

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

October 14, 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		

I. Adoption of Agenda

Agenda adopted unanimously (Carlson motion, Zlatkin Second).

II. Approval of Minutes

Meeting Minutes from 9/9/2022 approved as presented.

III. Success and Accomplishments

Faculty shared successes and accomplishments.

IV. Resuming classes after hurricane Ian

- Lee Campus face-to-face to live-online transition
Faculty reported how was their first class after transition to live-online, attendance in courses and about student's responses to transition. Many faculty reported excellent student's attendance in transitioned classes. Several students have reached out to faculty stating major disruption in their ability to continue the course due to hurricane Ian consequences. An H-22 designation will allow students to retake the course at no additional cost in the Spring 2023 or Summer 2023 semester only.
- Syllabi updates
Significant number of updated syllabi have been received. If not sent yet, send the updated syllabi to ivana.ilic@fsw.edu to be recorded.
- Technology
FSW IT is working tirelessly in obtaining technology needed for the transition and to support instruction. Faculty and students can request hot spot/internet, laptop, webcams and other needed equipment.
- Office Hours
Faculty that have office hours that transitioned from in-office to live-online, need to post the office hours Zoom link and other information about office hours within Canvas courses.
- Adaptive services
Proctored exams that are scheduled to be taken in Adaptive Services Testing Center on Lee Campus can be taken proctored by Proctorio in Canvas with parameters adjusted (for the duration or other if applicable). Instructors in live-online classes transitioned from face-to-face can proctor the exam with special accommodation request through Zoom (allowing extended time if applicable, and ensuring other accommodations are in place). Faculty can contact Angela Hartsell, Director, Adaptive Services, ahartsell1@fsw.edu if having questions regarding adaptive services and testing.

V. Sections/Learning Objectives optional for Fall 2022

Summary of sections/learning objectives optional this Fall 2022 and other recommendations are listed below:

- MAT 1033 optional sections: 7.5, 7.6 and 8.2
- MAC 1105
 - Optional section: 5.1
 - Shorten 2.7
 - Use current final but not mandatory and modified to fit in 1hr 20mins timeframe
 - Require proctored Exam
 - Instructors can cover enough of other sections without looking at very complex problems
- No changes to MAC 2311, 2312, 2313 and MAP 2302 Differential Equations I
- MAC 2233: Optional sections 4.2, 4.3, and 5.5
- MAT 0057 is making no changes and we are staying as. All the materials can be completed within the remaining time.
- MAC 1140: Optional topics include: 13.4 Induction, 13.5 Binomial Theorem
 - Lighter coverage on 12.3, especially Cramer's Rule
 - Lighter coverage on 11.4, Hyperbolas
- STA 2023 Optional sections: 8.2, 10.3, and 11.1
- MAC 1147: no change, staying as is.
- MAC 1114: optional sections 10.3, 11.7, 8.5 Sum/difference formula, keep 8.6 "Double Angle Formulas" but "Half-Angle Formulas" (from 8.6) is optional.
- MAT 1100: If any of the learning objectives are to be optional, the following are to select from:
 - MLO 6.10: Use function notation. (CLO 15)
 - MLO 6.11: Find a function input or output given the other. (CLO 15)
 - MLO 6.12: Apply the vertical line test. (CLO 15)
 - MLO 6.13: Find the domain and range from a graph. (CLO 15)

- MLO 4.6: Use the Pythagorean theorem to find the length of a side in a right triangle. (CLO 7)
- MLO 4.7: Solve problems using the Pythagorean theorem. (CLO 4)
- MGF 1106: selection of sections from chapter 10 optional
- MGF 1107: selection of sections from chapter 14 optional

VI. Final Exam Dates (online, live-online, face-to-face)

- Recommended dates for Proctorio proctored final exam in asynchronous online courses: Thursday, December 8th or Friday, December 9th to Monday, December 12th. That gives the 13th for issues/makes-ups with grades due the December 15th (Noon).
- Mathematics Final Exams proctored in person or in Zoom: Final Exams will be given on the last class meeting of the semester

