

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

April 9, 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, Donald Panton, adjunct faculty.

- I. Meeting called to order at 9:02 AM. Adoption of Agenda: Agenda adopted as presented (all in favor, none opposed, no abstentions).
- II. Approval of Minutes: March 2021 minutes approved with one update (Math Advisory Council instead of Advisory Committee) as presented.
- III. Success and Accomplishments

Dr. McGarey, Dean, School of Pure and Applied Sciences announced that the faculty search is completed and Andrew Castillo has accepted the full time professor Mathematics position on Collier Campus and Meghan Carlson full time temp position on Lee Campus effective from the Fall 2021.

Sabine Eggleston reported on Dedicate to Graduate initiative.

Tatiana Arzivian reported on Spring 2021 Induction Ceremony: Phi Theta Kappa.

IV. FSW Open House

Socially distanced on-campus FSW Open House held on March 30 (Collier/HG) & March 31 (Lee/Charlotte) from 3:00 – 6:00 PM.

Mathematics Department participated in FSW Open House:

- Collier Campus: Cindy Quehl
- Hendy/Glades Center: Duval Zephirin, Sandra Seifert, Bharat Patel
- Lee Campus: Cheban Acharya, Terry Zamor, Ivana Ilic
- Charlotte Campus: Christine Smith, Tina Churchill

V. FSW Honors Scholar Program-Axelrod

FSW Honors Scholar Program: <https://www.fsw.edu/honors>

Admissions Information: <https://www.fsw.edu/honors/admission> Application deadline is July 1st. This program is best suited for students seeking an AA degree who have not taken more than 30 credit hours.

Some of the benefits include:

- Financial support for study abroad and study away experiences.
- Funding and academic guidance to attend state, regional, and national conferences.
- Directed individual research classes that allow students to have creative control over their curriculum.
- Smaller class sizes which facilitates personalized instruction from our most talented faculty.
- Funding and academic guidance to support creative and academic research initiatives.

- Automatic admission into both FGCU's and USF's Honors Colleges if you complete the certificate with a 3.5 overall GPA

Honors Scholar Program Requirements

- Minimum of 15 credit hours (5 classes) of Honors coursework with a B or higher
- Complete an Honors Seminar and Honors Capstone Course
- Maintain at least a 3.2 overall GPA and attend at least one Honors event each semester.
- Students can receive honors credit for any of the following math courses: MAC 2311, MAC 2312, MAC 2313, and MAP 2302
- FSW Honors Research Expo: Tuesday, April 13 and Wednesday, April 14
Virtual and in-person sessions, look for announcements from the Office of Sponsored Programs & Research (Dr. Joseph van Gaalen)
- Honors Advisory Council: Program Coordinator: Dr. Wendy Chase
Faculty: Dr. Rona Axelrod, Dr. Bruno Baltodano, Dr. Jacquelyn Davis, Professor Ihasha Horn, Professor Terri Housley, Dr. Mark Herman, and Dr. Russell Swanson

VI. StatPREP Workshop Announcements-Axelrod

Summer 2021 Virtual Workshops Registration Information TBA

- StatPREP Little Apps: 3 hours/day June 10 and June 11
- R Statistical Software-Beginners: 3 hours/day June 18 and June 19
- R Statistical Software-Advanced: 3 hours/day June 24 and June 25
- Data Science (3 hours) June 4
- StatPREP Little Apps: 3 hours/day July 9 and July 10
- R Statistical Software-Beginners: 3 hours/day July 15 and July 16
- R Statistical Software-Advanced: 3 hours/day July 23 and July 24
- Data Science (3 hours) July 31

Info if Dean's Letter of support is needed to attend will follow.

Summer 2022 Workshops will be held in-person at FSW. FSW will host math faculty from other regional state colleges. For more information regarding StatPREP

Workshops: <http://www.statprep.org/>

VII. Transition to MyLab Math

MyLab Math Standard Integration with Canvas, Standard Instructor Courses.

- Training and support for faculty

The following are dates/time for MyLab Math training (via Zoom) for mathematics faculty.

