

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

January 8, 2021 9:00 AM – 11:00 AM

Meeting location: **Zoom** meeting

<https://fsw.zoom.us/j/95093995131?pwd=Y25yYWZPT0E0aHBQNVZ0cUlnNseWNVdz09>

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 Cid	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.

- I. Meeting called to order at 9:04 AM. Adoption of Agenda: Agenda adopted as presented with addition of one item: "Learning Assessment Committee updates". Motion made by Tina Churchill, second by Terry Zamor, all in favor, none opposed no abstentions.
- II. Approval of Minutes: November 13, 2020 minutes approved as presented.
- III. Success and Accomplishments
Kelsea Livingstone got married.

Terry Zamor reported that MAT 0057 Mathematics for College Success newly developed online course passed first phase of Quality Matters (QM) Review.

Rona Axelrod celebrated 35th marriage anniversary

Joseph Roles recently celebrated 60th marriage anniversary.

Dean of School of Pure and Applied Sciences: Dr. Donald McGarey welcomed mathematics faculty to Spring 2021 semester and presented the following Agenda items: IV-IX.

IV. Spring schedule, Summer and Fall teaching requests

Summer 2021 and Fall 2021 scheduling will start promptly. Faculty will be receiving e-mail from the Dean with the question if faculty plan to teach in the Summer 2021 (A, B or Full), in which course delivery modality and with information which courses are in demand. Drop in Spring 2021 enrollment is reported. Plan for the Summer 2021 is to offer all five course delivery modalities with respect to student need. Plan is to offer more traditional face-to-face classes during the Fall 2021.

Collective Negotiating Agreement is followed regarding the faculty teaching load and teaching overload (maximum number of credit hours scheduled to teach per semester). Several questions discussed: what is required number of days to be present on campus, number of required credit hours required to teach in specific course delivery modality and on Campus vs. online, if mini A or mini B online mathematics courses will be offered during Summer 2021. Dean will look at students success rates in past mini terms and current students needs for mini A or mini B online mathematics courses scheduling.

Rona Axelrod reported excellent experience and success rates in her live online classes.

Kristi Moran reported positive response from students to video responses from professor.

Dr. McGarey pointed several questions to be examined regarding the course delivery modality: In which course delivery modality we see the greatest student success? Which course delivery modality have the fastest enrollment? There is value in ability to have multiple campuses enrollment (Live Flex).

Douglas Magomo: in selected courses he offers flexibility by using Zoom and OneNote in classroom so that students can attend the class in person or live online.

Sabine Eggleston: students value flexibility in how to attend the class.

Don Ransford gave example of having camera in classroom, two Campus locations where students attend the class.

Dr. McGarey: in classes which are live-online and students are required to come to Campus for testing, this information needs to be available to students during registration for the class.

V. SoPAS Faculty Advisory Committee: Revision of the Associate of Science Degree in Science and Technology and other projects

Dean Dr. McGarey seek for SoPAS faculty (and staff) to serve in an advisory capacity (School of Pure and Applied Sciences Advisory Committee) to “reimagine” SoPAS. Some of the areas to address and plan for include:

- Instructional framework (approach and balance between online and traditional instruction; assuring course integrity).
- Course-based undergraduate research experiences or First-Year Innovation and Research Experience
- Examine and reconstruct the AS in Science and Technology
Modernize/relevance, Improve enrollment and completion rates, Employment, Transfer pathway
- Investigate the potential for relevant and desirable bachelor’s programs such as an analytics/data science/applied statistics/actuarial analyst or other programs.

VI. External cameras, technology issues, submitting tickets to IT

Mathematics Department and Science Department require external webcam for online proctoring exams. Proctorio requirements should be stated in the Syllabus if Proctorio is used for proctoring exams. For technical issues, FSW Help Desk ticket can be filed to IT. IT can provide electronic transcript of Proctorio proctored exams if there is a concern.

Don Ransford proposes to bring to Faculty Senate request for testing center services for online courses. Sabine Eggleston reported that Faculty Senate has formed committee to determine the options for proctoring exams in online courses.

VII. Face covering, social distancing, Covid

FSW requires face coverings that completely cover the mouth and nose while inside FSW buildings and classrooms.

Rebecca Gubitti asked if Covid-19 vaccines are planned to be provided for faculty and staff at FSW. Dr. McGarey will reach out to Human Resources for more information regarding this question.

VIII. Hiring. Mathematics Department faculty position Professor Mathematics (Collier Campus). Screening Committee completed first round of interviews and selected four candidates to invite for second round of interviews (meeting with the Screening Committee and meeting with the Dean) and teaching demonstration (scheduled for January 22, 2021).

IX. Compliance training: FERPA, Title IX/ADA, IT Security, Fraud & Whistleblowing

All faculty are required to complete *FERPA, Title IX/ADA, IT Security, Fraud & Whistleblowing* training, which is available as Canvas course, by March 1st, 2021.

X. Adjunct faculty portfolio due, classroom observation

The portfolio submission deadline for adjunct faculty up for review in the 2020-2021 AY is February 26, 2021. Classroom Observation: needs to be completed by mentors.

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.

The following workshop is required for anyone assigned to serve as a mentor to new full-time or adjunct faculty, it is open to faculty interested in becoming a mentor (no attendance is required if mentor has already completed the workshop).

