

*Minutes*

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

Dr. Ivana Ilic, Mathematics Department Chair

March 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		

- I. Meeting called to order at 09:02 AM.
- II. Agenda is unanimously adopted as presented. (Licht: motion, Zamor: second)
- III. Approval of Minutes: February 11, 2022 Meeting Minutes unanimously approved as amended. (Carlson: motion, Buonocore: second)
- IV. Success and Accomplishments
  - Spring 2022 FSW Open House-Mathematics Department Tables across all campuses:

- 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, Sandra Seifert)
- Athletic Engagement basketball event for Mathematics Department
  - Mathematics Department faculty (both full time and adjunct) and their families: Saturday, February 19, 2022 Athletic Engagement-Spring 2022 Event: Basketball Miami Dade 12:00 PM Women and 2:00 PM Men.
- Florida SouthWestern State College (Thomas Edison Campus) will host a two-day in-person StatPREP Workshop on Friday May 20th and Saturday May 21<sup>st</sup> and has 27 registered participants, 10 of which are FSW faculty. Registration for the FSW StatPREP Workshop is now closed.
- Rebecca Gubitti thank Andrew Buck, Administrative Assistant, School of Pure and Applied Sciences for being instrumental in navigating the process that led to resolving situation when student had health related issue that needed immediate attention.

V. MAC 1105/1106 formula sheets-Licht

- David Licht proposes to have formula sheet for each mathematics class
- Jaime Zlatkin brings to faculty attention that formula sheets are developed and are available for many mathematics courses for students with academic accommodation through Office of Adaptive Services.
- Formula sheets that are created for Office of Adaptive Services are posted on Math Website Canvas course.
- Kristi Moran provided additional justification for making formula sheets available to all students from course level assessment perspective considering that formula sheets are already available to Office of Adaptive Services.
- Sabine Eggleston emphasized importance of making decision regarding formula sheets that will apply for all sections of the course uniformly.

- Don Ransford volunteered to bring to the next department meeting first set of formula sheets for mathematics courses (course by course) to start the conversation if the formula sheets are to be used or not.
- MAC 1140 Pre-Calculus Algebra and MAC 1114 Trigonometry courses have formula sheets that are in use.

VI. MAC 2233 Calculus for Business and Social Sciences course materials-Marulanda, Chiacchiero

- Daniel Marulanda informed faculty that currently used MAC 2233 textbook is going into new edition in approximately year/year and half according to Hawkes Learning representative.
- Faculty may report if would like to have additional resources available with the textbook. Daniel Marulanda will collect the recommendations by email from faculty by email. Some recommendations were suggested: increased number of types of questions within the test library, ability to select mastery based or non-mastery based (ability to run software as homework assignment tool) option when setting up the courseware.
- Current (Spring 2022 and also Summer 2022) MAC 2233 Calculus for Business and Social Sciences I course materials: Wright, Hurd, and New. Essential Calculus: 2nd ed., Hawkes Learning Systems. (hard copy of textbook bundled with access code that includes access to E-Textbook) ISBN: 9781944894467  
OR Standalone Hawkes Learning access code (includes access to E-Textbook) ISBN: 9781944894450

VII. MAT 0057 testing policies-Zlatkin, Zamor

- Discussion took place: on requirement to complete all test in order to take the final exam.
- Sabine Eggleston reminded about the formats of the MAT 0057 course.
- MAT 0057 testing policy: one attempt on each MAT 0057 test, no retakes. Final exam must be taken. Students have to complete all tests to take the final exam.
- MAT 0057 testing policies are to be effective in Summer 2022.

- Tery Zamor will update the syllabus sample to include the testing policies.
- Karen Buonocore will update MyLab Math master course to reflect the new testing policies: no minimum test score requirement to progress in the course, one attempt on each test allowed, no test corrections.

VIII. MAT 1033 and MGF 1106/1107 textbook edition-Eggleston, Ilic

- For Summer 2022 current editions for MAT 1033 and MGF 1106/1107 are already submitted as adopted: no change from Spring 2022.
- Possibility of non-availability of paper textbook copies if current MAT 1033 and MGF 1106/1107 editions are used in Fall 2022.
- If current edition is to be continued to be used in the Fall 2022, according to publisher representative: *“The access codes will remain available and the course will be live. If students want print options, those likely will not be available much longer—when the new editions come out, there are no re-prints for the old editions.”*
- If new edition is to be used: MyLab Math Assignments Transfer needs to take place.
- Tentative dates for the MyLab release for new edition: MAT1033: May 17, 2022; MGF 1106/07: March 18, 2022
- Sabine Eggleston recommends to adopt new editions of textbooks. In addition to possibility of non-availability of paper textbook copies of current textbook edition in the Fall 2022, there are several additional information that support the action: Mathematics Pathway curriculum redesign takes effect in Fall 2022 and large enrollment is expected in MGF 1106, most of the MyLab Math assignments should transfer into new edition (except Media Assignments). Cheban Acharya and Don Ransford spoke in support of the recommendation.
- Motion was adopted to adopt new edition for the MAT 1033 and MGF 1106/1107 textbook (course materials):
  - James Chan moved, Don Ransford second
    - Poll 26: Out of 27 responses: 23 in favor, 2 opposed, 2 abstain

IX. MyLab Math Access Codes

Information is obtained from Michelle Yovanovich, Vice President, Student Affairs, that Bucs CARE Office will be processing the requests for limited number of MyLab Math free access codes (to determine eligibility). Sabine Eggleston is distributing the access codes once the eligibility is determined.

