

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

September 9, 2022 9:00 AM – 11:00 AM

Meeting location: 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		
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		

Dr. Libby Schott, Dean of School of Pure and Applied Sciences joined the meeting twice to provide updates.

In attendance is Andrey Glubokov, adjunct faculty.

I. Adoption of Agenda

Agenda adopted (Licht motion, Eggleston Second) unanimously.

II. Approval of Minutes

Meeting Minutes from 8/17/2022 approved as presented.

III. Spring 2023 Schedule and other info-Dr. Schott, Dean of School of Pure and Applied Sciences

Dr. Schott presented teaching requirements for Spring 2023, plans and due dates for building Spring 2023 schedule. Faculty are referred to read email from Dr. Judith Bilsky, Interim VPAA (Subject: Building the Spring 2023 Schedule) sent on 9/8/2022 regarding the standard base load distribution by modality for full time faculty for Spring 2023 and regarding approved collegewide general exceptions to a 3:2 ratio.

“The standard base load distribution by modality for FT Faculty, Spring 2023 will be: a minimum of 3 ground classes with a maximum of 2 classes offered via alternative modality in lower Division for base load. “

Dr. Schott answered questions from faculty and also discussed how the four credit hour classes will count toward the minimum of ground classes (1/2 of the base load ground). It was noted that overloads are not subject to above mentioned rule. To coordinate scheduling mathematics classes on campuses, Dr. Schott works with James Chan on Collier Campus, Christy Smith on Charlotte Campus and Amanda Lehrian on Hendry Glades Center.

Expect in next to weeks to be contacted by the Dean regarding scheduling your Spring 2023 teaching assignments. Any special classroom requests need to be submitted to the Dean before rooms are automatically assigned. Minimum number of students for the class in order for class to run: fifteen (special justification is needed for lower registration count-for example, if the course is the only section offered, etc.).

Classes are also planned to be offered on Friday, nights, Saturday.

There are multiple information technology changes planned to be implemented at FSW:

- Phone updates-Zoom phones. Instead of physical office phone, phone will now live on PC, cell phone or tablet (anywhere you have the Zoom App). Classroom and justification phones planned.
- The FLEXible Technology Classroom
- College issued workstations proposed to have laptop (desktop with justification), instead of desktop (laptop with justification).

Information about information technology changes (presentation from IT) is posted on the School of Pure and Applied Sciences Microsoft .

IV. Success and Accomplishments

- MAC 1106 Online Canvas Course-Yusin
MAC 1106 Combined College Algebra/Pre-Calculus online master course is developed. QM certification process is planned to start after Spring 2023 semester. Don Ransford emphasized that dual enrolment students who are not able to come to campus to take MAC 1106 now have opportunity to enroll in this online course.
- Success/Accomplishment- Licht
50th Wedding Anniversary on Friday, September 2nd.
- Welcome Back Department Fair Fall 2022
Welcome Back Department Fair Fall 2022 Mathematics Department table on Monday, August 22nd 9am – 2pm Lee Campus between buildings H and I on Lee Campus. Faculty participated: Acharya, Cappetta, Magomo, Zlatkin, Ilic
- Sabine Eggleston has informed faculty that Kelsea Cid was praised for her work for the Curriculum Committee at the Faculty Union meeting.
- Daniel Marulanda informed the faculty that he is now QM Master Reviewer. Dmitry Yusin is also QM Master Reviewer. Rona Axelrod is QM Reviewer.

V. Initial Granting of Continuing Contract Review Subcommittee(s) finalized

- IGCC Subcommittee for James Chan: Sandra Seifert, Cindy Quehl, Tina Churchill
- IGCC Subcommittee for Kelsea Cid: John Salem, Tina Churchill, Christine Smith

VI. Curriculum Committee Open Seats

Two faculty seats available on Curriculum Committee for new representatives from SoPAS, one for Mathematics, and the other for either Math or Sciences. Interested faculty should email sheila.seelau@fsw.edu Sheila M. Seelau, Ph.D., Chair of Curriculum Committee by the end of next week (9/16/22). Faculty can contact sheila.seelau@fsw.edu to request additional information.

William Stoudt expressed the interest to be member of the Curriculum Committee. This is supported unanimously by the faculty present at this meeting.

