

*Minutes*

**Mathematics Department Meeting, Florida SouthWestern State College**

Dr. Ivana Ilic, Mathematics Department Chair

November 12, 2021 9:00 AM – 11:00 AM

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						

Dr. Martin McClinton, Interim Dean, School of Pure and Applied Sciences and Vice Provost, Academic Affairs attended first half of the meeting.

- I. Meeting called to order at 09:02 AM.
- II. Agenda is adopted as presented.
- III. Approval of Minutes: October 8, 2021 Meeting Minutes approved as presented.
- IV. Success and Accomplishments
  - David Licht is traveling to Iowa.

- Don Ransford reported that he is selected to professional development program to develop/teach the course IDS 2891: CREATIVE Capstone as part of the QEP “Transdisciplinary Communication”.

V. Curriculum Proposals in Curriculog

Curriculum changes proposals for MGF 1106, MGF 1107, MGF 1108, MGF 1113, MAC 1106, MAC 1114, STA 2023 courses are submitted to Curriculum Committee.

Curriculum proposals are prepared in Curriculog by Libby Schott and Don Ransford.

Before moving forward from the department, full proposals were sent to mathematics faculty by e-mail and posted in Mathematics Department Microsoft Teams, to review/comment. Proposals are still available to view in Mathematics Department Microsoft Teams. Anticipated curriculum changes implementation is Fall 2022.

VI. FSW Mathematics Pathways (continued from previous Mathematics Department Meeting)- Libby Schott, Don Ransford, Tina Churchill, Kelsea Cid, Douglas Magomo. Libby Schott presented the proposal for updating MAC 1105 College Algebra prerequisites to provide bridge to STEM mathematics pathway from non-STEM pathway.

Several items were discussed:

- Reasons for prerequisite (“with a “B” or better” or “with an “A” or better) vs. (with a “C” or better).
- Prerequisites to ensure student is ready for college rigor in mathematics.
- Providing path for students to change from non-STEM to STEM mathematics pathway and placing students into college credit mathematics classes.
- Current MAT 0057 course content.
- Feasibility of future realigning MAT 0057 learning objectives to better support MAC 1105.
- Number of students changing from non-STEM to STEM mathematics pathway.
- Role of Advising in placing students in mathematics courses.
- Anticipated implementation timeline.

- Motion to update MAC 1105 College Algebra course prerequisites was adopted:  
*MAT 1033 Intermediate Algebra with a minimum grade of a "C" OR (MGF 1106 OR MGF 1107) with a "B" or better OR MAT 0057 with an "A OR Testing.*
  - Douglas Magomo moved, Ivan Melendez seconded
    - Poll 10: Out of 27 responses: 24 in favor, 0 opposed, 3 abstain

VII. Course materials: MAP 2302 - Differential Equations I

- Old edition of the textbook: First Course in Differential Equations, 10/e, Zill, CENGAGE(with modeling appl Access) ISBN: 9780495991335
- New edition of the textbook for MAP 2302 - Differential Equations I course is available.
- MAP 2302 Textbook/Course Materials committee: Douglas Magomo, Cindy Quehl, Elizabeth Schott, Ivan Melendez, Ivana Ilic.
- MAP 2302 course offerings (each semester vs. once a year), student enrollment in the course (class vs. independent study due to low enrollment) were discussed.

VIII. Course Level Assessment Fall 2021 Departmental Final Exams: MAT 0057, MAT 1033, MAC 1105, MAC 1140, MAC 1114

Learning Assessment Coordinator for Mathematics Department: Kristi Moran

- Fall 2021 Departmental Final Exams status reports.
- Planned date for final exam distribution to faculty: November 15<sup>th</sup>, 2021
- Course level assessment Canvas/Scantron with respect to course delivery modalities.
- Yellow envelopes with scantrons are in faculty mailboxes.
- MAT 0057, MAT 1033, MAC 1105, MAC 1140, MAC 1114 Course coordinators send to Kristi Moran: Fall 2021 Final Exam, formula sheet(s), if allowed, correlation of questions and learning outcomes, answer key(s), instructions, if any.
  - MAT 0057 Mathematics for College Success- Terry Zamor

- MAT 1033 Intermediate Algebra- Cheban Acharya, Duval Zephirin
- MAC 1105 College Algebra-Sandra Seifert, Bharat Patel
- MAC 1114 Trigonometry- Duval Zephirin
- MAC 1140 Pre-Calculus Algebra - Robert Cappetta
- If exam is 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
  - the correct exams are published
  - to check exam to make sure it displays correctly.

