

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

February 11, 2022 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		
Rona Axelrod	x			Kristi Moran	x		
Karen Buonocore	x			Bharat Patel	x		
Robert Cappetta	x			Cindy Quehl	x		
Meghan Carlson	x			Donald Ransford	x		
James Chan	x			Joseph Roles	x		
Michael Chiacchiero	x			John Salem	x		
Tina Churchill	x			Elizabeth Schott	x		
Kelsea Cid	x			Sandra Seifert	x		
Sabine Eggleston	x			Christine Smith	x		
Rebecca Gubitti	x			William Stoudt	x		
Ivana Ilic	x			Dimitry Yusin	x		
David Licht	x			Terry Zamor	x		
Douglas Magomo	x			Duval Zephirin	x		
Daniel Marulanda	x			Jaime Zlatkin	x		

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

- I. Meeting called to order at 09:04 AM.
- II. Agenda is unanimously adopted as presented. (Roles: motion, Zamor: second)
- III. Approval of Minutes: January 14, 2022 Meeting Minutes unanimously approved as amended. (Licht: motion, Quehl: second)
- IV. Success and Accomplishments

- Don Ransford attended Next-Generation ACCUPLACER Standard Setting Subject Matter Experts committee meeting. This Committee works on standard setting for the Next-Generation ACCUPLACER subject-area assessments to identify and recommend cut scores for placement into introductory college-level credit-bearing courses. The new standards will be recommended for adoption by the State Board of Education to be incorporated into rule for Florida College System and statewide use.
- James Chan and Sandra Seifert presented at *Flex! The Future of FSW* event at FSW on Friday, January 28, 2022. They demonstrated how to engage students across multiple sites, and how to navigate a flexible teaching space.
- Sabine Eggleston brings to departmental attention *Notability*, note-taking and annotation app. This app was also used by James Chan during *Flex! The Future of FSW* event presentation.

V. Spring 2022 FSW Open House-Mathematics Department Tables

- Tuesday, March 1 at Collier & Charlotte (Jon Salem-Charlotte, Cindy Quehl, James Chan, Michael Chiacchiero -Collier)
- Wednesday, March 2 at Lee (David Licht, William Stoudt, Ivana Ilic)
- Thursday, March 3 at Hendry/Glades (Duval Zephirin, Bharat Patel, Sandra Seifert)

Events at all locations will run from 3:30 PM – 6:30 PM.

Exhibitor Tables – traditional with tables located in both indoor and outdoor spaces across each location. Tables are to be staffed from 3:00 – 6:30.

Presentations and Demonstrations – classroom spaces will be utilized for specific presentation topics that may include financial aid/paying for college, selecting a major, Honors, International Education, etc. Presentation times can be at any time during the events and can be hosted more than once.

VI. Mathematics Curriculum changes

Curriculum changes to take effect in Fall 2022 for MGFs (1106, 1107, 1108, 1113), MAC 1106, MAC 1114, STA 2023, MAC 1105 courses are approved by Curriculum Committee.

Summary:

- MAC 1105 prerequisites:
Testing, OR (MAT 0057 with a grade of "A"), OR (MAT 1033 with a grade of a "C" or better), OR (MGF 1106 with a grade of "B" or better), OR (MGF 1107 with a grade of "B" or better).
- MGF 1106, 1107, 1113 prerequisites:
SB 1720 exemption, OR testing, OR (MAT 0057 with a "C" or better), OR (MAT 1100 with a "C" or better), OR [MAT 1033 (or higher) with a "C" or better].
Credit is not given for both MGF 1113 and MGF 1106.
- MGF 1108 prerequisites:
SB 1720 exemption, OR testing, OR (MAT 0057 with a "C" or better), OR (MAT 1100 with a "C" or better), OR [MAT 1033 (or higher) with a "C" or better] AND acceptance into the FSW Honors Scholar Program or by Dean approval.
- STA 2023 prerequisites:
(SB 1720 exemption AND high school statistics course with a "B" or better), or testing, or [MAT 1100 or MAT 1033 or MGF 1106 or MGF 1113] with a "C" or better, or [MAC 1105 (or higher) with a "C" or better].
- MAC 1114: 4 credit hours course
- MAC 1106: 4 credit hours course

VII. School of Pure and Applied Sciences: Program/Certificate Change Proposals in Curriculog

- Science and Engineering Technology, AS
- Scientific Workplace Preparation Certificate

Dr. McClinton informed faculty that curriculum change proposal is also submitted in Curriculog for *General Education Program (AA/Bachelor's)* that affects number of credit hours in Communication and Social Sciences.

