

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

February 12, 2021 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 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 9:00 AM. Adoption of Agenda: Agenda adopted as presented (all in favor, none opposed no abstentions).
- II. Approval of Minutes: January 8, 2021 minutes approved as presented.
- III. Success and Accomplishments

The following faculty served as 2021 Thomas Alva Edison Kiwanis Regional Science and Engineering Fair (February 7-13, 2021) judges in Mathematics category: Bharat Patel, Cheban Acharya and Ivana Ilic.

Robert Cappetta presented “How to Better Engage Mathematics Students” and Douglas Magomo presented “Live Online Teaching with Zoom, OneNote and Kaltura Capture Combination. What Are We Missing?” during FGCU’s Lucas Center and FSW’s Teaching and Learning Center: The Third Annual Southwest Florida Symposium on Teaching and Learning February 5, 2021 via Zoom.

IV. Dual Enrollment – Amanda Sterk, Director, Accelerated Pathways Program

FSW Accelerated Pathway:

- Part Time: Dual Enrollment (Concurrent, FSW Campus, online)
- Full Time: Early Admission (FSW Campus, online)
- Full Time: Collegiate Institute (School within-a-school)

Our high school student population has grown 30.6% from 2371 students in 2013 to over 3420 for Fall 2019. Florida is leading the way in dual enrollment, providing increased programming initiatives. Current state data shows that dual enrollment students are more likely to continue in the Florida College System or State University Systems as well as graduate earlier than non-DE peers.

Florida SouthWestern State College: 93% Success Rate (C or higher) of Accelerated Pathway students in college coursework. FSW Accelerated Pathways students are attending over 162 colleges and universities throughout the world.

Top five colleges FSW DE attend: FSW 29%, FGCU 16%, UCF 8%, USF 7%, UF 7%

Student choice by modality:

- Concurrent instruction, where a credentialed instructor who teaches a college course at a high school (22%)
- On-campus instruction, where students can take a variety of coursework at any of the College's campuses (56%)
- Online instruction, where students can take courses thorough an integrated online learning management system (22%)

Accelerated Pathway students have access to hundreds of courses through concurrent courses, on the college campus or online. The most common courses are ENC 1101, AMH 2010, MAC 1105, POS 2041 and PSY2012.

Florida State Statute: 1007.271, 1007.27, 1007.273, 1000.21 F.S DE Programs key provisions:

- Dual Enrollment is at no cost to parents and students
- Dual Enrollment credits are articulated to state colleges and universities
- Dual Enrollment is weighted the same as AP, IB, and AICE courses
- Defined eligibility
- Various student populations; public, private, home education
- Governed by local articulation agreements between districts and colleges

FSW Accelerated Pathways Testing:

PERT scores (Reading 106, Writing 103, Math 114/123), ACT scores (Reading 19, Writing 17, Math 19/23), SAT scores (Reading 24, Writing 25, Math 24/28.5), Accuplacer (Reading 245, Writing 245, Math 242/263), CLEP, CLEP.

PERT (135+), ACT (25+), or SAT (29+): they may schedule to take Advanced Algebra and Functions (AAF) test. Based on scoring, students may be eligible to take the Trigonometry Bypass Exam for MAC 1114 to enter into MAC 2311.

High school and College courses: 4 credits of Math (1 credit of Algebra and 1 credit of Geometry)-->Any math meets requirement MAT 1033(0.5 credit), MAC 1105&others (1 credit). School counselors are in charge of ensuring high school graduation requirements are being met. FSW ensures prerequisite and program requirements are being met.

Several questions from faculty were discussed:

- DE student who receives F for the College class cannot take it again while DE. If DE student receives "D" for the College course, grade is on the high school transcript, but does not qualify for the college credit.
- Amanda Sterk, Director, Accelerated Pathways Program, was informed that mathematics courses which are currently using course materials from Pearson

publisher, will have new ISBNs, and new software MyLab Math instead of MyLabsPlus, selected textbooks are going into new edition.

- Idea of providing transportation to students from remote areas to come to Campus was discussed as well as idea of mathematics faculty teaching after school at remote areas in the high school.

