

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

December 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		

Adjunct faculty present at the meeting: Andrey Glubokov

I. Adoption of Agenda

Agenda unanimously adopted as presented (motion: Licht, second: Zamor)

II. Approval of Minutes

Minutes approved as presented.

III. Success and Accomplishments

Faculty reported recovery efforts and recovery results after hurricane Ian.

Discussion on importance of “camera on” for class engagement during live online classes. Faculty shared methods for motivating students to stay engaged during live online classes and have “camera on”.

Faculty reflected on transition from face-to-face to live-online instructional modality, attendance in transitioned classes, after hurricane Ian.

- IV. Clarification on grade H22 assigning procedure and eligibility was requested and faculty are informed that clarification will be provided by the Dean during School of Pure and Sciences meeting that follows this meeting the same day. Faculty reported that they have already recorded H22 requests from students but the window for entering H22 into the portal has closed and that window will reopen when the final grades are due. Information also needed is on how students receiving H22 obtain course materials: courseware access code extension, textbooks, etc.

- V. Note from FSW Alert:

“The FSW Lee Campus will reopen for the Spring 2023 semester with 70% of courses offered in-person. In-person registration will be available November 14th at the S building on the Lee Campus and is available now at all other FSW locations. We are excited to be able to welcome the FSW community back to the Lee campus in the spring! 11/11/2022, 8:00:00 AM

If you have, or will have, an H22 in one or more courses, you must re-register and take the course(s) in the spring/summer. You will NOT be automatically registered.

12/7/2022, 2:33:44 PM”

Note: December 13 is last day of Fall 2022 classes with the last class meeting day of the semester the final exam. Final grades are due December 15 at Noon.

- VI. Fall 2022 Final Exams

Recommended dates for Proctorio proctored final exam in (asynchronous) online courses: Thursday (8th) or Friday (9th) to Monday the 12th. That gives the 13th for issues/makes-ups with grades due the 15th.

Mathematics Final Exams proctored in person or in Zoom: Final Exams will be given on the last class meeting of the semester.

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.

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.

The following final exams are provided that faculty that transition their course from face-to-face to live-online can use:

MAT 0057 final exam: Karen Buoncore

MAT 1033 final exam: Duval Zephirin

MAC 1105 final exam: Sandra Seifert

VII. Canvas Exams - Import Requests

To ensure accuracy and to be able to serve the department better, IT have moved over to using a service request form for Final Exam imports this semester and ask that if you require a departmental Final Exam import, please use the following form [Request a Department Final Exam Import \(teamdynamix.com\)](#).

Please note that you will need to provide the Location of the Final Exam Course Link/URL. This information can be provided by your course coordinators.

VIII. Classes after hurricane Ian

Faculty reports on resuming classes after hurricane IAN.

H22 guidelines-will be discussed during School of Pure and Applied Sciences Meeting

IX. Spring 2023 course materials

Spring 2023 textbook adoptions are in the system and they are visible to students and faculty via the [bookstore website](#). Check your course sections if correct course materials are displayed.

Inclusive (Follet) Access program in mathematics courses: tentative.

Sabine Eggleston reported issues and discrepancies with MAT 1033 course materials displayed in the bookstore system during Fall 2022. This was also presented at the latest Textbook Committee meeting.

During Fall 2022 some MyLab Math access code requests were submitted late in the semester.

X. Preparation for Spring 2023 (course learning objectives, syllabi, MyLab Math, etc.)

Note on MAT 1033 course materials: Martin-Gay, Elayn. Intermediate Algebra. 8th ed., Pearson, 2023. With MyLab Math MAT 1033 ISBN 9780137581979 for 24-months access code for MyLab Math with e-text is shown as expired. Pearson representative has reported that this product (ISBN 9780137581979) for MAT 1033 is no longer available as a physical product and suggests to try new ISBN given instead (this may not be in place for Spring 2023 as it is close to the beginning of the semester).

Students who purchase course materials directly from the publisher, the option MAT 1033 ISBN for 24-months access code for MyLab Math with e-text may still be available but the bookstore may not have that option.

Preparation for Spring 2023

- Spring 2023 Schedule Template is available in Math Canvas course <https://fsw.instructure.com/courses/797466/modules>
- Spring 2023 Sample Syllabi (work in progress, will be available in Math Canvas Course)
- MyLab Math courseIDs are distributed by Sabine Eggleston
- No course materials changes for Spring 2023

- Always download syllabus template from Document Manager to make sure to use the latest updated syllabus template version.
- All learning objectives covered (as in Fall 2022 pre-Ian)
- Spring 2023 STA 2023: MyLab Math homework assignments will have one or two questions updated by Cheban Acharya.

XI. School of Pure and Applied Sciences, Mathematics Website

For the School of Pure and Applied Sciences, Mathematics Website

- Starting point –Material for Mathematics Pathways
- Additional content can be sent to the Dean.

XII. Adjunct Faculty (portfolio, mentoring)

Welcoming new adjunct faculty in the Spring 2023: Michael Sullivan.

