

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

January 13, 2023 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: Michael Sullivan

I. Adoption of Agenda

Agenda unanimously adopted as presented (motion: Zlatkin, second: Buonocore)

II. Approval of Minutes

Minutes from the Mathematics Department Meeting 12/9/2022 approved as presented.

III. Success and Accomplishments

- Welcome Back Department Fair Spring 2023 is completed. Faculty hosted the Mathematics Department Table on Monday, January 9<sup>th</sup>: Zlatkin, Cappetta, Ilic; on Tuesday, January 10<sup>th</sup>: Zlatkin, Acharya, Marulanda.

- Successful start of Spring 2023 semester
- Rona Axelrod is creating Excel file (work in progress) that students can use instead of calculator in her STA 2023 Statistical Methods I course. Formulas are locked down within the file. Professor Axelrod will share the file with faculty: the Excel file will be posted in Math Website Canvas course, and Mathematics Department Teams.

IV. Math Center- Sandy Sardinias, Senior Coordinator, Academic Support Programs:

In order to accommodate all teaching modalities, orientation delivery methods are as follows: video version of Math Center Orientation: [https://youtu.be/y6LHNG\\_MaoQ](https://youtu.be/y6LHNG_MaoQ)  
Live orientation via Zoom in class can be scheduled. If faculty would like to schedule a Zoom orientation, contact [sandy.sardinias@fsw.edu](mailto:sandy.sardinias@fsw.edu).

In-person orientations is available on a limited basis. If faculty would like to bring class to the Math Center or have an Instructional Associate visit classroom, please contact [sandy.sardinias@fsw.edu](mailto:sandy.sardinias@fsw.edu)

Tutoring is available for all Math courses, at campuses where staff is available, and through one-on-one Zoom video calls. Math Center webpage: <https://www.fsw.edu/academicsupport/math>.

Math Center hours of operation: Monday - Friday from 10:00am to 6:00pm.

Response waiting time is 5-10 minutes or when it is very busy 30-40 minutes.

David Licht and William Stoudt took their classes to Math Center visit in the first week of classes.

Mathematics Department will make every effort to inform Math Center when there are curriculum changes or use new formula sheets or Excel files. Mathematics Department faculty can participate in hiring committees for the positions in Math Center.

Math Center is currently having search for position Instructional Support Associate, Mathematics. The position is listed on the FSW website.

They inform Florida Gulf Coast University Mathematics Department and their Math Center when position(s) are available. It is reported that it appears challenging to fill the position considering salary level for the preferred education requirement.

V. Dean's Updates-Dr. Elizabeth Schott, Dean, School of Pure and applied Sciences

- Career Services-Inaugural Careers & Conversations Etiquette Dinner. Invitation from the office of Career Services & Internships (for Dean and one other staff member, two business associates who are in a position to discuss the hiring of students for job vacancies and /or an internship opportunity) February 2, 2023 from 5:00 pm to 7:00 pm. (Dean to RSVP by Tuesday, January 17, 2023 at 4:00 p.m.) Names/contact information of at least two business associates of the School of Pure and Applied Sciences who will attend and join table of twelve (two FSW School of Pure and Applied Sciences members; two business partners; and eight students).
- School of Pure and Applied Sciences Advisory Board  
Seeking faculty and businesses who would meet once per month to discuss multiple topics related to education, internships, skills that graduates need to have when entering workforce, etc. Having Advisory Board is also requirement for AS funding. Faculty can propose business contacts.  
Daniel Marulanda proposed to contact School Districts stating his own positive experience as intern in Collier School District. Sabine Eggleston stated she may contact her son and daughter, both employees at Hertz and FSW/FGCU graduates, regarding the business contact at Hertz.
- Funding Opportunity from the National Science Foundation  
Brought to School of Pure and Applied Sciences attention by The Office of Sponsored Programs, part of Team AASPIRE  
Title: Scholarships in Science, Technology, Engineering, and Mathematics Program (S-STEM); Deadline 03/02/2023
- If using Pearson VUE testing inform Dean's office.

- Summer scheduling will start soon. Expect an email from the Dean inquiring which faculty plan to teach in Summer and to provide other information pertaining to teaching.
- Follet Access implementation is on hold for now; it is not implemented in Spring 2023 due to issues with billing. There were plans to run it as a pilot program in Summer 2023 when the issues are resolved, but it may be postponed further since dual enrollment students are opted out by the system.
- Scantron machine is needed on Charlotte Campus, only one is now operable.