V. MAC 1114 Trigonometry course

Duval Zephirin will coordinate MAC 1114 Trigonometry course. David Licht and Sabine Eggleston who coordinated MAC 1114 Trigonometry face-to-face and online course, respectively, will provide current course documentation and guidance.

David Licht available to either complete or provide assistance in MAC 1114 MyLabsPlus master course transition to MyLab Math for the new textbook edition.

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

All employees are required to complete all Canvas training modules by March 1st, 2021. The course consists of four training modules, each covering an important compliance topic: ADA & Equity, FERPA, Fraud & Whistleblowing, and Information Technology Security Awareness. The modules will provide you with the necessary information and knowledge you need to identify incidents that need to be reported, increase awareness of institutional policies, and know what to respond to specific situations as they arise.

All employees are added into the Canvas course. You will receive a course invitation from notifications@instructure.com. Open the email and accept the invitation. This will enroll you into this course and allow you to access it from Canvas.

IT is here to assist and answer any questions you may have. There are many ways to contact IT, you can submit a helpdesk ticket at fsw.edu/helpdesk, email helpdesk@fsw.edu, etc.

VII. 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.

The Next Adjunct Faculty Portfolio Training is in FSW Teaching and Learning Center (TLC)

- TLC: Adjunct Faculty Portfolio Process
- When: Friday, February 12th, 2021 | 3:30 PM - 4:30 PM
- Where: Via Zoom (Zoom meeting link will be provided via FSW email to registered participants)

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. Classroom Observation: completed by mentors

VIII. Faculty Evaluation/FEP ePortfolio Timeline:

- Continuing Contract Faculty undergoing comprehensive review must submit their FEP ePortfolio electronically by second Friday in February. Include 5th year Form 1.
- Initial Granting Faculty must submit SOS data and Form 1 to the ePortfolio and the dean/supervising administrator.
- Faculty: second Friday in February faculty submit Form 1 to the dean/supervising administrator.
- Faculty: end of March Form #3 due to dean/supervising administrator.

IX. FSW Guided Pathways and Mathematics Pathways

FSW Guided Pathways Team will attend March Mathematics Department Meeting to give 30 minutes presentation.

Florida Pathways is a statewide guided pathways implementation initiative. FSW is member of the Florida Pathways Institute Cohort who will be working to implement pathways.

Draft Academic & Career Pathways

- Arts & Design
- Humanities, Communication & Global Studies
- Business
- Computing Technologies
- Construction, Manufacturing & Industry
- Education

- Health Sciences
- Public Safety & Law Studies
- Science, Engineering & Math
- Social and Behavioral Sciences & Human Services

Florida Pathways Institute II: Mapping Pathways to Student Success February 9 - 10, 2021 took place.

Don Ransford is member of the Math Council Steering Committee (K-12) on the state level.

Math Pathways Working Group: Schott, Ransford, Churchill, Cid, Magomo

RESPONSE TO FLDOE AND FSW'S PATHWAYS INITIATIVES

FSW is currently working with the Florida College System to create, implement and scale Florida Pathways at FSW. Implementation includes the following Guided Pathways Essential Practices:

- Mapping pathways to student end goals.
- Helping students choose and enter a program pathway.
- Keeping students on path.
- Ensuring that students are learning.

"In 2018, the Florida Student Success Center established three inter-connected workgroups to identify current challenges in mathematics pathways and develop policy and practice recommendations to improve student achievement across Florida's education systems. The charge of the Florida Mathematics Re-Design workgroups was to explore complex issues surrounding mathematics pathways to prepare high school students for transition into Florida College System institutions and Florida College System students for transition into four-year universities."

(<https://www.floridacollegesystemfoundation.org/fssc-math-redesign>)

Departmental working group is focused on the examination of the current sequences of recommended mathematics courses, the development of a Canvas course with resources to assist students navigating the path through the mathematics courses in support of their chosen pathway, and the investigation into other possible mathematics

department activities to support FSW's Action Plan for the Florida Pathways initiative and FSW's QEP.

