

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

August 18, 2021 2:00 PM – 3:30 PM

Meeting location: Thomas Edison (Lee) Campus room U-102 and **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			Bharat Patel	x		
Karen Buonocore	x			Cindy Quehl	x		
Robert Cappetta	x			Donald Ransford	x		
Meghan Carlson	x			Joseph Roles	x		
James Chan	x			John Salem	x		
Michael Chiacchiero	x			Elizabeth Schott	x		
Tina Churchill	x			Sandra Seifert	x		
Kelsea Cid	x			Christine Smith	x		
Sabine Eggleston	x			William Stoudt	x		
Rebecca Gubitti	x			Dimitry Yusin	x		
Ivana Ilic	x			Terry Zamor	x		
David Licht	x			Duval Zephirin	x		
Douglas Magomo	x			Jaime Zlatkin	x		
Daniel Marulanda	x						

In attendance during second part of the meeting: Dr. Martin McClinton, Interim Dean, School of Pure and Applied Sciences and Vice Provost, Academic Affairs.

- I. Meeting called to order at 3:02 PM.
- II. Adoption of Agenda. Motion to adopt Agenda David Licht, second Kelsea Cid. Agenda adopted as presented (all in favor, none opposed, no abstentions).
- III. Approval of Minutes: April 9, 2021 minutes approved as presented.

- IV. Interim Dean for School of Pure and Applied Sciences: Dr. Martin McClinton, Vice Provost, Academic Affairs is Interim Dean for School of Pure and Applied Sciences.
- V. Beverly Hall has retired from Professor Mathematics position.
- VI. New faculty welcome and introduction
Welcome to new mathematics faculty: Meghan Carlson, Professor Mathematics teaching on Collier Campus.
- VII. Success and Accomplishments: faculty shared successes and accomplishments.
- VIII. AY 2021-2022 Mathematics Department Meetings Schedule
Mathematics Department Meetings DATE/TIME (Tentative): Second Friday of the month
9:00 AM-11:00 AM 9/10, 10/8, 11/12, 12/10, 1/14, 2/11, 3/11, 4/8
Location: Zoom link provided.
- IX. AY 2021-2022 Community of Best Practices Mathematics Schedule
The tentative dates/time for this academic year are:
12:00 P.M. - 1:00 P.M.
Fall 2021: September 10, October 8, November 12
SPRING 2022: January 14, February 11, April 8
- X. AY 2021-2022 Mathematics Course Coordinators
Course Coordinator for the MAC 1140 Pre-Calculus Algebra course is Robert Cappetta, professor Mathematics. Motion was made by Elizabeth Schott, second by David Licht to have Robert Cappetta as MAC 1140 Pre-Calculus Algebra course coordinator. Motion passed unanimously.
Course coordinators for AY 2021-2022:
- MAT 0057 Mathematics for College Success- Terry Zamor
 - MAT 1033 Intermediate Algebra- Cheban Acharya, Duval Zephirin
 - MAT 1100 Mathematical Literacy for College-Daniel Marulanda
 - MAC 1105 College Algebra-Sandra Seifert, Bharat Patel
 - MAC 1140 Pre-Calculus Algebra-Robert Cappetta
 - MAC 1114 Trigonometry- Duval Zephirin
 - MAC 1147 Pre-Calculus Algebra/Trigonometry- Douglas Magomo

- MAC 2233 Calculus for Business and Social Science I- Michael Chiacchiero
- MGF 1106 Mathematics for Liberal Arts I - Cheban Acharya
- MGF 1107 Mathematics for Liberal Arts II - Cheban Acharya
- STA 2023 Statistical Methods I - Tatiana Arzivian
- MAC 2311 Calculus with Analytical Geometry I - Christine Smith (Ground), Elizabeth Schott (Online)
- MGF 1113 Mathematics for Teachers- Don Ransford

XI. Coordinators for eLearning, Assessment, MyLab Math

AY 2021-2022 eLearning Coordinators for the School of Pure and Applied Sciences are: Michael Sauer (Science Department), Dmitry Yusin and Daniel Marulanda (Mathematics Department). Learning Assessment Coordinator for Mathematics Department: Kristi Moran. MyLab Math Coordinator: Sabine Eggleston.

XII. Faculty Mentors:

Daniel Marulanda is faculty mentor to new faculty Meghan Carlson.

AY 2021-2022 Adjunct Faculty Mentors

The following faculty are stepping in to mentor adjunct faculty (subject to teaching schedule availability): Rebecca Gubitti, Cheban Acharya, Douglas Magomo.

Documents Adjunct Portfolio Guidelines, Classroom Observation Form, Adjunct Faculty Online Observation Form are available on FSW Portal Document Manager: Browse » Folders » Academic Affairs » Adjunct Faculty.