- Friday, March 26, 2021 10:00 AM-11:00 AM
(fourth Friday of the month) Video Recording is available on Math Website
Canvas course
- Saturday, April 10, 2021 9:00 AM-10:00 AM
- Monday, May 3, 2021 10:00 AM-11:00AM
(last duty day in Spring after final grades are due)
- Three training Zoom sessions are to be offered by Pearson: the same material covered in each, but on different dates to accommodate different mathematics faculty schedules. Mathematics faculty (teaching in Summer 2021 or in Fall 2021) should plan to attend one of the sessions. Some of the topics planned to be included are: how faculty create MyLab Math course starting from Canvas by using master courseID that has standard integration with Canvas, grade sync, student registration, etc.
- MyLab Math Office Hours by Pearson for Faculty -Individual MyLab Math consultation for faculty. If faculty have a question or need assistance regarding MyLab Math Standard Integration with Canvas, grade sync, etc: Pearson Office

Hours are scheduled. Faculty can attend any time during the scheduled time window: April 16, 2021 8:30 AM-10:00 AM. Zoom link: will be provided by e-mail.

- Syllabus statement for required course materials and instructions for student MyLab Math registration: available on Math Website Canvas Course
- Textbooks and Access Codes
 - New edition textbooks for FSW Library reserve and FSW Math Center (All Campuses) are sent by the publisher representative.
 - MyLab Math Access Codes: Sabine Eggleston reported that significant number complimentary MyLab Math access codes will be provided for FSW students. Sabine is working with Assistant of Dean of Students to ensure proper code distribution to students.
 - Due to COVID, reserve textbooks are not on loan right now due to book quarantine protocols. Library is working on preparing digital reserve protocol tentative for the Fall 2021 (one hour at a time access, access to the textbooks to be determined by how many physical copies of the textbook are in the library) where software will prevent downloading, screenshots, or printing.
- Full transition from MyLabsPlus to MyLab Math: Summer 2021; Standard integration with Canvas; For each course: one MyLab Math Master course, set as a *Instructor Course* within Admin MyLab account.
- MyLab Math Master Courses-review/update -current status report
 - Course coordinators:
 - Content review and update where needed by course coordinators is completed.
 - MyLab Math master courses settings prepared by Sabine Eggleston and she will be distributing MyLab Math Course IDs.
- Canvas Master Courses-review/update-current status report

Canvas Course Developers:

- Canvas Master Course review and update. Most are completed.
- MyLab Math Student Registration Instructions video and pdf: to be provided by Pearson. Once completed will be made available to faculty.

Instructional Designers (eLearning):

- Reference to MyLabsPlus replaced with MyLab Math completed.
- Two Canvas modules will be created and made available to Mathematics faculty through Mathematics Canvas Commons:
 - FSW MyLab Math - Student Information Module: the items (pdf and video) in this module will provide student with the information needed to successfully register and access MyLab Math materials the course. This module is for instructors to include it into Canvas courses where MyLab Math is used.
 - FSW MyLab Math - Instructor Information Module [do NOT publish, for instructors use only]

VIII. Community of Best Practices-Mathematics: Assignment Groups in Canvas and Canvas Gradebook-Click-Drag-Drop

Friday, April 9, 2021 at 11:00am - 12:00pm | Location:

<https://fsw.zoom.us/j/84833896084>

Description: Open discussion about the ease of Canvas categories for grading and click, drag, and dropping assignments into them. With MyLab Math integration in Canvas this discussion will focus on things learned about Canvas and insights from coworkers who have been using Canvas for grading for some time. Note: This is not a MyLab Math training. Facilitators: Kelsea Cid and Tina Churchill

IX. Summer 2021 courses preparation

Summer 2021 syllabi

Available information on Math Website Canvas course

<https://fsw.instructure.com/courses/797466/modules>

- Syllabus statement: Instructions for student MyLab Math registration through Canvas
- Summer 2021 course materials
- Summer (A B Full) 2021 Class Schedule Templates

Please send Summer 2021 syllabi samples for the course you are coordinating to be posted on the Math Website Canvas course by 4/14/2021 (or earlier).

If course is using MyLab Math, syllabus updates needed:

- Reference to MyLabs Plus replaced in the syllabus text with reference to MyLab Math.
- Name for the product used is **MyLab Math** (two words with M, L, M being capital letters).
- New course materials are stated under Required Course Materials.
- Statement for MyLabs Plus registration is replaced with syllabus statement: - *Instructions for student MyLab Math registration through Canvas* (posted on Math Website)
- New edition textbooks (STA 2023, MAT 1100, MAC 1105, MAC 1140/1114/1140): review/verify sections covered list.