IX. Spring 2022 preparation (syllabi, courses, etc.)

- Spring 2022 Class Schedule Template posted on Math Website Canvas course.
- Spring 2022 Syllabi samples-course coordinators:
  - Plan to send Spring 2022 syllabi samples for the course you are coordinating to Department Chair by 11/24/2021 to be posted on the Math Website Canvas course.
  - For the syllabus sample content start from the Fall 2021 syllabi samples which are posted on Math Website Canvas course.
- There are no changes to MyLab Math courses content for Spring 2022 from Fall 2021.
- MyLab Math: Master CourseIDs will be sent by Sabine Eggleston.
- MyLab Math (integration with Canvas) setup instructions, video training recording are available on Math Website Canvas course.

X. MAC 2233 QM Certification- Daniel Marulanda and Dmitry Yusin

- Online course MAC 2233 Calculus for Business and Social Sciences I developed by Daniel Marulanda is now QM certified.
- This course reached 100 points on the QM rubric without having to make any changes.
- Faculty teaching this course as is, can use the QM label on it, but once 20% or more of it is changed, the QM label can no longer be used.

- It was noted that online MAT 0057 course is also QM certified.

XI. Adjunct faculty portfolio, adjunct faculty mentoring

Due date for adjunct faculty to submit portfolio is extended to: March 25, 2022.

To mentor adjunct faculty, faculty need to attend TLC training

*Mentoring Matters: Building Community Through Faculty Mentoring (Instructional)*

This training was available in the past and is also available on Friday, November 12, 2021 at 12:00pm - 12:45pm | Location: Zoom (link will be sent to registered participants). This 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.

XII. Continuing Contract Review Committee Timeline

- Third Friday in November: Subcommittees must meet with the candidate for an interview, review credentials, document the interview, and submit a recommendation to the Continuing Contract Review Committee Chair. Subcommittee Recommendation Form is available in the Document Manager.
- Second Friday in December: Subcommittee reports delivered to Continuing Contract Review Committee Chair.

XIII. MyLabsPlus

- MyLabsPlus retires on March 31, 2022.
- Instructors will have access to MyLabs Plus until March 31, 2022. After March 31, 2022, all Plus campus sites will be closed.
- By November 19, 2021, to state if FSW requests to produce a one-time student data archive report for courses active in FSW MyLabsPlus site from 2020 - 2021. The archive report data fields have been pre-selected, Pearson unable to accommodate any customization or changes. Gradable items would include Quizzes and Tests only. Student data archive reports can be delivered in .csv format to the Pearson Secure File Transfer site.
- Starting from Summer 2021 MyLab Math integrated with Canvas, with Automatic Grade Sync On, is used instead of MyLabsPlus.

- Beginning Fall 2019, all course sections were required to utilize the Canvas gradebook to keep a record of students' grades. The gradebook set up in Canvas should reflect the grading structure outlined in the syllabus and include a record for all assignment grades that contribute to the final course grade. Faculty that use MyLabsPlus during the semesters were required to either upload MyLabs grades into the Canvas gradebook or to send the exported gradebook as Excel file to FSW eLearning for storing.
- Faculty pointed that since the Canvas gradebook requirement is effective at FSW from Fall 2019, the archive report for courses active in FSW MyLabsPlus site from year 2020 – 2021 as described above would be redundant and that data archive would not be complete since gradable items would include Quizzes and Tests only (no homework assignments scores, no other grading categories scores) and only for the year 2020 and Spring 2021 (starting from Summer 2021 MyLab Math integrated with Canvas with Automatic Grade Sync On, where grades sync from MyLab Math to Canvas, is used instead of MyLabsPlus).
- Motion NOT to request to produce a one-time student data archive report for courses active in FSW MyLabsPlus site from 2020 – 2021 was adopted.
  - Elizabeth Schott moved, Sabine Eggleston second
  - Poll 11: Out of 27 responses: 23 in favor, 3 opposed, 1 abstain
- Department Chair informed faculty that the adopted motion will be presented to Dr. McClinton, Vice Provost, Academic Affairs and Interim Dean, School of Pure and Applied Sciences who can still request the archive to be formed if determined to be needed or required.
- MyLabsPlus is available to faculty before March 31, 2022 to individually export the data for their past courses.

#### XIV. Teaching and Learning Center and Professional Development-Sandra Seifert

- Magna Commons On-Demand Webinars: FSW faculty and staff have access to a library of webinars that cover topics such as academic administration, online

teaching and course design, the flipped classroom, pedagogy, and many more. Magna Publications website ([magnapubs.com](http://magnapubs.com)).

