

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

November 13, 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: Andrey Glubokov, Donald Panton.

- I. Meeting called to order at 9:00 AM. Adoption of Agenda: Agenda adopted as presented. All in favor, none opposed no abstentions.
- II. Approval of Minutes: October 9, 2020 minutes approved as presented with one correction (that Douglas Magomo was present at previous meeting).
- III. Success and Accomplishments

Terry Zamor became grandfather. Christine Smith's father is recovering. Libby Schott has received service award. Don Rasnford has celebrated 5th anniversary.

IV. Course Level Assessment- Kristi Moran, Learning Assessment Coordinator

V. The following courses are in Fall 2020 Course Level Assessment Plan:

MAT 0057, MAT 1033, MAC 1105, MAC 1140, MAC 1114

VI. Kristi Moran, Learning Assessment Coordinator has sent to faculty teaching the above mentioned courses and STA 2023 Excel worksheet to confirm/update the following information about departmental final exam for each course section: given in Canvas or on paper using scantron (Canvas/Scantron), how is exam proctored (On Campus, Proctorio, Zoom) and if exam is given in Canvas if it is loaded. Initial Excel file is created based of the course delivery modalities, plans from the beginning of the semester and information about the final exam form faculty syllabi. For final exam in Blended and Live Flex modality where final exam is given on Campus, faculty to check classroom capacity to allow distancing. Larger room for final exam, can be requested, if needed, form the Dean's Office (contact Andrew Buck, Administrative Assistant, abuck@fsw.edu).

VII. MAT 0057, MAT 1033, MAC 1105, MAC 1140, MAC 1114 Course coordinators to send to Kristi Moran: Fall 2020 Final Exam files (for distribution to instructors to print), formula sheet(s), if allowed, correlation of questions and learning outcomes, answer key(s), instructions.

eLearning team will assist with copying final exams into Canvas shells for courses that have departmental exam given in Canvas. Instructors will be responsible for making sure: exams are in the correct assignment group, they have the right dates assigned and parameters set, Proctorio set, the correct exams are published and to check exam to make sure it displays correctly.

Proctoring departmental exams was discussed. MAT 1033, MAC 1105, MAC 1140, MAC 1114 Online and Live Online course delivery modalities: Proctorio for proctoring final departmental exams. MAT 1033, MAC 1105, MAC 1140, MAC 1114 Face to face, Live Flex: final exams are proctored by instructor on Campus. MAT 0057 departmental final exam is given in Canvas. MAT 0057 Face to face, Live Flex and Blended: exam is

proctored by instructor on Campus. MAT 0057 Online and Live Online: two sections proctored by Proctorio; Terry Zamor, the course coordinator will contact adjunct faculty teaching this course in Live Online modality with instructions how to proctor the exam if Zoom is used. If Zoom is used for proctoring exam, session is to be recorded (inform the students that proctoring exam is recorded).

Discussion took place about strategies for proctoring exam through Zoom. Beverly Hall suggested having each student in separate break out room during the exam, however faculty stated that then students are not visible at once on the screen. Duval Zephirin requested to proctor on Campus MAT 1033 departmental final exam in Canvas instead of scantron since his classes are scheduled in the computer lab. Sabine Eggleston informed faculty that in U-117 and U-118 computer labs (classrooms) on Lee Campus, software is available to monitor/remote control individual computer stations within the classroom.

Scantrons were sent out to instructors teaching face-to-face course with course level assessment (paper exam). If faculty did not receive the packet contact Assessment Office (Joseph Van Gaalen joseph.vangaalen@fsw.edu and D'ariel Barnard dbarnard@fsw.edu). Instructors need to obtain additional (green scantrons) for grading since brown scantrons are to be returned to Assessment Office not graded. The latest departmental final exam version(s) are from Fall 2019/Spring 2020.

Online STA 2023 Canvas master shell contains final exam (not part of the course level assessment plan) and instructors giving STA 2023 final exam in Canvas proctored by Proctorio can request import.

- VIII. Learning Assessment Coordinator Announcements-Kristi Moran (LAC is seeking scorers, exemplar assignments, review course learning outcomes (Syllapalooza)
LAC is seeking scorers for Spring 2021 Gen Ed Assessment of “Communicate” and “Evaluate”: scorers need to help finish the AY2020/21 assessment process. Non-committee scorers will receive a modest stipend; this is also good training for anyone interested in assessment, hoping to join the committee, or wishing to become a coordinator in the future. Any interested volunteers reach out to Elijah Pritchett or

Joseph Van Gaalen. David Licht shared his experience as a scorer for the Assessment: opportunity for College service, one meeting reserved for training.

The FSW Academic Assessment website has a new exemplar for “Evaluate”: faculty can find rubrics and exemplars for the Gen Ed competencies on the webpage under the tab “General Education Competencies.” LAC continue to seek exemplar assignments, look over the website as a way to review the competencies (see the note below about Syllaplooza) and submit possible exemplar assignments.