- Examination of course sequencing would focus on these desired outcomes:
- Shortening the STEM pathway to and through Calculus III
- Designing clear pathways for degrees and meta-majors (or pathways)
- Providing appropriate course offering for degrees and meta-majors (pathways)
- Adapting course content to better reflect the needs of the 21st century learner
- Providing a bridge between pathways

The committee is also exploring the effects and implementations of the following the highlighted FL Mathematics Re-Design workgroup recommendations

<https://www.floridacollegesystemfoundation.org/fssc-math-redesign>:

- *Recommendation 1: Create common mathematics pathways by aligning mathematics courses to programs, meta-majors and careers in Florida.*
- *Recommendation 2: Use a "multiple measures" model to help improve placement, especially in mathematics.*
- *Recommendation 3: Ensure mathematics prerequisites align with mathematics pathways.*
- *Recommendation 5: Encourage colleges and universities to implement instructional models (such as the co-requisite model) that place students, when appropriate, directly into college-level mathematics courses carrying general education credit.*
- *Recommendation 6: Create recurring opportunities for K-20 stakeholders to promote collaboration to strengthen mathematics pathways for students via standing advisory groups/working groups and "big meetings."*
- *Recommendation 8: Offer professional development opportunities for instructors.*
- *Recommendation 9: Establish on-demand foundational mathematical skills modules for students to access in high school and postsecondary.*

- *Recommendation 10: Increase the availability of advising resources and enlist the help of mathematics faculty, where appropriate.*

Current activities done by the group in support of Recommendations 1, 3 and 5 include the following:

Stakeholder and Data Analysis:

- Reviewing trends in student performance and retention in current mathematics pathways.
- Reviewing trends in graduation rates and programs.
 - What degrees are our students seeking?
 - What math classes have they taken in support to those degrees (particularly the AA degree to see the STEM vs Non-Stem ratio)?
 - What math classes best support those degrees (and future pathways)?

Developing Recommended Mathematics Pathways in Support of each degree and meta-major pathway. Development of the pathways includes researching the following:

- Role of the developmental math courses and the appropriate entry point for our students.
- Changes in pre-requisites and/or co-requisites with the intent of shortening the mathematics pathway through the mathematics curriculum.
- Ensuring there are bridges between pathways for students opting to change their educational goals.

Current activities in Support of Recommendations 2, 6, 9 and 10 include the following:

- Coordination with eLearning for the development and enrollment of all FSW students into a MATH@FSW Canvas Course.
- Development of all course content for the Canvas Course. Possible Content includes:
 - Information on Mathematics Courses and Pathways
 - Links to Programs and Meta-Majors programs and pathways

- Canvas Quizzes assessing current level of mathematics skills and providing possible recommended mathematics course starting points
- Information on options for testing into higher-level mathematics courses
- Links to appropriate advisors
- On demand content for all mathematics students requiring a refresher of basic mathematics skills

X. MyLabsPlus to MyLab Math transition

a. General information

Full transition from MyLabsPlus to MyLab Math: Summer 2021

Standard integration with Canvas

For each course: one MyLab Math Master course, set as a Coordinator Course within Admin MyLab account

b. Textbooks: new editions, purchasing options

Textbooks for the following courses are going into NEW edition:

STA 2023, MAT 1100, MAC 1105, MAC 1140/1114/1147/1106

18 week code, 18 week combo code, 24 month code, 24 month combo code

Textbooks for the following courses are NOT going into new edition:

MAT 1033, MGF 1106/1107, MGF 1113

18 week code, 18 looseleaf package, 24 month code, 24 month looseleaf package

MAT 005718 week code, 18 week combo code

c. Syllabi updates (Required Course Materials, Requirements for Students, Schedule):

REQUIRED COURSE MATERIALS syllabus statements (textbook info with ISBNs, options 18weeks/24months) will be posted on Math Website Canvas course (to be used by course coordinators when creating syllabus samples).

REQUIREMENTS FOR STUDENTS syllabus statement regarding how students register for MyLab Math will be available on Math Website Canvas course (to be used by course coordinators when creating syllabus samples).