TLC: Mentoring Matters: Building Community Through Faculty Mentoring (Instructional)
Friday, January 22, 2021 at 11:15am - 1:00pm | Location: Zoom (link will be sent to registered participants) (Virtual)

XI. Spring 2021 semester status (Syllabi, MyLabsPlus courses, Office Hours)

Course syllabi: post in Canvas, send syllabi to Department Chair ivana.ilic@fsw.edu
Included in the syllabi: make-up exam policy, attendance policy, grading policy, required materials, external camera and remote proctoring requirements (for corresponding course modalities), final exam date/time/location.

For Live Online courses: the following link needs to be included in the syllabi: Review FSW's policies and standards at: <https://www.fsw.edu/online/standards> and include virtual classroom information and requirements.

Courses that have remote proctoring need to have the following statement under exam requirements: *All applications that are not essential for running the exam should be closed down and taskbar should be visible for the entire duration of the exam.*

Faculty Office Hours to be sent to Dean: due today 01/08/2021.

XII. Course Materials

Mathematics Department: to submit the selected/adopted textbooks for Summer 2021/Fall 2021 info for all courses by the last week of February. Data entry is planned to be completed by beginning of March. There will be new ISBNs for textbooks accompanied with MyLab Math. Course Materials Requirements will be updated in syllabi for Summer 2021/Fall 2021 due to transition to MyLab Math and for some textbooks new edition.

XIII. MyLabsPlus to MyLab Math transition-Sabine Eggleston

- Full transition from MyLabsPlus to MyLab Math (standard integration with Canvas) is planned for the Summer 2021.
- Textbooks for the following mathematics courses are going into new edition: MAC 1140/1114/1106, STA 2023, MAT 1100, MAC 1105. There are no edition change for textbooks for the courses MAT 1033, MAT 0057, MGF 1106/1107, MGF 1113.
- Faculty may request hard-copy of the new edition textbook or use ebook within MyLab Math. Sabine Eggleston has inquired about the approximate number of instructors interested in having paper copy of the textbook.
- MyLabs Plus master courses are transferred to single MyLab Math account. Sabine Eggleston has access to the MyLabMath account with master courses.

- Instructors may receive automated emails from Pearson over the next two weeks which will indicate that their national MyLab user (with username/password) is created. Instructor login naming convention:
Username: FSW email address.
- Pearson representative will provide student handout and video to demonstrate MyLab registration via Canvas.
- MyLab Math training: 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).
- It is planned that when classes begin, Pearson representative will host multiple “office hours” via Zoom for students to drop in and receive any needed technical assistance from Pearson.

XIV. Assessment

Course Level Assessment plan for the Spring 2021 (the same as for the Fall 2020): MAT 0057, MAT 1033, MAC 1105, MAC 1140, MAC 1114 departmental final exams.

Learning Assessment Committee updates-reported by Kristi Moran, Learning Assessment Coordinator for Mathematics

- 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 course learning outcomes as well as the CREATIVE acronym and consider any changes or refinements faculty would like to see.
- LAC is currently doing Gen Ed Assessment of “Communicate” and “Evaluate”:
LAC is currently in the process of using artifacts (the submitted assignments) for our gen ed assessment process. Faculty may reach out to Elijah Pritchett or Joe van Gaalen for additional information about the process and what it entails.
- Course level assessments are currently being analyzed. Departments can schedule a review of department’s course level assessment reports with Team AASPIRE.

- XV. Community of Best Practices-Mathematics- Kelsea Cid, Tina Churchill
Community of Best Practice: Mathematics Focus
DATE/TIME: Second Friday of the month, January 8, 2021 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: Bells and Whistles-MyLabsPlus (Communities)
Presenters: Pearson Representative
Moderators: Tina Churchill and Kelsea Cid
Description: In this Community of Best Practice we will have a representative from Pearson (MLP) who will show us some of the new features and ones forgotten that may be beneficial to aid in our remote digital learning this semester. There will be a 30 minute presentation starting at 11:15 and 15 minute Q&A session following until noon. This will feature items that will transition into MyLab Math as we move forward into summer and fall.
- XVI. 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.
- XVII. Proctorio testing requirement policy in syllabi, Proctorio testing spaces
Proctorio Testing Requirements Statement (Syllabi): syllabi for the courses that use Proctorio need to have the Proctorio testing requirement/policy stated.
Proctorio Testing Spaces-designated spaces on campus where students can take exams via Proctorio: information available on: <https://www.fsw.edu/reconnect>
External Camera requirement for online proctoring.
Proctorio recorded exams review: by faculty teaching the course.
How To: Show Your Computer's Active Applications (Dock, Taskbar, Toolbar)
<https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=115806#02>

XVIII. Zoom links (in Zoom and in Canvas)

If you have set up Zoom links/passwords for your classes or office hours, please check that those links/passwords are still valid and in place. Please check that the links are valid, especially if you have set Zoom meetings prior Winter Break.

XIX. Committee updates

- Early Alert Form is now available in Canvas Gradebook for the courses-Sabine Eggleston.
- 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: Elizabeth Schott, Don Ransford, Tina Churchill, Kelsea Cid, Douglas Magomo.
- eLearning coordinators positions to be announced soon (administrative: review of departmental masters; QM trainer)-Rona Axelrod

XX. Faculty updates

- Course materials prices discrepancies in the bookstore reported. Sabine Eggleston will follow up on this matter to be resolved and special pricing honored.
- Pilot course with Cengage courses materials and WebAssign: MAC 1105 College Algebra section-Don Ransford.

XXI. New business

XXII. Adjourn 11:00 AM