- FPD Ancillary Fund

From the Professional Development Committee: with the help of the Provost's Office, the Committee have developed a fund for non-travel related professional development expenses, such as book purchases and professional association dues. This is a pilot year for the fund, so the application process is simple: faculty fill out the application form online (link sent from Professional Development Committee Chair to faculty by email).

- The Fourth Annual Southwest Florida Symposium on Teaching and Learning February 3 – 4, 2022 via Zoom

The Fourth Annual Southwest Florida Symposium on Teaching and Learning is a collaboration between FGCU's Lucas Center and FSW's Teaching and Learning Center. Theme is "*Transformation through Reflection: Our Teaching and Learning Journey.*" "Encouraged proposals that capture stories of the complexity, beauty, and inspiration of transformative teaching through a global pandemic."

The due date to submit your proposal is Wednesday, December 1, 2021.

- Faculty Excellence Awards

- FSW Faculty Teaching and Instruction Excellence Award - recognizing full-time faculty who have exceeded the expectations for Teaching and Instruction
- FSW College, Profession or Community Service Excellence Award - recognizing full-time faculty who have exceeded the standards for College and Community Service
- FSW Professional Development and Scholarship Excellence Award - recognizing full-time faculty who have exceeded the standards for Professional Development and Scholarship

The final cut-off date for faculty nominations is Friday, November 12, 2021 at 11:59 PM.

- FSW International Research Expo 2021  
When: Monday through Wednesday | November 15-17  
Where: In-Person and Online | First floor of J-Building on Lee Campus, Room N-148 on Collier Campus and/or via Zoom  
Description: The Office of Sponsored Programs and Research organizes the Research Expo which is held every April and November. Each event in the series opens with a poster session and is anchored by a featured lecture. The poster session provides FSW faculty the unique opportunity to share their latest research side-by-side with FSW students who also share their research and projects. The event closes with a featured lecture that encourages deeper engagement with the FSW community on the research going on at the College.
- QEP Meeting of the Minds: Motivating, Empowering, and Inspiring Your Students (QEP) Monday, November 15, 2021 at 12:00pm - 1:00pm | Location: AA-168 (Lee)
- Accessibility Tech Tuesdays: When: Tuesdays at 9 AM; Where: Via Zoom (link will be sent to registered participants)

XV. Microsoft Teams –Mathematics Department

Mathematics Department Microsoft Team is created. Several initial channels: General, Assessment, Course Materials, Curriculum, Professional Development.

XVI. School of Pure and Applied Sciences, Mathematics Website

Dr. McClinton requested that faculty discuss/identify items on SPAS webpage:

- Reasons to take mathematics and sciences courses.
- Types of job opportunities with science degrees.

XVII. OER, FSW OER Institute

Elevate eLearning Task Force will expand focus to include planning and holding OER institute in year 2022. Call for faculty interested in serving on the Elevate eLearning Task Force was made in FSW Connect Collaborate Innovate Newsletter from the Provost's Office.

XVIII. Community of Best Practices-Mathematics Focus



Title: Using Canvas Analytics and MyLab Math to Help Your Math Students

Time: Friday, November 12, 2021 at 12:15pm - 1:00pm

Presenters: Sabine Eggleston and Daniel Marulanda

Description: In this CoBP, you will step through the different Canvas and MyLab Math (MLM) Analytic tools to help you understand your entire class and individual students. We will focus on different tabs within Canvas such as New Analytics, My Media, and Quizzes to concentrate on what students have completed and not completed, most missed questions on exams, class performance and much more. Additionally, we will take a look where similar analytics (e.g., performance analytics and item analysis) can be located within MyLab Math site. After completing this CoBP, you will be able to concentrate on improving your course using the Canvas and MLM Analytics tools to help future students succeed.

XIX. Committee updates

Sabine Eggleston informed faculty that: *Online Office Hour MOU Ratification* is available in week of November 15.

XX. Faculty updates

Tatiana Arzivian will retire at the end of the year. Tatiana shared her plans for the retirement. Faculty thanked Tatiana on her dedicated work at FSW and wished her all the best in the retirement.

XXI. New business

- Course coordinators for MAC 1106 - Combined College Algebra/Pre-Calculus: Sandra Seifert (online), David Licht (ground). Unanimously supported by the Mathematics Department.
- Course coordinators for STA 2023 Statistical Methods I: Cindy Quehl and Cheban Acharya starting from Spring 2022. Unanimously supported by the Mathematics Department.
- MAC 1105 College Algebra final exam (tentative for Fall 2022) in preparation by Sandra Seifert and Bharat Patel.

XXII. Adjourn 11:00 AM