VII. OER Math Pathways-Marulanda, Yusin, Zlatkin, Carlson

Status of the project reported: it is planned to use Canvas, currently using template, course is not live yet, work is in progress, when completed link to course is planned to be provided to faculty to include in their own courses so that students can access review material.

VIII. Lab Math MAT 1033 Intermediate Algebra course-Eggleston

New MyLab Math MAT 1033 course, created for the new edition of the textbook, has the following technical issues (work is currently in progress to be resolved by publisher):

- Incorrect etext is attached: neither instructor nor students can access the pages of the correct textbook.
- The video check questions for Chapters 1-6, that were included in homework assignments in the new master, in some cases do not show direct video link.

This needs to be fixed on an individual course basis. Sabine will collect individual MAT 1033 courseIDs for the courses that need to be updated, and corrections will be immediately made by the publisher.

There is pricing discrepancy in the bookstore between MAT 1033 MyLab Math 18 weeks access codes and MyLab Math 18 weeks access codes for other mathematics courses. Sabine is working on resolving the issue.

Recommendation is that faculty check before the semester starts the course materials entry for their courses on the bookstore website.

Douglas Magomo has reported that the technical issue with his Canvas gradebook was resolved.

IX. MyLab Math Access codes-Licht

MyLab Math Access Codes 18 weeks vs. 24 months.

- Courses MAC 1106, MAC 1140, MAC 1114, MAC 1147 use the same textbook.
- Courses MGF 1106, MGF 1107 use the same textbook.

MyLab Math access code is textbook specific. Clarify to students when 24 months MyLab Math access can be used in the next course next semester. For example, MAC 1140 and MAC 1114 use the same textbook and if a student takes those courses in Fall and Spring respectively, student can use 24 months MyLab Math access code.

Discussion took place regarding 18 weeks vs. 24 months MyLab Math access codes and course materials purchasing options.

Libby Schott, Dean of School of Pure and Applied Sciences joined the discussion and informed faculty: that the School of Business Technology has had great success with Cengage's Unlimited and inclusive access, and that inclusive access may improve the process of obtaining course materials for dual enrollment students.

The following faculty volunteered to run the pilot for Cengage's Unlimited inclusive access: Cindy Quehl, Robert Cappetta, Christy Smith, Douglas Magomo.

X. Course materials for Spring 2023

- There are no course materials changes for mathematics courses for the Spring 2023 other than pilot(s), OERs, which needs to be individually reported to Dean's Office.
- William Stoudt suggested to look at possible course materials for MAC 2233 Calculus for Business and Social Sciences I, but to keep the same course materials for the course for Spring 2023. MAC 2233 online course is developed and will need to be revised if new course materials are used. Pros and cons of currently used course materials were discussed. The following faculty will revise course materials for MAC 2233: Stoudt, Marulanda, Quehl, Ilic.
- Faculty teaching MAC 2311/2312/2313 will discuss course materials (textbook, courseware, etc.).

XI. Fall 2022 Syllabi (MAC 1105, MGF 1106)

MAC 1105, MGF 1106 syllabi templates posted on the Document Manager are now updated to show the complete list of Course Learning Objectives.

The complete list of Course Learning Objectives for MAC 1105 and MGF 1106 to be posted by instructors within individual Canvas courses.

XII. Course Level Assessment

- MAC 1105 Final Exam-Seifert
New MAC 1105 final exam is reviewed by several faculty, comments are received and updates are in progress. Cheban suggested revising formatting of questions in question banks (online version of the exam).
- MAC 1114 Trigonometry Final Exam and formula sheet
Working on new MAC 1114 Trigonometry final exam (to include new learning objectives) and MAC 1114 formula sheet: Duval, Quehl, Salem, Marulanda, Magomo, Licht.
- Assessment reports, goals and due dates briefly discussed-Moran.

XIII. Professional Development:

- ARC Grant

ARC Grant AY 2022-23 Deadline #2: Friday, Nov. 4, 2022 (4:30pm)

ARC Grant AY 2023-24 Deadline #1: Friday, July 7, 2023 (4:30pm)

<https://www.fsw.edu/facultystaff/ospr/arcgrant>

- FSW Research Expo

The 10th FSW Research Expo is coming this November (15th and 16th) with a preview event on November 10th, thanks to the Visiting Writer Series.