X. Preparation for Summer 2022 semester (Syllabi, MyLab Math)

Summer 2022 Schedule Template-To be posted on Math Website

Summer 2022 Syllabi-discussion took place if syllabus samples are needed for all courses, multiple modalities and for Summer A, B, Full term. It was noted that it is helpful to have syllabus samples posted on the Math Website Canvas course for each mathematics course, especially pacing schedule at which sections are to be covered. MyLab Math -course coordinators to inform Sabine Eggleston if MyLab Math master course is or will be updated. If MyLab Math master course is updated, courseID is to be sent to Sabine Eggleston to distribute to faculty. MAT 0057 MyLab Math course will be updated for Summer 2022.

XI. Preparation for Fall 2022 semester (Syllabi, MyLab Math, Canvas online courses updates/development, etc.)

Schedule –To be posted on Math Website

Syllabi: new syllabus templates need to be used for every course that was subject to curriculum changes. Syllabus samples are to be posted on Math Website Canvas course.

MyLab Math-course coordinators to inform Sabine Eggleston by the end of March if MyLab Math master course is or will be updated for the Fall 2022.

MAC 1114 course update to reflect curriculum change from 3 to 4 credits: online master course: Daniel Marulanda and Duval Zephirin; MyLab Math course: Duval Zephirin and David Licht.

MAC 1106 online course development: Dmitry Yusin; MAC 1106 MyLab Math course update:

MAT 1033 and MGF 1106/MGF 1107 textbooks are going into new edition for the Fall 2022: new master courseIDs will be used in Fall 2022 (transfer MyLab Math assignments for current edition into new one)

Fall 2022 MAC 1105 College Algebra Final Exam is in preparation: Sandra Seifert, Bharat Patel. Faculty who will be reviewing Fall 2022 MAC 1105 College Algebra Final Exam: Eggleston, Chan, Ilic.

XII. AA Program Maps - Engineering & Mathematics

Review AA Program Maps – Engineering; Mathematics: Schott, Magomo, Ilic.

Pathway Champions program is presented by Elizabeth Schott. Faculty interested to take the role of Pathway Champion for School of Pure and Applied Sciences to inform Dr. Schott.

XIII. Assessment

- Spring 2022 Course Level Assessment: departmental final exams

Spring 2022 Course Level Assessment: Departmental final exams: Course coordinators please send the final exams to Kristi Moran by 4/1/2022 (Kristi plans to distribute exams to faculty by 4/15/2022)

If there are any (even a minor) changes or corrections for the departmental final exam that will be given in Spring 2022 (from what was given in previous semester) please let Department Chair and LAC know.

Spring 2022 MAT 1033 final exam is updated.

Fall 2022 Course Level Assessment Plan: considering curriculum changes that will be in effect starting from the Fall 2022, determine which courses to include into Fall 2022 Course Level Assessment Plan.

Announcements (FSW Research Expo, PD sessions on “Think” and “Investigate”, etc.)

- MAT 0057 Satisfaction Survey for Fall 2021-Report is available.
- Course Level Assessment Reports for Fall 2021 is work in progress.
- MAT 0057 Satisfaction Survey for Fall 2021-Report is now available to faculty to review.

- Course Level Assessment Reports for Fall 2021 (work in progress)
- Fall 2022 Course Level Assessment Plan
- Announcements (FSW Research Expo, PD sessions on “Think” and “Investigate”, etc.)

LAC and AASPIRE will be holding the following March PD sessions to review the submissions and assessment process for assignments in Think and Investigate.

*Note that two are on March PD Friday and there will be a repeat of the Investigate session on Wednesday, 3-30.* These sessions will be especially useful for anyone who has submitted an assignment and would like individual feedback on how their assignment was used, and how well it fit the dimensions of the rubric. The “Investigate” session will also be of special interest to those involved in the FSW QEP.