Adjunct faculty portfolio is not due until February. Ideally the classroom observation would happen this term (Fall 2022), but is expected to be extended due to the hurricane until the last Friday in January.

The following is adjunct faculty/mentor list:

Yonas Getahun (Cheban Acharya), Senthil Balaji Girmurugan (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)

XIII. General Education Requirements for Programs: Science and Engineering Technology, AS and for Scientific Workplace Preparation, CCC

General Education Requirements for programs:

- [Science and Engineering Technology, AS](#)
- [Scientific Workplace Preparation, CCC](#)

Discussion about possibility to allow alternative course to Speech in General Education Requirements for the programs.

XIV. Welcome Back Department Fair Spring 2023

The Office of Student Engagement is bringing back an FSW tradition for the Spring 2023 Mathematics Department will host the Mathematics Department Table

Arrive at 8:30 AM to set the table.

Monday, January 9th – Welcome Back Department Fair 9am – 1pm (Lee Campus)

8:30 - 9:30 Ilic

9:30 - 11:30 Zlatkin

9:30 - 11:30 Cappetta

11:30-1:00 Ilic

Tuesday, January 10th – Welcome Back Department Fair 9am – 1pm (Lee Campus)

9:30 - 11:30 Zlatkin

11:30 - 1:00 Acharya

12:00-1:00 Marulanda

“Welcome Aboard Week events offer new and returning students an opportunity to benefit from your vast knowledge of the programs and services offered at FSW. In addition, you will get the chance to meet the students and get them excited about the new semester. Everyone is encouraged to have displays, photos, literature, candy, and other information available for the students. The Office of Student Engagement will provide you with maps & snacks to hand out to students, and a black tablecloth (*if needed*). Departments are welcomed and encouraged to assist on both days!”

XV. PD Ancillary Funds

Ancillary Funds - \$150 per Faculty Member for as Long as Funds Last

Due to popular demand, last year’s pilot ancillary fund initiative will continue during the current academic year. As with last year, money from this fund can be used for non-travel related professional development expenses, such as book purchases and professional association dues.

Faculty members can now apply for up to \$150 in ancillary funds during the fall semester (the funding was capped at \$100 per person last year). If funding becomes available in the spring, there may be another opportunity to apply for additional ancillary funds. The application process is simple. All that you need to do is fill out the application form online (link to form provided).

XVI. Professional Development and Teaching and Learning Center

Teaching and Learning Center (TLC):

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

December 12th 2:30pm (EST)- Simple Syllabus

You can register for the session here:

<https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/can-syllabi-creation-be-simple-and-accessible-yes-simple-syllabus-to-the-rescue-sponsored-by-the-cop-in-instructional-technology>

XVII. The fifth annual Southwest Florida Symposium on Teaching and Learning

The fifth annual Southwest Florida Symposium on Teaching and Learning is a collaboration between FGCU's Lucas Center and FSW's Teaching and Learning Center. For this year's Symposium on Friday, February 3rd, 2023 we share new ideas and celebrate recent triumphs. Theme for 2023 is "Fresh Ideas in Teaching and Learning". At the 2022 Symposium we reflected on our success navigating teaching and learning during a pandemic and transitioning to our new rhythm. It was a much-needed chance to take a breath and look back at the journey. Now we enthusiastically turn our gaze ahead. Our Fifth Annual Symposium will showcase innovations in the ways that we teach, learn, and support our students, giving us an opportunity to collectively embrace what is awesome about what we do."

Submit proposals **by Deadline Extended to December 16th**

<https://tinyurl.com/SymposiumProposal2023>

XVIII. Hawkes Learning system maintenance on 12/15 (MAC 2233)

MAC 2233 Instructors: Hawkes Learning system maintenance will be on Thursday, December 15th from 3:00 A.M. to 6:00 A.M. ET.

During this time, all Hawkes Learning websites will be unavailable including the student courseware (learn.hawkeslearning.com) and instructor gradebooks.

XIX. Committee updates

William Stoudt reminded faculty about the Curriculum Proposals due date(s) for submission to Curriculum Committee: December 12th.

Jaime Zlatkin and Sabine Eggleston reported on current status and plans of Collective Bargaining that is in progress.

XX. Faculty updates

On behalf of the department, Don Ransford applauded to FSW IT for handling transition and providing support after hurricane Ian.

Douglas Magomo reported that one of his dual enrollment students will be presenting research at MAA Regional Meeting.

Professor Magomo also plans to form the team of students for Math Olympic (April/March). Faculty are encouraged to recommend students for the team.

Meghan Carlson reported the strong enrollment numbers in her MAC 1140 class on Collier Campus.

XXI. New business

Redesign of MGF courses: Don Ransford reported on results of the state committees work regarding Mathematics Pathways and plans to have redesign of MGFs courses.

Mathematics pathways effective for entering students in associate and baccalaureate degree programs is planned for 2023-2024 academic year.

XXII. Adjourn (10:55 AM, David Licht motion, Sandra Seifert second)