Syllapalooza: the PD sessions for deans and chairs to review syllabi are scheduled for the months of January, February, and March. Now is the time for faculty to review their syllabi and discuss any possible changes with fellow faculty, chairs, and deans. Review their course learning outcomes as well as the CREATIVE acronym and consider any changes or refinements they’d like to see.

IX. Spring 2021 semester preparation-course (Syllabi, MyLabsPlus courses)

Spring 2021 Class Schedule Template will be sent next week to course coordinators to prepare Spring 2021 syllabus samples for mathematics course(s). Syllabus templates are available for download at Document Manager:

Browse » Folders » Academic Affairs » 2020-2021 Syllabi Templates » School of Pure & Applied Sciences » Mathematics.

Sabine Eggleston has requested MyLabsPlus Spring 2021 course creations from IT. When created, courses will be available under Inactive Courses in instructor’s MyLabs Plus.

X. MyLabsPlus to MyLab Math transition

Full transition from MyLabsPlus to MyLab Math (standard integration with Canvas) is planned for the Summer 2021. Spring 2021 mathematics courses using MylabsPlus are still using MyLabsPlus. MyLab Math training is planned for Spring 2021 (possible also in Summer 2021). Tentative training time is after the Spring Break (when Summer 2021 schedule is finalized and Canvas course shells available to instructors to prepare courses). FSW eLearning and IT are providing support for the transition.

Two Canvas modules containing MyLab Math information (uniform instructions for MyLab Math across different mathematics courses and course delivery modalities) one

unpublished for instructors (info how to integrate MyLab Math Course with Canvas, etc.) one published for students within the Canvas course (information how to register for MyLab Math, etc). Course coordinators are working on preparation MyLabsPlus masters for the transition to MyLab Math: one master course for each course that contains content for all course delivery modalities (that instructors will be able to assign according to the course delivery modality) as decided on the last departmental meeting. Planned date for the completion of this preparation is December 1, 2020. MyLabs Plus master courses will initially be transferred to single MyLab Math account. Sabine Eggleston as MyLabs Plus coordinator is communicating with Pearson to facilitate master courses transition. Both 18 week/24 months access options are offered for MyLab Math (student access).

XI. MAT 1100 course materials

Since new course modalities are introduced and MAT 1100 course is offered online, live online, blended: standalone (MyLab Math) access code with access to eText may be appropriate. Currently, the textbook is bundled with MyLabsPlus access code (no standalone access card is offered in the bookstore, syllabus does not list standalone access card). The following is textbook listed in the MAT 1100 syllabus:

Almy, Kathleen, & Foes, H. (2017). Math Lit: A Pathway to College Mathematics (2nd Ed.). Boston, MA: Pearson Education, Inc. Loose-leaf student textbook/workbook bundled with MyLabsPlus. ISBN: 9781323653791

The following question was raised by Don Ransford: if option of having MyLabsPlus individual access code instead of bundle (MyLabsPlus access code+hard copy of the textbook) can be offered earlier, in Spring 2020. This is left to be checked.

XII. Proposals for Curriculum Committee

Curriculum Committee proposals through Curriculog-Don Ransford:

(1) The new course (MGF 1121)

(2) The change of all courses which currently list a required graphing calculator in their course descriptions to include no mention of a required calculator in the course description.

XIII. Professional development information- Tina Churchill

2020-2021 budget year (July 1st 2020- June 20th, 2021) rolling FPD applications will be accepted and approved based on available funds. See email from TLC/ Dr. Lublink for details. Can be used for Virtual Professional Development, can apply multiple times, up to the \$2,000 yearly limit. Links to several professional development opportunities were provided.

<https://waset.org/digital-pedagogy-in-learning-and-teaching-conference-in-april-2021-in-boston>

ICDPLT 2021: 15. International Conference on Digital Pedagogy in Learning and Teaching, April 22-23, \$250

<https://www.ams.org/cgi-bin/mathcal/mathcalendar.pl>

Find a event specific to your interest: AMS American Mathematical Society

http://jointmathematicsmeetings.org/meetings/national/jmm2021/2247_intro

JMM Joint Mathematics Meetings, Jan 6th – 9th, 2021, \$150

<https://amatyc.org/page/2020ConfHome>

2020 AMATYC Virtual Conference in progress: November 6, 13, 20. No registration fee.

<https://amatyc.org/page/2020ConfHome>

This has a listing of 7 Best Math Conferences for Teachers to review/research

<https://ww2.amstat.org/meetings/sdss/2021/conferenceinfo.cfm>

SDSS Symposium on Data Science & Statistics

<https://onlinelearningconsortium.org/attend-2020/accelerate/>

Nov 9-18 (many recorded sessions) OLC Accelerate – Accelerating Online Learning Worldwide

XIV. Community of Best Practices-Mathematics- Kelsea Livingstone, Tina Churchill

Community of Best Practice: Mathematics Focus

DATE/TIME: Second Friday of the month, following Mathematics Department meeting.