X. Fall 2021 courses preparation

Syllabus samples preparation: syllabus templates are in the process of update (calculator statement update, through Curriculum Committee), once updated will be available under Document Manager.

XI. Mathematics Pathways- Schott, Ransford, Churchill, Cid, Magomo

Reported on Developing:

- Recommendations for Immediate actions
- Recommendations for Near-term actions
- Recommendations for Further Investigations – Long-term actions

Developing Recommendations for Immediate Actions

- Using the current courses to recommend Mathematics Pathways that match FSW's Pathways
- Basing these recommendations in topics
- Most AS Degrees are leaning towards MGF1106 or STA2023 with MAT1100 as the developmental course if needed
- AA Degrees split by STEM / Non-STEM emphasis
- Updated placement recommendations for Advising
- Creating/Updating the Math Dept Website with a maintenance plan

Implications for Faculty: possibly balance switch of MAT1100 and MAT1033 sections offered

Developing Recommendations for Near-term actions

- Investigating streamlining the Developmental Course Offerings
- Realignment of MGF 1106/1107 topics
- Realigning the STEM pathway
- Switching from MAC1147 (MAC1140 and MAC114) to MAC1106 (MAC1105 and MAC1140)
- Getting STEM Students (especially dual enrolled) directly into MAC1106 from Algebra 2 in High School

XII. Syllabus Review Section IV -Outcomes and Integral/Supplemental

Don Ransford: Department can return to Syllabus review in the Fall 2021.

Kelsea Livingstone: Calculator statement update through corresponding syllabi approved by Curriculum Committee.

XIII. Online Certification Important Dates

- Instructional Modality Required Online Certification(s)

Traditional No certifications required

Blended Online Teaching Certification AND Live Online Teaching Certification

Live Flex	Live Online Teaching Certification
Online	Online Teaching Certification
Live Online	Online Teaching Certification AND Live Online Teaching Certification

• Important Deadlines: To teach	Summer 2021	To teach Fall 2021
Recommended Enrollment Date	February 15, 2021	May 10, 2021
Certification Completion Deadline	March 12, 2021	June 25, 2021
Last Date of Facilitation	April 2, 2021	July 16, 2021
Facilitation Hiatus	April 3, 2021 - May 10, 2021	July 17, 2021 – August 23, 2021

XIV. Follet Access Program

Follett Access Program piloted at FSW.

School of Business and Technology presentation at Textbook Affordability Committee meeting highlighted the success of the pilot effort.

The adoption of ACCESS is for the same material that is already adopted for the course. Access is done at the course level, not the section level. So the entire course needs to be in the ACCESS program. The ACCESS materials are usually digital text with digital course work and loose-leaf copies of the text can be purchased independently by the student for a small fee. Once a course is added to the ACCESS program the students will be automatically opted-in to the program and will need to opt-out if they do not want the materials (this process will be sent to students after they sign up for the class). The students will have access to the course material when instructor open Canvas shell or when the course starts. The student pays the ACCESS fee just like any other fee before the drop for non-payment date.

XV. Learning Assessment

- Final LAC Meeting/Gen Ed Review Session: the final LAC Meeting of the year is coming up. This is college-wide review of the 20/21 academic year Gen Ed project, so it's the one meeting that's open to all, whether members of the committee or not. It will be held 11-12:30, Monday, May 3. The Zoom info

provided. This is an opportunity for faculty to get a glimpse—as presented by Team AASPIRE—into the assessment process and to see how LAC gather, process, and use the data.

Discussion took place on giving exemplary assignments and grading the assignments/artifacts collected for Gen Ed assessment.

- Course Level Assessment -Departmental Final Exams
 - Online MAC 1105, MAT 0057 and MAC 1114 exams loaded into Canvas.
 - Hard copy versions will go out to instructors this week.
 - There are no changes to the instructions.
 - Contact Joseph Van Gaalen Office if don't have RED scantrons.
 - Contact Andy Buck if need GREEN scantrons.

XVI. Professional Development: FSW Digital Pedagogy Open House

- FSW Digital Pedagogy Open House available asynchronously all April via Microsoft Teams in April.
- Registration through TLC Calendar

XVII. Committee updates

- Don Ransford has been nominated for the position Gen Ed Advisory Committee Chair. Previous Gen Ed Advisory Committee Chair has accepted new duties.

XVIII. Faculty updates

XIX. New business

XX. Adjourn 11:15 AM