VI. MGFs Courses Redesign-updates by Don Ransford

Mathematics pathways effective for entering students in associate and baccalaureate degree programs is planned for 2023-2024 academic year. Two new courses are proposed MGF 1130 Mathematical Thinking and MGF 1131 Mathematics in Context. Mathematics Department Team that is planning to work on the course objectives: Donald Ransford, Tina Churchill and Jaime Zlatkin. Don Ransford reported that in the future when MGF 1130/1131 are implemented, MGF 1106 course will no longer be considered “core course” while MGF 1130 will be “core” general education mathematics course. MGF 1130 is intended to focus on problem solving and MGF 1131 on modeling. Dr. Schott reported that E-mail message from FGCU was received stating intention to collaborate on the development of new MGF courses.

VII. State of the College

Reserve the date for State of the College: January 27 at 2:00 PM in U102 on Lee Campus

VIII. Course Materials

Spring 2023 course materials

- Check your course sections if correct course materials are displayed [bookstore website](#).
- Inclusive (Follet) Access program in mathematics courses: postponed, not implemented this Spring 2023.
- H22 and Course Materials: If your students need textbooks for H22 re-scheduled classes, have them contact the bookstore - If any of your students are having

issues with H22 textbook replacement, please have them contact Mike (manager) and Jen (ops manager) in person or at [0171mgr@follett.com](mailto:0171mgr@follett.com) and [0171asm@follett.com](mailto:0171asm@follett.com).

- Professor Moran reminded that there was a form to be filled by students to request H22 course materials replacement. There was a question if this link will be or is already sent to students recipients of H22.

Textbook relief for Students –Hurricane Ian Textbook Assistance

<https://fsw.teamdynamix.com/TDClient/2031/Portal/Requests/TicketRequests/NewForm?ID=d4groignQRE &RequestorType=Service>

- MAT 1033 textbook ISBNs (Reminder): 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 given instead (this is not in place for Spring 2023). 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.

Fall 2023 and Summer 2023 Course Materials

- Course material changes need to be reported before March.

IX. OER Math Pathway book in Canvas and OER Institute plans- Dmitry Yusin, Daniel Marulanda, Jaime Zlatkin

The OER "Math Pathway" book in Canvas is almost completed.

The OER Institute makes this plan for the next two months:

February:

- Peer review and content update based on feedback
- Submit new textbooks for Fall 2023 adoption

March:

- Peer review and content update based on feedback continues

- Peer reviews submitted by 3/31/2023 for \$500 payment

If interested in completing the review, contact Rozalind Jester, Assistant VP., Strategic Innovation and Online Learning [rozalind.jester@fsw.edu](mailto:rozalind.jester@fsw.edu)

X. MAC 233 Course materials-William Stoudt

Discussion among faculty about MAC 2233 Calculus for Business and Social Sciences I course materials took place.

- Currently used course materials are:  
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.
- Textbook and courseware from Hawkes Learning are currently used but going into new edition.
- It was reported that the courseware used for homework assignments have features that are not intended: does not allow instructors to set the software to have desirable features and modes of operation, that the random numbers generated for some question make the questions more challenging than initially planned and that the mastery based concept in which student earns either 100% (when achieving mastery at set level) or 0% (if mastery is not achieved) is very different from what students have experienced in other courseware systems used in previous courses.
- It was reported that the textbook is good, examples in the textbook are carefully selected and illustrate important concepts, there are plenty of videos, the support is timely and high quality.
- MAC 2233 Calculus for Business and Social Sciences I online course is QM certified and changing the course materials may require new certification.

- In conclusion of discussion faculty teaching the course or intended to teach the course will meet at the end of this meeting to discuss further plan of action regarding course materials review.

XI. MyLab Math – Sabine Eggleston

- Technical issues with connecting/creating MGF 1106/1107 course with Canvas, close to the beginning of the semester, were reported by several faculty. Solution (workaround method) was provided and faculty have eventually created/connected the MyLab Math MGF 1106/1107 course but the homework assignments that are departmental were not automatically included and were imported from other MGF 1106/1107 courses.
- John Salem inquired if it is possible to have new video created on how students register for MyLab math since the video currently in use shows old pricing and mentions MyLabs Plus that may no longer be relevant.
- MyLab Math access codes for eligible students are still available to request from Bucs Care.