XIII. Initial Granting of Continuing Contract Review Subcommittee

“IGCC Review Subcommittees will consist of three faculty members who are on continuing contract. Faculty may serve on multiple IGCC subcommittees. Departments will select two members and the third member will be selected by the faculty member up for review. Participation in subcommittees is voluntary.”

The following Mathematics faculty are volunteering to serve on Initial Granting of Continuing Contract Review Subcommittees: Elizabeth Schott, Sandra Seifert, Cheban Acharya, Donald Ransford, Rebecca Gubitti.

Two members for Initial Granting of Continuing Contract Review Subcommittees are set for the following mathematics faculty up for review: David Licht, Bharatkumar Patel, William Stoudt.

Motion was made by Sabine Eggleston, second by Kelsea Cid for the following two members of the IGCC Review Subcommittees to be set.

- David Licht:
IGCC Review Subcommittees two committee members:
Elizabeth Schott, Donald Ransford
- Bharatkumar Patel
IGCC Review Subcommittees two committee members:
Sandra Seifert, Cheban Acharya
- William Stoudt
IGCC Review Subcommittees two committee members:
Rebecca Gubitti, Elizabeth Schott

Motion unanimously passed.

The third member of each IGCC Review Subcommittees will be selected by the faculty member up for review.

XIV. General Information for Math Instructors -David Licht

David Licht presented that the document “General Information for Math Instructors” needs updates to contain current campus specific information. The following faculty will update the document “General Information for Math Instructors”: James Chan-Collier Campus, Tina Churchill-Charlotte Campus, Sandra Seifert-Hendry Glades, David Licht-Thomas Edison (Lee) Campus.

XV. Fall 2021 Department Fair

Monday, August 23rd – Welcome Back Bash with Department Fair 9am – 2pm

The following are mathematics faculty volunteered to participate in Fall 2021

Department Fair event on Monday, August 23rd 9am – 2pm Lee Campus:

Elizabeth Schott, Douglas Magomo, Cheban Acharya, Ivana Ilic.

XVI. Recommendations for Alternative Methods to Assess College Readiness

“The Division of Florida Colleges is seeking recommendations from institutions regarding alternative methods for assessing college-level computation and communication skills in accordance with Senate Bill (SB) 366 that was passed during the 2021 Legislative session. Specifically, SB 366 amends multiple Florida Statutes to expand the mechanisms institutions may use to assess readiness for college-level work.”

XVII. Mathematics Pathways

Don Ransford discussed the current response to the SB 366 requirement for a representative committee of public postsecondary institutions to identify three mathematics pathways aligned to programs, meta-majors, and careers. The Committee is formed on the state level and Don Ransford is delegated by the Provost to serve as member of the Committee.

XVIII. Fall 2021 Syllabi

Information available on Math Website canvas course:

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

- Syllabus statement: Instructions for student MyLab Math registration through Canvas
- Course materials
- Fall 2021 Class Schedule Templates
- Syllabus samples

If the course is using MyLab Math, syllabus updates needed:

- Reference to MyLabs Plus replaced in the syllabus text with appropriate 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)

- Course Materials Requirements: ISBNs updated

To be included in the syllabi:

- Course delivery modality
- Final Exam date/time/location according to the official Final Exam Schedule:
<https://www.fsw.edu/academics/finalexam/>
- Required Course Materials
- If course has Proctorio proctored exams, include external webcam under course materials
- If course is online include Attendance Verification Requirement assignments and due date.
- Test dates
- Grading policy under Grading Policy section
- Instructions for students how to register for MyLab Math, if MyLab Math is used in the course (this is already included in the syllabi samples).
- If course is using Proctorio include statement about Proctorio requirements (Proctorio statement is available in syllabus samples for online courses)
- If course is Live Online, include

Review FSW Standards for Virtual Classroom:

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

Review FSW [Student Technology - Remote Learning FAQ](#) for additional information about Zoom.

XIX. Textbooks, Library Reserve

Requests for instructor textbook copy for the course taught can be sent to Pearson representative if Pearson textbook is used in the course. New textbook editions are only

for STA 2023, MAT 1100, MAC 1105, MAC 1114/1140/1147. There is no change for Summer 2021/Fall 2021 in edition (from textbook used in Spring 2021) for MAT 0057, MAT 1033, MGF 1113, MGF 1106/1107 (even though ISBNs changed due to MyLab Math). New edition textbooks for FSW Library reserve and FSW Math Center are available for all Campuses. Library is working on preparing digital reserve protocol 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, screen capturing, or printing.