VIII. MAC 1106 Combined College Algebra/Pre-Calculus (online course, MyLab Math course, learning objectives)

- Online course development (DEV 101 required): Dmitry Yusin.
First step: Course Map creation and submission for approval.
- MyLab Math course (work in progress): Seifert, Licht.
David Licht reported that homework, quizzes, tests, reviews for tests and final exam review are created.
- Formula sheets:
 - Formula sheets used in MAC 1140 Pre-Calculus Algebra course to be also used in MAC 1106 Combined College Algebra/Pre-Calculus.
 - David Licht proposed to have MAC 1105 College Algebra formula sheet that will also be used in MAC 1106 Combined College Algebra/Pre-Calculus course. Don Ransford presented option of creating booklet with formulas for mathematics courses that students can use. Libby Schott presented sample IB Mathematics Formulas Booklet.
Further discussion on this topic is tabled for the next departmental meeting.

IX. MAC 1114 Trigonometry (online course updates, MyLab Math course, learning objectives)

- Online course update to reflect course objectives of MAC 1114 as 4 credit course: Daniel Marulanda and Duval Zephirin will update the online master course.
- MyLab Math: Duval Zephirin and David Licht will update MyLab Math course.

X. Placement test scores updates

Placement test scores updates: to reflect proposed curriculum changes.

Curriculum changes planned to take effect in Fall 2022. Placement scores will be implemented by FSW Testing center.

- *Change Placement Test Scores for courses MGF 1106 Mathematics for Liberal Arts I, MGF 1107 Mathematics for Liberal Arts II, MGF 1113 Mathematics for*

Teachers to the values of current (Spring 2022) Placement Test Scores of MAT 1033 Intermediate Algebra and MAT 1100 Mathematical Literacy for College Students; and to keep current Placement Test Scores for MAC 1106 Combined College.

Briefly discussed was impact of Next-Generation ACCUPLACER Standard Setting Subject Matter Experts Committee decision on cut scores for placement into introductory college-level credit-bearing courses on placement scores for above mentioned courses.

XI. FSW Mathematics Pathways (Canvas course, Info brochures, Advising Map)-Libby Schott

- Canvas Course for Mathematics Support proposed and several possibilities for course/content development presented: as online course development, as OER Institute project through eLearning, Heppe Fund.
- Kristi Moran suggests looking closely into course level assessment data and identifying courses learning objectives with low performance when deciding on which learning objectives to provide support.
- Don Ransford brings to attention some reasons in support of Canvas course creation: corequisite recommendation (FCS).
- Dmitry Yusin gives example of support organized within Canvas: Toolkits from eLearning.
- Info Brochures and Advising Map are created and presented by Libby Schott.

- Motion was adopted to establish working group to explore ways to support mathematics students.
 - Elizabeth Schott moved, Dmitry Yusin second
 - Poll 21: Out of 26 responses: 23 in favor, 1 opposed, 2 abstain
 - The following faculty expressed interest to participate in the group: Sandra Seifert, Meghan Carlson, Dmitry Yusin, Jaime Zlatkin, Daniel Marulanda, Douglas Magomo, Duval Zephirin, Ivana Ilic.

XII. Course materials: MAP 2302 - Differential Equations I-Committee Report.

MAP 2302 Textbook/Course Materials committee: Douglas Magomo, Cindy Quehl, Elizabeth Schott, Ivan Melendez, Ivana Ilic.

Committee Report:

- *First Course in Differential Equations, 10/e, Zill, CENGAGE*
(with modeling appl Access) ISBN: 9780495991335
is continued to be used in MAP 2302 Differential Equations I course.

The decision was unanimously supported by the department faculty present at the meeting.