COURSE SCHEDULE review and revise (if needed) by course coordinators: course sections covered to correspond to new textbook edition.

d. Textbook copies for faculty

TEXTBOOKS NEW EDITION PRINT COPIES AVAILABLE in Andy Buck's office Lee H-130

(5 copies) Sullivan: Algebra & Trigonometry Enhanced w/ Graphing Utilities, 8e

(10 copies) Almy: Math Lit: A Pathway to College Mathematics, 3e

(10 copies) Blitzer: College Algebra Essentials, 6e

The following textbook has not arrived yet (but is expected to arrive soon):

Sullivan, Fundamentals of Statistics 6e

Alternative options:

- Using digital eBook within MyLab Math
- Ordering print copy of the textbook to be delivered to specified instructor's address (contact Pearson representative and provide address)

e. Canvas modules with instructions (pdf and video): for faculty, for students

Two Canvas modules will be available to instructors to include in Canvas course shells:

For students (published module):

- instructions how to register for MyLab Math (pdf and video)
- how to seek technical support

For instructors (unpublished module):

- instructions how to create MyLab Math course connected with corresponding Canvas course (by using courseID for the Master MyLab Math course)

f. Training and support for faculty

After the Spring 2021 break when Summer 2021 schedule is finalized and Canvas course shells available to instructors to prepare courses.

Support for faculty: at the beginning of the Summer 2021

g. Support for students

Registration time at the beginning of the Summer 2021 semester: Pearson representative will host multiple “office hours” (scheduled on 3 separate days) via Zoom for students to drop in and receive any needed technical assistance from Pearson.

Several questions were discussed:

- If student can be provided with new MyLab Math code if student has purchased MylabsPlus for the Spring 2021 but retakes the course in Summer 2021.
- How the duration of the validity of MyLab Math access code (18 weeks, 24 months) aligns with the duration of the semesters.
- If student purchases 18 week MyLab Math access code, and later decides that 24 months is the desired option, is upgrade available. Sabine will check with the publisher if they can provide this option.

h. Course Coordinators, Canvas Course Developers

Course	NEW Edition	Course Coordinator	Canvas Course Developer
MAT 0057	no	Terry Zamor Karen Buonocore	Terry Zamor Douglas Nering
MAT 1033	no	Cheban Acharya Duval Zephirin	Jamie Zlatkin Tina Churchill
MAT 1100	Yes: 3 rd edition MLM update in March 3e Digital Update: March 12	Daniel Marulanda	Daniel Marulanda
MAC 1105	Yes: 6 th edition MLM update in March 6e Digital Update: February 22	Sandra Seifert Bharat Patel	Cheban Acharya
MAC 1106	Yes: 8 th edition	Sandra Seifert	N/A
MAC 1114	Yes: 8 th edition	(David Licht Sabine Eggleston) Duval Zephirin	Libby Schott
MAC 1140	Yes: 8 th edition	Beverly Hall	Libby Schott
MAC 1147	Yes: 8 th edition	Douglas Magomo	Libby Schott
MGF 1106	no	Cheban Acharya	Ivan Ilic
MGF 1107	no	Cheban Acharya	Cheban Acharya
STA 2023	Yes: 6 th edition MLM update soon 6e Digital Update: Live NOW	Tatiana Arzivian	Rona Axelrod
MGF 1113	no	Don Ransford	N/A

One course coordinator per course to provide to Sabine Eggleston one final courseID for the master course that contains updates. For the courses having more than one course coordinator, the following faculty will provide to Sabine Eggleston final courseID that contains content for the master course: MAT 0057: Karen Bunocore; MAT 1033: Duval Zephirin; MAC 1105: Sandra Seifert; MAC 1114: David Licht

i. MyLab Math Master Courses-review/update

Course coordinators: content review and update where needed by course coordinators by March 1st if MyLab Math master course is available (MAC 1105, MAT 1100, STA 2023: MyLab Math master course for the new textbook edition is yet to become available)

Amanda Botts (Amanda.Botts@pearson.com) is Pearson representative.

Course Coordinators received instructions from Sabine Eggleston regarding the MyLab Math master courses updating process.

