

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

August 17, 2022 2:30 PM – 04:30 PM

Meeting location: Thomas Edison (Lee) Campus room H-120

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		
Tina Churchill	x			John Salem	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		

In attendance is also Phuong Wilk, new adjunct faculty.

Minutes taken by Douglas Magomo.

I. Adoption of Agenda

Professor Licht moved to adopt agenda and it was seconded by Professor Seifert.

II. Approval of Minutes

Minutes were approved with no corrections.

III. New Adjunct Faculty Welcome and Introduction

- Elena Pages – Charlotte Campus
- Phuong Wilk – Charlotte and Lee Campuses (present)

IV. Success and Accomplishments

- Professor Carlson is accepted as a fellow to AMATYC Project ACCESS and will attend and present at a conference this year in Toronto, Canada.
- Professor Zephirin defending his PhD Thesis on August 17th.
- Professor Axelrod successfully led the Stat Prep Workshop at FSW in Summer 2022 and was asked to offer another in the future.
- Professor Chan was presenting at FSW use of new technology for teaching in different modalities with emphasis on Live Flex.
- Professor Ransford in his five year Drop Program.

V. AY 2022-2023 Mathematics Department Meetings Schedule

- Second Friday of the month 9:00 AM-11:00 AM 9/9, 10/14, 11/11*, 12/9*, 1/13, 2/10, 3/10, 4/14
*The college is closed on 11/11 and 12/9 is during Finals Week. Chairs to reschedule these meeting as req.
- Departmental meetings to be held via Zoom – link provided.

VI. AY 2022-2023 Mathematics Course Coordinators

- Starting from Fall 2022, MAC 2233 Calculus for Business and Social Sciences course will be coordinated by William Stoudt.
- List of course coordinators presented, no further changes.

VII. AY 2022-2023 Coordinators for eLearning, Assessment, MyLab Math, TLC

- No changes from previous academic year.

VIII. AY 2022-2023 Adjunct Faculty Mentors

- The two new adjunct faculty will both be mentored by Professor Churchill
- Adjunct Faculty Dual Enrollment mentors:
 - Professor Carlson in the Collier Campus
 - Professor Magomo for the Thomas Edison Campus
- Adjunct Portfolio: Information can be found in the FSW Portal Document Manager.
 - Portfolio guidelines
 - Class observation and forms
 - Adjunct instructor expectations

IX. Initial Granting of Continuing Contract Review Subcommittee(s)

IGCC Subcommittee for James Chan:

- Sandra Seifert, Cindy Quehl
- Selected by the faculty member up for review: TBD

IGCC Subcommittee for Kelsea Cid:

- John Salem, Tina Churchill
- Selected by the faculty member up for review: TBD

X. SoPAS Mathematics Support Course and Curriculum Coordinator

SoPAS Mathematics Support Course and Curriculum Coordinator position description, duties and responsibilities and minimum requirements are presented. Professor Carlson is yet to complete DEV 101; faculty supports her for this position.

XI. Welcome Back Department Fair Fall 2022

Mathematics Department will have Welcome Back Department Fair Fall 2022 table on Monday, August 22nd 9am – 2pm Lee Campus

Location: Mathematics Department table for the Department Fair will be between buildings H and I on Lee Campus.

Faculty: Acharya, Cappetta, Magomo, Zlatkin, Ilic

XII. Mathematics Curriculum Changes Effective in Fall 2022

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

- MAC 1105 prerequisites: Testing, OR (MAT 0057 with a grade of "A"), OR (MAT 1033 with a grade of "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

XIII. Multi-Factor Authentication (MFA)

If faculty are relying on logging into Canvas for classroom delivery materials or taking attendance in Canvas during face-to-face classes, all on classroom podium computer, and need to be able to login to Portal/Canvas on the classroom podium computer, faculty will need Google Authenticator App or USB MFA Dongle for use in the classroom. FSW is now using Multi-Factor Authentication (MFA).

Multi-Factor Authentication (MFA) Instructions are posted here:

<https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=137341>

Depending on how faculty want to receive your secondary authentication code, there are several options available: Google Authenticator, USB MFA Dongle, Chrome Extension.

XIV. Classroom Technology

How to: Navigate a Flex-ible Teaching Space:

<https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=136345>

XV. Fall 2022 Syllabi

- New syllabi templates for the Fall 2022 are available on Document Manager. browse » folders » academic affairs » 2022-2023 syllabi templates » school of pure & applied sciences » mathematics » math
- Syllabi samples (that contain course materials info, list of topics to be covered, schedule, sample language for Proctorio when in use, instructions for courseware student registration etc.) are available on Math Website Canvas Course.
- Include Delivery Method as stated on FSW Portal: login to FSW Portal/follow tab Faculty Academics/Summary Class List/click on the CRN Number of the course to find Instructional Method. Description of Delivery Methods is available here: <https://www.fsw.edu/academics/schedule/>

- Send your Fall 2022 syllabi to the Department Chair at ivana.ilic@fsw.edu by August 19, 2022 4:30 PM.