XIII. MyLab Math Access codes-Eggleston

MyLab Math Complimentary Access Codes provided by the publisher: distributed by FSW BUCS Care Office but this may not be feasible at this time due to organizational and personnel changes at the office. Discussion took place regarding the way to handle student's requests for Access Code. Currently there are two requests.

- Motion was adopted to have Sabine Eggleston process currently submitted requests for complimentary MyLab Math Access Code.
 - Don Ransford moved, James Chan second
 - Poll 22: Out of 27 responses: 26 in favor, 1 opposed, 0 abstain

Recommendation is to contact Office of Student Affairs regarding the MyLab Math complimentary access codes distribution process.

XIV. MAT 0057 Mathematics for College Success tests and final exam-Zlatkin, Zamor

Committee (Zlatkin, Zamor, Buonocore, Seifert, Chan, Gubitti, Churchill, Roles, Ilic) met and discussed the MAT 0057 Mathematics for College Success course structure. Considering mathematics curriculum changes that are planned to take effect in Fall 2022, the committee reviewed current testing policies within the course, mastery requirement for the individual assignments and proposed to keep the mastery requirement on homework and quizzes assignment, to keep practice tests, but to revise the policy on number of attempts on tests to no retakes on tests, one attempt on each test to be allowed.

- Motion to adopt to one attempt on each MAT 0057 test, no retakes passed.
 - Don Ransford moved, Terry Zamor second
 - Poll 23: Out of 26 responses: 25 in favor, 0 opposed, 1 abstain

XV. Learning Assessment updates-Moran

- LAC and AASPIRE will be holding the following March Professional Development Friday sessions to review the submissions and assessment process for assignments in Think and Investigate:
 - “Talking about a ‘Think’ Assignment,” Friday, 3-25, 9 am.
 - “Talking about an ‘Investigate’ Assignment,” Friday, 3-25, 10 am.

For more info about these sessions, check the TLC webpage or contact Elijah Pritchett or Joseph Van Gaalen.

- The 9th FSW Research Expo will be held April 4th to 6th. Poster slots are available on both the Collier and Lee campuses. The poster session run from 12:00 pm to 1:00 pm on Tuesday, April 5th. If you know of a student who’d like to present, or you have work of your own to present, please let know the Office of Sponsored Programs, a part of Team AASPIRE, as soon as possible: Dr. Joseph Van Gaalen, (joseph.vangaalen@fsw.edu), or Jessica Godwin, (jessica.godwin@fsw.edu)
- Assessment review happens in the spring (for most departments). AASPIRE is encouraging everyone to think about it and bring ideas to the review sessions.

XVI. Course Level Assessment: MAT 1033 Intermediate Algebra and MAT 0057 Mathematics for College Success final exams and learning objectives tested.

MAT 1033 and MAT 0057 have new final exams that were administered in Fall 2021.

For the learning assessment results analysis, correspondence between course learning objectives, as stated in the syllabus, and the final exam questions for MAT 1033

Intermediate Algebra and MAT 0057 Mathematics for College Success will be prepared:

- MAT 0057 Mathematics for College Success: by Terry Zamor and Karen Bunocore
- MAT 1033 Intermediate Algebra: by Cheban Acharya and Bharat Patel.

XVII. Education Technology

<https://fsw.instructure.com/courses/154025/pages/ed-tech-toolkits>

Toolkits for: Blackboard Ally, Kaltura, Packback, Proctorio, Turnitin, UDOIT, H5P, Kahoot, DesignPlus, Portfolium, Pear Deck, Adobe Creative Cloud.

Daniel Marulanda will facilitate several TLC workshops on Kaltura (videos, quizzes and analytics) and Dmitry Yusin on H5P. Other tools workshops will be also available through FSW Teaching and Learning Center. Jaime Zlatkin attended one of the TLC Ed Tech workshops and is highly recommending them.

XVIII. Office Supplies, Classroom/Teaching materials

Let the Dean or Department Chair know if there is need for any office supplies, classroom/teaching materials.