LOCATION: Join Zoom Meeting <https://fsw.zoom.us/j/84833896084>

Registration available on the TLC Calendar:

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

Title: Master Recipe: WHAT filling should we put in our SHELLS?

Presenters: Elizabeth Schott, Jillian Patch, Teri Wright

Description: Open discussion of expectations, requirements and used components of Canvas and MLP Master Shells.

- XV. FGCU's Lucas Center and FSW's Teaching and Learning Center: The Third Annual Southwest Florida Symposium on Teaching and Learning: February 4 – 5, 2021 via Zoom
The Third Annual Southwest Florida Symposium on Teaching and Learning is a collaboration between FGCU's Lucas Center and FSW's Teaching and Learning Center.

Symposium Dates:

Thursday, February 4 (keynote speaker)

Friday, February 5 (presentations, roundtables, webinars)

The deadline to submit your proposal is Friday, November 20.

Welcome proposals from all faculty and staff who have successfully cultivated connections in a virtual environment and who are:

- 1) integrating and/or researching strategies that promote connection in virtual meetings, or
- 2) interested in leading a roundtable discussion on a topic about building connections in virtual environments.

All sessions will be 50 minutes in length to allow adequate time for demonstrations and discussions. If you have any questions please contact: FSW TLC at tlc@fsw.edu or FGCU Lucas Center at lucascenter@fgcu.edu

- XVI. Adjunct faculty portfolio process

The portfolio submission deadline for adjunct faculty up for review in the 2020-2021 AY is February 26, 2021.

TLC: Adjunct Faculty Portfolio Trainings for November are available.

Adjunct Faculty Portfolio Process

When: November 13th & November 19th @ 3pm

Where: Via Zoom (Zoom meeting link will be provided via FSW email to registered participants)

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

Adjunct Faculty Mini-Portfolio process has been updated.

Adjunct faculty are integral to the success of Florida SouthWestern State College and have the opportunity to showcase their teaching through the submission of an electronic mini-portfolio.

XVII. Proctorio testing spaces

Lee Campus: Building H Room 213 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.

Charlotte Campus: Building J Room 114 M: 8:30 a.m. - 4:30 p.m. T-R: 8:30 a.m. - 6:00 p.m.

Collier Campus: Building J Room 217 M-F 7:00 a.m. - 10:00 p.m. Sa: 7:00 a.m. - 4:00 p.m.

XVIII. Committee updates

Dedicate to Graduate Committee:

Sabine Eggleston reported that Dedicate to Graduate Committee looked at D, W, F rates per courses and according to the data presented, in Fall 2019 61% MAT 1033 students passed the course; 1068 students did not pass. In Spring 2020 63% of MAT 1033 students passed the course; 606 students did not pass the course. FSW College and Mathematics Department look in ways to improve success rates. Suggestions that were discussed: Advising, Early Alert link/button in Canvas, direct link to Math Center in Canvas. Sabine Eggleston proposed creating master shell that includes building blocks, prerequisites, achievement goals etc., to help students achieve success (option to use Canvas Pathways). Discussion took place and several observation and suggestions were made. Don Ransford added that MAT 1033 is course with high enrollment and that at the success rate for this course on the state level is even lower, that advising is needed to place students in to appropriate course (MAT 1100 or MAT 1033). Douglas Magomo stated that analysis that distinguishes between D, W, F is needed.

Elizabeth Schott and Don Ransford have submitted proposal to form working group to create response to FLDOE and FSW'S Pathways initiatives and to examine current

sequence of recommended mathematics courses, to develop Canvas course with resources for students that assists in navigating mathematics courses pathways; seeking for volunteers, representation from all campuses.

Discussion about improving MAT 1033 success rates continued: Adding lab hours, study strategies, notebook requirement were proposed. Daniel Marulanda suggested creating lecture and lab combo and discussed experience he has with such setup. Sabine Eggleston suggested mini lecture and practice combo, possible creating content in Canvas, study groups. Elizabeth Schott emphasized student engagement and results when students are working in groups. Donald Ransford pointed that the course content is having great impact, suggests presenting material through applications.

Academic Standards Committee:

Tatiana Arzivian reported that Academic Standards Committee is working on guidelines on how faculty to proceed if academic dishonesty occur (taking into account new course delivery modalities).

Faculty Senate:

Sabine Eggleston reported that Faculty Senate is discussing proctoring options that faculty may be able to select from.

XIX. Faculty updates

Ivan Melendez informed faculty about Pearson MyLabMath / ProctorU option.

XX. New business

- a. Mathematic Department Virtual Annual Holliday Get Together is planned to be held on Zoom after the final grades are due. Invitation will be sent to Mathematics Department Faculty.

XXI. Adjourn 11:00 AM