XX. Proctorio

In AY 2021-2022 Proctorio can be used for courses which are having one of the following course delivery modality: Online, Live Online, Blended (for asynchronous component) Exams that are within Canvas Master Courses, if given, need to be proctored by Proctorio, or unpublished if are not used but still in the Canvas course.

External webcam requirement for Proctorio proctored exams in Canvas (to be stated in Syllabus and in exam instructions).

In mathematics courses exams proctored by Proctorio students to use whiteboard, marker, eraser instead of paper/pencil.

Requirement for students taking Proctorio exam: 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.

ProctorU Pilot –during Fall 2021. The following mathematics faculty are piloting ProctorU: Elizabeth Schott, James Chan, Ivan Melendez, Cheban Acharya. Jaime Zlatkin, Tina Churchill: tentative participation in the ProctorU pilot (decision if to participate in the pilot will be made upon answers to questions about ProctorU are obtained).

XXI. Canvas, Canvas Gradebook, Grade Sync

Syllabus: faculty post syllabus in Canvas

Canvas shells for Full and Mini-A term Fall courses will be automatically published at 8:00 AM on Monday, August 23, 2021.

Course templates are available in Canvas Commons for traditional, Blended, Live Flex or Live Online courses.

Canvas gradebook requirement: "The gradebook set up in Canvas should reflect the grading structure outlined in your syllabus and include a record for all assignment grades that contribute to the final course grade."

MYLAB MATH Grade Sync: enable auto sync to sync grades from MyLab Math into Canvas.

HAWKES LEARNING (For MAC 2233 Calculus for Business and Social Sciences I) Synchronization Tool is used.

XXII. MyLab Math with Standard Integration with Canvas

Sabine Eggleston reported that MyLab Math integrated with Canvas was successfully implemented in the Summer 2021 courses.

Mathematics Department is using MyLab Math with Standard Integration with Canvas in Fall 2021. MyLabs Plus is NOT used in the Fall 2021 (starting from Summer 2021).

Faculty individually create MyLab Math courses integrated with Canvas.

MyLab Math courses do NOT appear automatically created for your course as it was the case in MyLabs Plus.

MyLab Math master courses are available to copy are provided by Mathematics Department. MyLab Math master course contains items that faculty use depending on the course modality (homework, quizzes, tests, etc.). For each mathematics course there is one CourseID provided by Mathematics Department. CourseID(s) are sent to faculty by Sabine Eggleston, coordinator for MyLab Math (sabine.eggleston@fsw.edu). CourseID is used by faculty only (Do NOT send this or any CourseID to students).

Students access MyLab Math through Canvas.

Grades sync from MyLab Math into Canvas gradebook.

Video recording of MyLab Math trainings for faculty to watch are available on Math Website Canvas course: three MyLab Math trainings for faculty were held and all are recorded. On Math Website Canvas course the following is available:

- Instructions (step-by-step guide) for courses setup (Instructions for MyLab Math Course Creation and Integration with Canvas).
- MyLab Math Course Creation with Direct Canvas Integration (pdf document instructions with images).
- MyLab and Canvas Assignment and Grade Sync Options (video)
- Grade Sync Instructions

FSW Online courses: request from eLearning (e-mail: elearning@fsw.edu) Canvas master course (with modules, Canvas exams, discussions, etc.) to be imported into your Canvas course. Provide course number, course name, CRN, instructor name in the request. Set up and customize your Canvas course prior pairing it with MyLab Math course. Customize your MyLab Math course that is paired with Canvas (set the due dates, delete assignments, import assignments, assign assignments, etc.). Set the MyLab Math assignments due dates before enabling the Grade Sync option. In the MyLab Math gradebook set the appropriate settings under Change Weights page and Grade Sync Settings page. Detail instructions are available on the Math Website Canvas course. In Canvas select Grade Sync from MyLab & Mastering and turn on the grade sync feature to sync available grades from MyLab Math to Canvas for assignments you have selected. Recommendation is to set “Automatic Grade Sync” ON to have MyLab Math grades automatically sync to Canvas. Complete the sync in Canvas and then under Canvas Assignments drag and drop MyLab Math assignments in the proper assignment groups and set the assignment groups weights.

Sabine Eggleston informed mathematics faculty:

- Under Math Website Canvas course, several “Did you know” tips are posted.
- Contact Sabine Eggleston if you need to transfer items from MyLabsPlus but do not see your past course. Provide course details (semester, course, section).
- Access codes are book specific (only valid for a course that is using that textbook).
- MFG 1106 & MGF 1107 are using the same textbook and MAC 1140 & MAC 1114 & MAC 1147 & MAC 1106 are using the same textbook. If students are choosing to take these courses in same semester one 18-week MyLab Math access code is

sufficient, but if they are taking them in subsequent semesters, they might want to consider purchasing the 24-month access.