Jaime Zlatkin proposed to obtain number of whiteboards, markers and calculators for Proctorio Testing Spaces so that students who decide to take Proctorio exam on Campus have all materials needed for testing on site. There is support from faculty for having whiteboards and markers on sites. Some concern was raised regarding calculators: how to make sure that calculators stay in place and are cleared before used for testing by another student.

XIX. Faculty evaluation forms, due dates

Form 1 is due to Dean on second Friday in February and Form 3 is due to Dean at the end of March.

XX. Adjunct faculty portfolio, adjunct faculty mentoring, training

- Friday, March 25, 2022-Adjunct Faculty Portfolio submission (in Canvas LMS: 2021-2022 Adjunct Faculty Portfolio Canvas course) due date for all adjunct faculty members who up for renewal for 2021-2022.
- Friday, March 25, 2022 -Adjunct Faculty Mentoring compensation submission due date for faculty who have provided mentoring for 2021-2022.
- Training for faculty mentors:
Session: Mentoring Mattes: Building Community Through Faculty Mentoring
Date: Friday, February 25, 2022 Time: 12:30 PM-1:15 PM
Location: Online/Via Zoom
- Training for adjunct faculty:

Session: Reflections: An Introduction to the Adjunct Faculty Portfolio Process @ FSW

Date: Friday, February 25th 11:00 AM - 11:45 AM and Wednesday, March 9th 3:00 PM - 3:45 PM

Location: Online/Via Zoom

XXI. COMAP -MCM contest

Libby Schott informed faculty that there is a COMAP call for judges for The Mathematical Contest in Modeling and that more information will be sent to mathematics faculty by email.

XXII. Community of Best Practices-Mathematics Focus

Date/Time: Friday, February 11, 2022 12:15 - 1:00 pm

Title: ProctorU Introduction and Discussion

Description: Brandon Simpson Manager, Technology Support Services, will be attending for the first half hour providing introductory information and answering questions, then faculty will have an open discussion with faculty who have piloted the program for the remainder of the time.

Presenters: Brandon Simpson, Manager, Technology Support Services and mathematics faculty piloting the ProctorU

To register for CoBP register through Canvas (for certificate to be issued with the new system). Link to register:

<https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/community-of-best-practice-mathematics>

XXIII. Athletic Engagement event for Mathematics Department (Saturday, Feb 19)

Mathematics Department faculty (both full time and adjunct) and their families reserve the date:

- Saturday, February 19, 2022 for Athletic Engagement-Spring 2022
- Event: Basketball Miami Dade 12:00 PM Women and 2:00 PM Men
- Tickets, seating, food and beverages are provided.

XXIV. StatPREP

Florida SouthWestern State College (Thomas Edison Campus) will host a two-day in-person StatPREP Workshop on Friday May 20th and Saturday May 21st.

Registration for the FSW StatPREP Workshop is now open. Registration portal will close on Monday, February 28th at 11:59 PM Eastern Time:

<https://www.maa.org/programs-and-communities/professional-development/stat-prep#Apply>

Letter of Support from Dean is provided for the StatPREP registration to faculty who expressed the interest in attending.

XXV. Mathematics textbooks, Office Furniture

Old editions of several mathematics textbooks, available to faculty in office H-130 Andrew Buck. One file cabinet available. Let Andrew Buck know if you need the file cabinet for your office.

XXVI. MyLabs Plus. MyLabsPlus retires on March 31 2022.

Instructors will have access to MyLabsPlus until March 31, 2022. After March 31, 2022, all Plus campus sites will be closed. MyLabsPlus is available to faculty before March 31, 2022 to individually export the data for their past courses.

XXVII. Committee updates

- One Book One College: new book has been selected for the next academic year: *David and Goliath: Underdogs, Misfits, and the Art of Battling Giants: Gladwell, Malcolm.*
- Don Ransford as FSW General Education Advisory Council Chair and has launched proposal "General Education Program (AA/Bachelor's)" in Curriculog for the General Education Advisory Council.

XXVIII. Faculty updates

XXIX. New business

Zlatkin: Revise which calculators are permitted to use in MAT 1033 Intermediate Algebra course (including final exam) and adjust final exam and syllabus instructions accordingly.

XXX. Adjourn 11:10 AM