- “Talking about a ‘Think’ Assignment,” Friday, 3-25, 9am
- “Talking about an ‘Investigate’ Assignment,” Friday, 3-25, 10am
- “Talking about an ‘Investigate’ Assignment,” Wednesday, 3-30, 2pm

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

- The 9<sup>th</sup> FSW Research Expo will be held April 4<sup>th</sup> to 6<sup>th</sup>. The Expo will be hosted on FSW’s Lee and Collier Campuses where we can expect over 30 posters from students and faculty for the Poster Session, 20 presentations from students, faculty, and external speakers, and an Art Exhibition to display work of FSW students. Sessions will allow in-person attendance on both campuses, and many will be presented live via Zoom. The Office of Sponsored Programs, a part of Team AASPIRE will release additional details regarding times and Zoom links as we get closer to the event. Direct any questions to Dr. van Gaalen, ([joseph.vangaalen@fsw.edu](mailto:joseph.vangaalen@fsw.edu)) or Jessica Godwin, ([jessica.godwin@fsw.edu](mailto:jessica.godwin@fsw.edu)), part of Team AASPIRE.

- Assessment review happens in the spring (for most departments). AASPIRE is encouraging everyone to think about it and bring ideas to the review sessions.
- XIV. FSW Mathematics Pathways: tentative Canvas course for additional Mathematics support
- Tentative Canvas course for additional Mathematics support.
  - During previous Mathematics Department Meeting Canvas Course for Mathematics Support was proposed and several possibilities for course/content development presented: as online course development, as OER Institute project through eLearning, Hepe Fund.
  - Motion was adopted during previous Mathematics Department Meeting to establish working group to explore ways to support mathematics students.
  - 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. Zoom meeting was held. In attendance were faculty stated above and Libby Schott.
  - The following faculty will explore possibility of submitting OER project application for the content development: Daniel Marulanda, Jaime Zlatkin.
  - Daniel Marulanda, Terry Zamor and Dmintry Yusin provided information about requirements and selection process for OER projects. Email was also sent to faculty with detail information.
- XV. Calculator use in MAT 1033 Intermediate Algebra course (list of resolved questions regarding the calculator use in the course were resolved during previous department meeting.)
- XVI. Faculty evaluation forms, due dates  
Form 3 Due to dean/supervising administrator at the end of March. Forms, instructions: available on Document Manager  
browse » folders » academic affairs » faculty evaluation folder
- XVII. Adjunct faculty portfolio, due date



Friday, March 25, 2022-Adjunct Faculty Portfolio | Submission Deadline for all adjunct faculty members who up for renewal for 2021-2022

Friday, March 25, 2022 -Adjunct Faculty Mentoring Compensation | Submission Deadline for faculty who have provided mentoring for 2021-2022

All Adjunct Faculty Portfolios will be submitted in Canvas LMS. All adjuncts who are up for their portfolio renewal for 2021-2022 should have access to Canvas course, 2021-20221 Adjunct Faculty Portfolio, in addition to Department Chairs and/or Coordinators. Submissions timeframes will be accepted from Tuesday, January 18, 2022 through Friday, March 25, 2022.

Adjunct Faculty Mentor Compensation- FSW Faculty members who have served as a mentor must submit all completed documentation by Friday, March 25, 2022.

After receipt of all completed documentation on Friday, March 25, 2022 Adjunct Faculty Mentoring compensation will be submitted for processing. The TLC will communicate with Adjunct Faculty Mentors on the status of when payment will be rendered and/or received.

XVIII. MyLabs Plus available until March 31, 2022

Sabine Eggleston informed faculty that, if they want to transfer assignments from MyLabsPlus courses to MyLab Math to send her requests by the end of the next week. It may take some time to adjust course in order to transfer the assignments, therefore faculty are asked to make transfer requests (if any) earlier than the March 31, 2022. Instructors will have access to MyLabsPlus until March 31, 2022.

After March 31, 2022, all Plus campus sites will be closed.

Requirement: 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 were using 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.

If you have fulfilled this requirement for your courses for the past semesters (starting from Fall 2019 until Spring 2021), NO action is needed.

If you have not fulfilled this requirement for your course(s) in the past semester(s) (semesters starting from Fall 2019 until Spring 2021) you can still:

export full gradebook(s) from MyLabsPlus

name the file with Term\_Course\_Section\_InstructorName

e.g. Spring2021\_MAC1105\_101\_Ilic

send them to [elarning@fsw.edu](mailto:elarning@fsw.edu)

before March 31, 2022.

MyLabsPlus is available to faculty before March 31, 2022 to individually export the data for their past courses.

XIX. FSW Library

- Access to Chronicle of Higher Education
- Access to New York Times
- Instructions for the access sent by e-mail to faculty

XX. Professional Development

Teaching and Learning Center professional development opportunities are available in Canvas for registration.

XXI. Committee updates

Sabine Eggleston reminds faculty about the Opinion Survey sent by the Faculty Senate.

XXII. Faculty updates

Karen Buonocore summarized changes that will be implemented in MAT 0057 Mathematics for College Success MyLab Math course to reflect the new testing policies.

XXIII. New business

David Licht proposed to revise MAC 1114 Trigonometry departmental final exam. The following faculty will jointly revise MAC 1114 Trigonometry final exam: Licht, Zephirin, Quehl, Patel.

XXIV. Adjourn (11:00 AM, motion: Schott, second: Seifert).