VII. Course Level Assessment Revision Statement

- For MAT 0057, MAT 1033, MAC 1105, MAC 1140, MAC 1114 courses that are online from the beginning of the Fall 2022 semester and have final exam scheduled to be proctored by Proctorio: if no course objectives are omitted, can give Proctorio proctored departmental exam (110 minutes) from the previous semester. If learning objectives are removed by instructor, final exam needs to reflect that: instructors can use their own final exam.
- For MAT 0057, MAT 1033, MAC 1105, MAC 1140, MAC 1114 courses that are transitioning from face-to-face to live-online: suspend the common course level assessment. Instructors will individually create final exams for the course(s) or use final exam provided by course coordinators (exam that is not used as course level assessment) if available.
- The following final exams will be provided by faculty listed that faculty that transition their course from face-to-face to live-online can use:
 - MAT 0057 final exam: Karen Buonocore
 - MAT 1033 final exam: Duval Zephirin
 - MAC 1105 final exam: Sandra Seifert

- MAT 0057 will be covering all learning objectives and is giving departmental Canvas final exam from previous semester except in sections from Lee Campus transitioned from face-to-face to live online for which different Canvas exam is created by Karen Buoncore.

VIII. Placement Test Scores

Mathematics Department has been tasked with the following:

- Task 1: “Review the scores listed under the Next-Generation ACCUPLACER On or after August 1, 2022 on the attached data sheet. The 261 score for college level placement is set by the State in the attached Statute. Therefore, the Accuplacer score for the first block of math courses is set. Advise as to the minimum Accuplacer scores we should use for the second two blocks MAC1105/STA2023 and MAC1106. These are the same scores that were used before the new college level placement score was implemented by the State. Given that the State increased the college level placement score by almost 20 points (242-261), the math department may wish to update the required minimum Accuplacer scores for MAC1105/STA2023 and MAC1106.”
- Task 2: “Review all of the items under 3(a) Alternative methods tests and assessments on the attached Statute. All of the items listed here that pertain to math will qualify students to take the first block of math courses and will meet college level computation for courses with this prerequisite. What is needed is to determine if scores above any of those listed in the Statute can be used for placement into MAC1105/STA 2023 or MAC1106 or any other math related courses. ”
- To be ready to be implemented for Fall 2023, placement test scores decisions need to be made before we open testing in February 2023 (by the end of this calendar year would be ideal to give time to implement the changes in our systems).
- The following faculty Ransford, Seifert, Magomo, Ilic met with Dean Dr. Schott to discuss the placement test scores and alternative methods tests and assessments. Recommendations were presented.
 - Motion was made by Sabine Eggleston, second by David Licht to adopt the scores are presented (listed below) Motion passed unanimously.

- Update the Next Generation ACCUPLACER minimum cut scores for:
MAC 1105/STA 2023: 265
MAC 1106: 275
- Update Advanced Algebra and Functions (AAF) minimum cut scores for:
MAC 2233: 250
- On the placement test data sheet with Banner Test codes under Advanced Algebra and Functions (AAF) scores for MAC 1140, MAC 1114, MAC 1147 update current interval (250-262) to state (250-275).
Mathematics department provides minimum cut scores, but the intervals are used for programing and advising.
- Motion was made by Bill Stoudt, second by Jaime Zlatkin for the scores above any of those listed in the Statute (3(a) Alternative methods tests and assessments) will not be used for placement into MAC1105/STA 2023 or MAC1106 or any other math related courses. Motion passed unanimously.

IX. Academic Support Math Center Updates

- Remote tutoring via Zoom is still available M-F 10-6.
- Lee campus: The physical Math Center on Lee Campus is not open for any student use until the campus reopens. Students can still access remote tutoring via Zoom with instructional assistants from anywhere they have WiFi access. Please note that the A building parking lot is a WiFi hotspot.
- Collier campus: in-person tutoring in J-204 offered, as well as computer usage for remote tutoring via Zoom.
- Charlotte campus: The ASC is currently housing student services staff, in-person tutoring are not offered at the location at this time. Students can still use the computers in B-101 for remote tutoring via Zoom with IAs at other locations.
- Hendry/Glades campus: in-person tutoring in A-114 is offered, as well as computer usage for remote tutoring via Zoom.

