by e-mail if their course section is selected to provide an assignment which the instructor feels is appropriate to meet that competency.
- Sabine Eggleston inquired if faculty selected are interested in collaborating on the assignment(s) for Gen Ed Assessment.

- b. LAC Professional Development Session on October's PD Friday

Friday, October 23, 2020 at 10:00 am - 11:00 am there will be a discussion panel on the "Communicate" competency; the same day at 11:15 am - 12:15 pm there

will be another panel on “Evaluate.” This will be a chance for faculty to learn more—especially those who have been selected for assignment samples. Faculty can register on FSW’s TLC website.

- a. Review course learning outcomes (Syllapalooza): in spring, LAC and AASPIRE will be hosting sessions with deans and chairs to review course learning outcomes. Faculty are encouraged to become part of this by reviewing their own course learning outcomes, reviewing the CREATIVE acronym, and discussing with chairs and among each other how well their course outcomes fit the content of their courses.
- b. Transdisciplinary workshop. Communication will be holding a series of transdisciplinary workshops: this six-session workshop series, “Communication Matters,” will focus on best practices from the Communication discipline. These sessions will address strategies to effectively engage students by offering techniques and strategies from the Communication discipline. Check TLC for more information.
- c. AY 2020-2021 Course level assessment plan for Mathematics Department confirmed: common final exams for courses MAT 0057, MAT 1033, MAC 1105, MAC 1140, MAC 1114

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

XV. 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>

XVI. FEE Grant and PRCCE funding. On behalf of the Provost's Office, the Office of Sponsored

Programs and Research is currently accepting applications for the Foundation

Educational Excellence (FEE) Grant and Public Relations, Celebrations, Community

Engagement (PRCCE) funding. This is a quarterly application with the deadline normally

falling on October 1, 2020 (funding available November 1, 2020). The overview of these

awards can be found at <https://www.fsw.edu/facultystaff/ospr>

Contact Grace Scardo (grace.scardo@fsw.edu) or Dr. Joseph van Gaalen

(joseph.vangaalen@fsw.edu) if you have any questions regarding the application.

Applications are submitted digitally; deadline to allow submission by Thursday, October

15, at 4:30 p.m.

XVII. *Proctorio Testing Spaces*

Designated rooms at each FSW location with technology needed where students can take Proctorio proctored tests:

Charlotte - J114: M: 8:30 a.m. - 4:30 p.m.; T-R: 8:30 a.m. - 6:00 p.m.

Collier - J217: M-F 7:00 a.m. - 10:00 p.m. ; Sa: 7:00 a.m. - 4:00 p.m.

Lee - H213: M-R: 7:00 a.m. - 10:00 p.m.; F: 7:00 a.m. - 7:00 p.m.; Sa: 7:00 a.m. - 3:00 p.m.

Zoom Rooms

Designated rooms at each FSW location where students can access Zoom classes while on campus.

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.

<https://www.fsw.edu/reconnect>

XVIII. Proctorio exams: external camera required.

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

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

XIX. Open Enrollment-Benefits. Open Enrollment begins October 12, 2020, and runs through October 25, 2020. This is the only time to make changes to your benefits.

All changes made during Open Enrollment become effective January 1, 2021.

To view all benefit options, pricing, and plan details, visit the Open Enrollment Webpage. Enrollment instructions will be emailed at the beginning of Open Enrollment on October 12, 2020.

XX. Committee updates

XXI. Faculty updates

XXII. Adjourn 11:15 AM.