- Students who are repeating a course this Fall 2021 semester from the Spring 2021 and did not retake it in the Summer: If you have a student in your fall course who is repeating a course from the Spring 2021 semester for which they already purchased an access code to the MLP system, they might be eligible for a free MyLab Math code from Pearson. Send email to Amanda.Botts@pearson.com with the student's name, bucs email address and the course they purchased access for in the Spring semester. This also applies to students who purchased a code for MGF 1106 or MGF 1107 and are now taking one of the two courses (MAC 1140 & MAC 1114 the same applies).
- If student states having financial hardship (in obtaining MyLab Math): student can send e-mail to bucscare@fsw.edu. Pearson provided 25 free codes per course: 25 codes for Intermediate Algebra course, 25 codes for College Algebra course and so on. These codes are intended to help students in special circumstances, and department is partnering with student services to determine who qualifies for a free code. This is not advertised, it represents mechanism that will enable students with financial hardship to receive MyLab Math access code.

XXIII. Canvas Commons: FSW MyLab Math - Student Information Module

FSW MyLab Math - Student Information Module is included

in Mathematics Canvas Commons for instructors to include it into Canvas courses where MyLab Math is used. The items in this module will provide student with the information needed to successfully register and access MyLab Math materials the course. Resources for technical support are also provided if student needs any help. The following is included in the module:

- FSW MyLab Math Student Registration PDF
- FSW MyLab Math Student Registration Video
- Technical Support Page (for assistance).

Instructions how to import this Canvas module from Canvas Commons is posted in Math Website Canvas course.

XXIV. MyLab Math Technical Support for Faculty

MyLab Math Office Hours by Pearson for Faculty -Individual MyLab Math consultation for faculty. For mathematics faculty who have a question or needed assistance regarding MyLab Math Standard Integration with Canvas, grade sync, etc: Pearson MyLab Math Office Hours are scheduled on August 17, 2021 12:00 noon-1:30 PM EST. If additional MyLab Math technical support is needed additional office hours can be scheduled.

XXV. MyLab Math Student Registration Assistance

MyLab Math Student Registration Support (Office Hours)

Students with registration questions for MyLab Math can join the Zoom meeting (link provided) to receive quick and personalized help from Pearson during the Pearson Virtual Office Hours. The link is only for MyLab Math student registration assistance, it is NOT class link.

WHEN: Thursday, August 26, 2021

TIME: 10:00 AM- 12:00 NOON EST

WHERE: Join Zoom Meeting (link provided)

Announcement text (with Zoom meeting link) is provided in Math Website Canvas course for faculty to copy to provide information to students in their classes (announcement, email, etc.)

XXVI. Course Level Assessment

Course level assessment: Departmental Final Exams for selected courses

Departmental Final Exams: MAT 1033, MAT 0057, MAC1105, MAC1140 and MAC1114

Karen Buonocore informed faculty that new departmental final exam for MAT 0057 course is in preparation. The final exam is designed to be given in Canvas and with pooled questions.

Cheban Acharya informed faculty that MAT 1033 Intermediate Algebra departmental final exam will be updated.

Sabine Eggleston recommended updating MAC 1105 College Algebra departmental final exam. Sandra Seifert and Bharatkumar Patel, College Algebra coordinators will revise the exam and get back to the Mathematics Department with the plan in which semester the design of new final exam is feasible.

XXVII. Canvas New Quizzes

Quizzes Transition Timeline:

Phase 1: Migration, Public APIs (2021/12), Phase 2: New Quizzes On (2022/6), Prevent Classic Quiz Creation (2022/7), Prevent Classic Quiz Creation ANZ (2022/12), Phase 3: Prevent Classic Quiz Taking/User Interface End of Life (2023/3)

XXVIII. Blackboard Ally Integration

Blackboard Ally added to all past, current, and future Canvas courses.

XXIX. Ground Course Make-up/Adaptive Services Exam Submission Form

If faculty approves a student to take a Ground Course Make-up/Adaptive Services Exam, and want to have the Testing Center proctor that exam, faculty may submit request through the FSW Portal (“Faculty Academics” tab, “Ground Course Make-up/Adaptive Services Exam Submission Form”) link under the “Faculty Resources” box.

XXX. Committee updates

Curriculog, curriculum management software, is now in use – reported by Kelsea Cid, Vice Chair of FSW Curriculum Committee.

XXXI. Faculty updates

MAT 1100 Quality Matters certification reported by Daniel Marulanda.

XXXII. New business

XXXIII. Adjourn 3:30 PM (David Licht motion to adjourn, Elizabeth Schott second).