X. Mentors for Adjunct Faculty

Adjunct faculty with assigned faculty mentors this AY 2022-2023 are listed below:

- Yonas Getahun (Cheban Acharya)
- Senthil Balaji Girimurugan (Sabine Eggleston)
- Andrey Glubokov (James Chan)
- Farhana Huda (Douglas Magomo)
- Dawn Johnson (Sandra Seifert)
- Timothy Jones (James Chan)
- Leon Just (Duval Zephirin)
- Kenan Kelly (Cheban Acharya)
- Aleksander Kukushkin (Meghan Carlson)
- Iryna Labachova (Cindy Quehl)
- Cecilia Mendell (Cheban Acharya)
- June Oliver (Daniel Marulanda)
- Donald Panton (Duval Zephirin)
- Kristina Platt (Tina Churchill)
- Alexander Sakharuk (Douglas Magomo)
- Kari Sizemore (Meghan Carlson)
- Magdalin Swanson (Sandra Seifert)
- Fabio Tagliasacchi (Meghan Carlson)
- Lamis Tawil (Daniel Marulanda)
- Hana Wehbi (Douglas Magomo)

XI. Professional Development

Please join us this Friday, October 14, 2022 from 12:45 P.M. to 1:30 P.M. for a Community of Practice in Mathematics. Faculty must register through the Canvas Catalog to receive credit and earn a TLC certificate.

October's topic is: Peek-A-BOO, I See You! Live Online Exam Proctoring

Facilitators: Tina Churchill and Kelsea Cid

Presenters: James Chan and Sabine Eggleston

Location: Zoom

Description: The main focus of the session is to explore different live online exam proctoring methods and criteria to ensure exam security. If there is time remaining, Jimmy and Sabine will also discuss different live online tools, such as Notability, creating lecture videos, and various methods of connecting with students in an online modality.

XII. Info for resuming classes after lan

- Technology

Laptops will be available to assignment to all FSW faculty/staff. Please follow the process by filling out a ticket. You can access the technology checkout form at [Faculty & Staff Technology Checkout Form](#) Other technology, such as webcams, touchscreen tablets, etc. use this same process.

Technology **pickup by appointment** at distribution site.

After filling out a ticket, you will be contacted to setup a timeframe to collect your technology on the Lee Campus distribution site. Checkout will continue as normal on the other sites.

- MFA

If you do not have a dongle for MFA and will require one for remote use, request a replacement dongle by using this [Technology Request Form](#). Please contact the helpdesk as needed for support.

- Wi-Fi (hotspots) parking lots

There are Wi-Fi parking lots (hotspots) on each campus. Wi-Fi will continue to be offered on campus with the addition of enhanced Wi-Fi available in the following parking lots for students. See these [instructions for logging in](#).

- Lee Campus will have a new location setup in A/AA parking lot.
- [Collier: Lot 6](#) (between buildings N, E, & J)
- [Charlotte: Lot 4](#) (near building O)
- [Hendry/Glades: All Parking Lots](#)

- IT Support

Support for converting ground classes to online

- Learning Technologies and Online Learning will be having drop-in support hours daily this week from 9-5. You can access the support by using the Zoom information below.
- Topic: Canvas and Instructional Design Drop-In Hours
- Join Zoom Meeting <https://fsw.zoom.us/j/83733915749>

- Information Technology's Instructional Designers and Technologists are ready to assist you in converting your classes over. You can fill out a ticket at www.fsw.edu/helpdesk or email elearning@fsw.edu for assistance.
- Facilities, resources availability
 - Proctorio Rooms on Lee Campus are closed until further notice.
The Proctorio Rooms are still available on the other campuses
If students need webcams please send them to the helpdesk website so IT can get them one.
 - Zoom Rooms are still available to on Charlotte, Collier and Hendry Glades:
 1. Charlotte Building B Room 116
 2. Hendry/Glades Building A Room 108 Check-in at the front desk
 3. Collier Building J Room 215
 - Directions on how to use remote desktop are [here](#).
- Important Dates
 - Semester will end Dec 13, with the last class meeting day of the semester the final exam.
 - Veteran's Day is now a regular class day
 - Thanksgiving study days/holiday will stay as is
 - Final grades will be due Dec 15 at Noon
- Discussion on Math Website Canvas course or Teams: share best practices, point to resources or give tips in transitioning from face-to-face to live-online classes

XIII. Benefits Open Enrollment

- [Review the benefits Open Enrollment webpage](#) to review all of your benefit options and costs for 2023.

XIV. Committee updates

- Don Ransford and Sandra Seifert reported on Florida Two-Year College Mathematics Association (FTYCMA) Fall Virtual Retreat (Mathematics in the Sun XX October 7-8, 2022) success and plans for the future events.

- Sabine Eggleston informed faculty Interim Faculty Senate President has been appointed.
- Sabine Eggleston informed faculty about current status of Collective Negotiations.

XV. Faculty updates

XVI. New business

XVII. Adjourn 10:50 am (motion: Cid, second: Gubitti)