Poster session slots available on the Lee campus as well as two lecture slots available. All slots are first-come first-serve.

- The poster session will be held from 12 p.m. to 1:15pm on Tuesday, Nov. 15th.
- The lecture slots are available on either Tuesday, 11/15, at 9am, or Wednesday, 11/16, at 9am.

Students or faculty who would like to present, please let know the Office of Sponsored Programs, a part of Team AASPIRE [(joseph.vangaalen@fsw.edu) or (jessica.godwin@fsw.edu)].

- Creative Capstone program

Creative Capstone program is currently accepting applications from full-time faculty who are interested in becoming trained to teach the Creative Capstone course.

The applications are due September 16, 2022. Link to apply for the training:

[Application to teach the Creative Capstone Course](#)

If you have questions regarding the application process, contact Dr. Katharine O'Connor at Katharine.O'Connor@fsw.edu or Dr. Matt Vivyan at Matthew.Vivyan@fsw.edu

- Teaching and Learning Center

Training Calendar at: <https://www.fsw.edu/tlc>

- *The Technologically Enhanced Classroom* September 23rd, 11 to 11:45 a.m.
- *Adjunct Portfolio Development* September 30th, 1 to 2 p.m.
- *Mentoring Matters: Building Community through Faculty Mentoring* September 30th, 2 to 3 p.m. Important Note: This workshop is required for anyone assigned to serve as a mentor to new full-time or adjunct faculty. It is also open to faculty interested in becoming a mentor.
- *Simple Syllabus*. Sponsored by the CoP in Instructional Technology, Oct 10, 2022 2:30 to 3:30
- *New Quizzes*. Sponsored by the CoP in Instructional Technology Nov 14, 2022 2:30 to 3:30 on November 14th
- Community of Best Practices Mathematics
 - CoBP will be both in person and zoom this month. Must sign up through the catalog and enroll in the Canvas Course (link is provided)
 - CoBP: 9/9/22 12:30 pm - 1:30 pm
 - Press this, Click this, Zoom here*
 - Classroom lowdown and eGlass demo*
 - In-Person U-117 and Zoom
 - Presenter: Jimmy Chan and IT
- "Welcome to Bucs Corner" informational sessions
 - Bucs Corner is the one-stop shop for students to get involved, learn about their Guided Pathway, and engage with faculty and staff through the Bucs

Corner social media site at FSW. In Bucs Corner, students discover FSW departments, learn about upcoming academic opportunities, events, and to join Registered Student Organizations.

Training session to learn how to create meetings and events, track attendance, and assess learning outcomes all in one platform available to you from FSW.

"Welcome to Bucs Corner" informational sessions available to attend to learn more: 9/23 @ 1 PM, 10/26 @ 1 PM, 11/18 @ 1PM, 12/09 @ 1 PM

Zoom link provided.

Bucs Corner: <https://fsw.presence.io/>

XIV. FPD Travel Funding Updates

- Detail information sent on behalf of the Professional Development Committee, by Sarah Lublink (see email from 9/6/2022) regarding FPD application travel funds requesting caps and applications submitted after the due date.
- FPD Ancillary Funds can be used for items such as book purchases and professional memberships. An email in October will detailing how to apply for those funds and what the funding policies are.
- The FPD Travel application form and guidelines is found in the Document Manager > Academic Affairs > FPD Travel Request Information.

XV. Faculty Updates and Committee Updates

- Reminder: Shared Governance Forum Launch Initiative -details available in email sent by Dr. Judith Bilsky, Interim Vice President of Academic Affairs, Provost on 8/26/2022. Fulltime faculty member(s) interested in participating in this initiative, to submit their name to Dept. Chair and/or Dean or Campus Director, via email, no later than Friday, September 9, 2022.
- Sabine Eggleston informed faculty that the Collective Negotiations are in process and next meeting is scheduled for the first week of October (to include Financials).
- Faculty Ranks proposed during Collective Negotiations were briefly discussed by faculty.

- Sandra Seifert announced that FSW/FGCU Symposium will be held in February. Announcement with info will follow
- Sandra Seifert is on the Committee for Alternative Assessment Methods for Placement.

XVI. New Business

XVII. Adjourn 11:02 pm (motion: Eggleston, second: Buonocore)