XVI. Textbooks

MyLab Math contains ebook. Instructor hard copy of a specific Pearson textbook can be ordered (contact provided).

XVII. New Course Materials for the Fall 2022

MAT 1033 and MGF 1106/1107 courses are using new edition of the textbook starting from this Fall 2022. Course materials for courses are listed in the sample syllabi on Math Website Canvas course.

XVIII. Canvas Master Courses Updates

New textbook edition is in place starting from Fall 2022 in MAT 1033 and MGF 1106/1107 courses and master Canvas courses for online asynchronous MAT 1033/MGF 1106/MGF 1107 are updated to reflect that change. Faculty teaching ONLINE (asynchronous) one of the following: MAT 1033, MGF 1106, MGF 1107, can request updated master Canvas course to be loaded under Canvas shell by submitting request to elearning@fsw.edu

XIX. MyLab Math

- MyLab Math Courses Updates-Eggleston
 - Master courseIDs for Fall 2022 are sent to faculty in Excel file by Sabine Eggleston (sabine.eggleston@fsw.edu).
 - If you hear from students who have purchased the 24 month MyLab Math access within the last year and are enrolled in a course using a new edition of the same textbook this semester, please have them email sabine.eggleston@fsw.edu

- Students in financial need reaching out to you that they cannot afford to purchase MyLab Math access code for your course: send an email to bucscare@fsw.edu.
- MyLab Math master course contains items that faculty use depending on the course modality (homework, quizzes, tests, etc.)
- Contact is provided for instructor textbook hard copy requests.
- Link is provided to training on MyLab Math integration with Canvas, grade sync, etc.
- Canvas Commons: FSW MyLab Math - Student Information Module
For your students to have MyLab Math registration video instructions within the Canvas Course, you may include the module *FSW MyLab Math - Student Information Module* that is available in Mathematics Department Canvas Commons. If you are using Canvas Online Master course, this module is already included (so there is no need to download it from Canvas Commons).
Instructions for loading the module is provided.
- MyLab Math Student Registration Assistance
Fall 2022 MyLab Math Student Registration Support (Zoom Office Hours from Pearson) are scheduled, information provided. Date/Time: Friday 8/26/2022 10:00 AM - 11:30 AM EST. Zoom link is provided.
- MyLab Math Technical Support for Faculty
Fall 2022 Pearson Office Hour for Faculty (individual MyLab Math consultation for faculty). Date/Time: Thursday, August 18, 2022, 8:30 AM-9:30 AM EST AND 12:00 noon-1:00 PM EST. Faculty can attend any time during the scheduled time window. Zoom link provided. This is for MyLab Math technical support for faculty only.

XX. Updates from eLearning Coordinators-Marulanda, Yusin

- Online Course Quality Assurance Plan - AY 22-23 Course Reviews.
- New online Canvas course for MAC 1106 Combined College Algebra/Pre-Calculus course is developed. Online MAC 1106 course developer: Dmitry Yusin.

- Proctorio is available to proctor exams in courses modalities that involve online component (online, live online, live flex, blended).

XXI. Online Course Quality Assurance Plan - AY 22-23 Course Reviews

- Online MAC 1140 and online MAC 1114 courses are planned for a review (during the mini B term): review to see where the course is and if it needs to go into the queue for a partial or full re-design.

XXII. Course Level Assessment

- Fall 2022 Course Level Assessment Plan
- Updates on MAC 1105 final exam made by Professor Seifert and Professor Patel. Faculty are encouraged to review the exam. Plan is to have final date for the update submissions.
- MGF 1106 now with 42 course sections while MAT 1033 has much less – possibility to consider course level assessment for MGF 1106 in the future.
- MAC 1114 final exam will change.

XXIII. Professional Development:

- Professor Ransford provided the list of professional development opportunities: meetings and conferences for possible attendance and participation.
- AY 2022-2023 Community of Best Practices Mathematics (open discussion about topics for this year). A survey was sent by Professor Cid on ideas on topics for discussion in Community of Best Practice Sessions.

XXIV. Info items:

- Canvas New Quizzes
Classic Quiz Sunset Timeline. Link was provided on *Guides to New Quizzes*. Members encouraged to get informed about New Quizzes and present questions to IT.
- General Information for Math Instructors. Document available on Math Website Canvas course.
- Canvas, Canvas Gradebook, Grade Sync. Canvas gradebook: “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: auto sync to sync grades from MyLab Math into Canvas Hawkes Learning (For MAC 2233 Calculus for Business and Social Sciences I) Synchronization Tool.

- Attendance Verification. Faculty provided link on instructions and to calendar dates.
- Proctorio, Zoom Security requirements
- Ground Course Make-up/Adaptive Services Exam Submission Form
- FSW Online Instructor Certification

XXV. Committee Updates

ELearning coordinators professors Maluanda and Yusin:

- Direct any questions related to testing modalities
- Tech champions
- Course reviews strongly encouraged for QM certification where the Mathematics Department only has three certified.

XXVI. Faculty Updates

Teacher Institute by Professor Ransford to resume with possible dates June 8-9.

XXVII. New Business

XXVIII. Adjourn at 4:09 PM