XII. Spring 2023 Course Level Assessment -Departmental Final Exams

Spring 2023 Departmental Final Exams:

- MAT 0057, MAT 1033, MAC 1140-no change
- MAC 1105-new exam
- MAC 1114-new exam should be available by end of January. The following faculty are working on creating the exam: Duval, Licht, Magomo, Quehl, Salem, Marulanda.

XIII. Adjunct Faculty

- Welcoming new adjunct faculty: Michael Sullivan (present at the meeting).
- Welcoming returning adjunct faculty Rita Freese.
- Mentors for new and returning adjunct faculty:  
Michael Sullivan (mentor Robert Cappetta)  
Rita Freese (mentor Cindy Quehl)  
Cindy Quehl stated that she is willing to be mentor Tatiana Arzivian (returning faculty) if needed.

- Adjunct faculty portfolio (important dates, training, mentors)

Training available at Teaching and Learning Center: Adjunct Portfolio

Development: February 10th, 3:00 to 4:00 p.m. This collaborative and engaging session outlines the Adjunct Faculty Portfolio development and review process. Incorporating the perspective of the Adjunct Faculty member, their mentor, and reviewer. Participants will be provided with essential resources and guidance in developing a quality and successfully adjunct portfolio for completion and submission, into the Adjunct Faculty Portfolio Canvas course. In addition, this session will address such topics as: Submission guidelines, where to find support in developing components of the adjunct portfolio, and what to expect once your portfolio is submitted. Facilitator: Dr. Kelly Roy

Register online: <https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc>

#### XIV. Simple Syllabus Software

Demo with Steven Kolberg and Simple Syllabus rep in December during the last COP Instructional Technology meeting of the year.

Recording: [Can Syllabi Creation be Simple and Accessible? Yes, Simple Syllabus to the Rescue!](#)

Planned for Department Meeting on February 10<sup>th</sup>: Simple Syllabus short demo and opportunity to ask questions:

- Rozalind Jester, Assistant VP., Strategic Innovation and Online Learning
- Steven Kolberg, Coordinator, Accessibility & LMS Administration

#### XV. FSW Experience Portal

Information provided in the e-mail communication From The Office of Information Technology - FSW Experience Portal Coming in April sent by Jason Dudley, VP, Information Technology/CIO on Wed 1/11/2023 2:45 PM

From the Office of Information Technology - FSW Experience Portal Coming in April Ellucian Experience platform [Video: Tour the Ellucian Experience](#)

#### XVI. PD Ancillary Funds

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



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). [Application process: fill out the application form online.](#)

Sandra Seifert informed faculty that more than one application can be submitted, but the maximum funds awarded per application is \$150.

XVII. Professional Development and Teaching and Learning Center

- Community of Best Practices-Mathematics (Zoom Phones)

Title: Zoom, Zoom, Zoom that's all I wanna do...

Topic: Call me, call me one the line (zoom line) anytime! **Zoom Phones**

Presenters: Brandon Simpson, James Chan

12:30-1:30 Friday 1/13

Register here:

<http://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/cop-math>

- 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 3<sup>rd</sup>, 2023 theme is "Fresh Ideas in Teaching and Learning". Submit proposals by Deadline Extended to December 18th

<https://tinyurl.com/SymposiumProposal2023>

XVIII. FLAC Acknowledgement

Please be advised that you currently have courses to acknowledge through the FSW portal. <http://my.fsw.edu> ("Faculty Load and Compensation")

XIX. Committee updates

- Donald Ransford: OBOC Event – The Price of Free Speech

OBOC is hosting an event as part of the David and Goliath Speaker Series on Thursday, January 26 at 6 PM in J-103 or via

Zoom: <https://fsw.zoom.us/j/84706843545>

XX. Faculty updates

Meghan Carlson is now leading new student club at FSW: Women in STEM.

Douglas Magomo is leading Euclidean Society club. Members met yesterday and have elected president (student). Ten students are currently member of the club. Douglas Magomo plans to lead the team of students to Mathematics Olympiad.

XXI. New business

Donald Ransford plans to continue working on developing formula sheet(s).

XXII. Adjourn (11:00 AM, motion Sandra Seifert, second David Licht)