- Copy master course into personal MyLab Math account by using the course ID provided by Sabine Eggleston for each specific Master.
- Contact Amanda Botts, Pearson Representative if you need login information for your MyLab Account.
- Update Masters content where needed, make all items importable send to Sabine Eggleston the courseID of the course to copy it back (Course coordinators do NOT distribute those courseIDs to faculty)
- Note: prerequisites did not transfer with the assignments
- STA 2023, MAT 1100, MAC 1105, MAC 1140/1114/1147/1106 course coordinators contact Pearson representative Amanda Botts for the list of questions within assignments that did NOT transfer
- MAT 1105, MAT 1100, STA 2023 NEW MyLab Math Master not yet available

Blitzer: College Algebra Essentials (6e Digital Update: February 22)

Sullivan: Fundamentals of Statistics (6e Digital Update: Live NOW)

Almy: Math Lit: A Pathway to College Mathematics (3e Digital Update: March 12)

j. Canvas Master Courses-review/update (for online courses)

Instructional Designers (eLearning):

- Reference to MyLabsPlus replaced with MyLab Math
- Contact Canvas Course Developers regarding the updates and location of the master Canvas course

Canvas Course Developers:

- Canvas Master Course review and update

k. MyLab Math Admin Account and Master courses (Coordinating courses), MyLab Math course naming convention, CourseIDs distribution to faculty

MyLab Math coordinator:

- For each semester creates MyLab Math master courses (coordinating courses) within single MyLab Math account
- Provides courseIDs to be used by instructors in order to create MyLab Math courses

l. MyLab Math course naming convention

m. Transferring assignments that are not part of the Master course from MyLabsPlus into MyLab Math: if faculty have developed individual MyLabsPlus assignments that are NOT part of the master courses and want to transfer them into MyLab Math: Sabine Eggleston will be collecting the following information in order to obtain ecollege (Plus) username needed for the import content from your MyLabsPlus course to National MyLab. Ex. Ecollege_fsw_123456:

Instructor_name/Instructor_email/Course_term/Course_name_from_which_to_import_assignments (ex. Spring 2021, College Algebra Eggleston Section 810 Spring 2021)

n. Community of Best Practices-Mathematics- Cid, Churchill

DATE/TIME: Second Friday of the month, February 12, 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: The Inside Scoop!

Open panel discussion: Philosophies of Teaching

Panelists: Dr. Donald McGarey, Dean, School of Pure and Applied Sciences

Laurice Garrett, Retired, Professor of Mathematics, FSW

Leonard Owen, Professor of English, FSW

XI. Proctorio Tips

FSW IT and eLearning have created document with Proctorio tips and questions and answers to common technical issues with Proctorio:

<https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=63164>

- XII. Department Chair Corner
Department Chair election by secret ballot for at least 5 business days between April 1 and April 15. Information about Department Chair election process, nomination, eligibility for nomination or vote is available in FSW State College Collective Negotiations Agreement Appendix D.
- XIII. Course Level Assessment
No changes to Course Level Assessment Plan for Spring 2021 confirmed.
- XIV. Fall 2020 Student Opinion Survey Report
Fall 2020 Student Opinion Survey Report sent to mathematics faculty.
- XV. 2021 State of the College Address
Date/Time: Friday, February 12 at 12pm
Location: Zoom link provided in the e-mail sent to faculty
- XVI. Committee updates
Kelsea Cid-Curriculum Committee: removal of the “calculator” sentence in the course description is in process at the Curriculum Committee, consider rewriting course description.
- XVII. Faculty updates
Rona Axelrod: Applying the QM Rubric (APPQMR) (Technology) workshop
APPQMR will be offered virtually via Zoom in Spring 2021. Please note that these sessions are conducted as a two-day synchronous workshop and you must be able to attend both days, for example: DAY 1: February 25, 1:00 PM-5:00 PM, and DAY 2: February 26, 1:00 PM-5:00 PM Location: Zoom (link will be sent to registered participants) (Virtual) Visit the training calendar to register:
<https://www.fsw.edu/trainingcalendar/display>
- XVIII. New business
- XIX. Adjourn 11:12 AM