

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

February 10, 2023 9:00 AM – 11:00 AM

Meeting location: Zoom meeting

<https://fsw.zoom.us/j/95093995131?pwd=Y25yYWZPT0E0aHBQNVZ0clNseWNVdz09>

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		

Dean of School of Pure and Applied Sciences, Dr. Elizabeth Schott attended part of the meeting.

Guest Speakers: Rozalind Jester, Assistant VP., Strategic Innovation and Online Learning and

Steven Kolberg, Coordinator, Accessibility & LMS Administration

Adjunct faculty present at the meeting: Andrey Glubokov

I. Adoption of Agenda

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

II. Approval of Minutes

Minutes from the Mathematics Department Meeting 1/13/2023 approved as presented.

III. Success and Accomplishments

- Award: Christy Smith, founder of “Shoes for Kids Project” received the 2023 “Women of Distinction” Award from the Women United of Charlotte County.

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

Simple Syllabus presentation. Implementation timeline was discussed: pilot project is planned for the Summer 2023 and implementation for Fall 2023. Implementation team is working on setting the common segments of the syllabi. Some information will be populated from data from Banner. Several roles within Simple Syllabus were discussed: user with Course Designers role will be able to enter the text common for all sections of the particular course, user with Faculty role will be able to enter text for the particular course section. Faculty side of Simple Syllabus setup and Student view were both presented. Options presented: syllabus library, students can “follow” the syllabus and obtain notification each time there is a change, integration with Canvas, Canvas Schedule auto-populates, Class Schedule is available for faculty to enter, dashboard supports process of syllabus approval by Chair, public and private view of the syllabus, option to include video in the syllabus, syllabus printing is available, etc.

Default grading scale from the syllabus was discussed by Kristi Moran, current Grade Percent/Letter Grade: 90 – 100 A, 80 – 89 B, 70 – 79 C, 60 – 69 D, Below 60 F, emphasizing importance of having grading scale that shows interval end points with accuracy to two decimal places (to capture letter grade for example for scores 69.21, 69.5, etc.). As this grading scale is college level scale, it was noted to be brought to Dean’s attention. Scheduling courses timeline and adding course sections close to the semester start were mentioned and impact on having syllabus ready at least 45 days before the semester/class starts.

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

- Faculty evaluation forms, due dates. Faculty evaluation: Form 1 due Friday, February 10, 2023. Reflection on Student Opinion Survey and Student Success Rates and Grade Distribution Data. Faculty can also submit Form 3, but that form is due at the end of March. Faculty who have applied for Initial Continuing Contract Granting or going through Continuing Contract Review, submit their portfolio in Canvas. Using software platform Profolium is no longer required.

Deans will be added to Canvas course(s) to complete the review on Monday, February 13, 2023.

- Dr. Schott, Dean of School of Pure and Applied Sciences is working on Summer 2023 scheduling: plans to schedule face-to-face courses first and after that to add online courses. Fall 2023 scheduling will start soon. Instructor's permission is asked for capacity overrides.

VI. Commencement Ceremony, Regalia

- Faculty are informed by College Administration that Regalia rental orders are taken through facultydirect.herffjones.com February 7th through March 17th. Orders after March 17th must go through the FSW Bookstore and cannot be guaranteed by ceremony date.
- Sabine Eggleston and Sandra Seifert offered to borrow to faculty extra regalia they have for faculty who needs it for the Commencement Ceremony.

VII. Budget (Office Supplies, Classroom/Teaching materials)

Budget is in preparation in Dean's Office: faculty needing office supplies, classroom/teaching materials can submit requests.

Jaime Zlatkin proposed purchasing whiteboards for the Proctorio testing spaces and calculators for Library for students to be able to borrow them. Douglas Magomo proposed obtaining MatLab software license.

VIII. Annual Security Awareness Training and New Employee Training Requirements.

The compliance course covers essential information on FERPA, Fraud and Whistleblowing, Information Technology Security Awareness, and the Protection of Vulnerable Persons with relevant regulations. All current employees must complete their annual compliance training by March 31, 2023. You are automatically enrolled in the FSW Compliance Training 2023 course on 2/2/2023, which will be available on your Canvas Dashboard.

IX. Spring 2023 CCSSE/CCFSSE Administration

Florida SouthWestern State College is participating in the Community College Survey of Student Engagement (CCSSE), which examines institutional practices and student

behaviors. You may also receive a separate email for the Community College Faculty Survey of Student Engagement (CCFSSE) conducted online. Instructors whose classes are selected for survey administration will receive specific information from a Survey Administrator from Team AASPIRE.

X. FSW Research Expo

The FSW Research Expo is coming this April (4th and 5th).

Poster session slots available on the Lee campus. All slots are first-come first-serve.

The poster session will be held from 12 p.m. to 1:15 p.m. on Tuesday, April 4th.

If you know of a student who'd like to present, or you have work of your own you'd like to present, please let us know in the Office of Sponsored Programs, a part of Team AASPIRE, as soon as possible (joseph.vangaalen@fsw.edu) or (jessica.godwin@fsw.edu).

The Poster Session accepts all types of research and presentations and does not necessarily have to be on a poster. Overhead flat screens, monitor displays, tables, easels, and associated equipment (laptop, etc.) can be provided if you wish to have interactive presentation.

XI. Outreach Events

- Spring 2023 FSW Open House

Spring 2023 FSW Open House-Mathematics Department Tables

Mathematics faculty reserve the dates: March 1st – March 3rd to host the Mathematics Department Table on your Campus.

- Heartland STEM Forum

Date: February 25, 2023

Events:

- Engineering-Building Towers -Cheban Acharya
- Logic Puzzles -Douglas Magomo and Meghan Carlson
- Ida Baker High School Career Day

Ida Baker High School Career Day: Representing FSW Mathematics: Robert Cappetta.

The Mission of the event: To invite local businesses and institutions to showcase pathways, internships, shadow days, and/or employment applications to Ida Baker Juniors and Seniors students.

Date: Thursday, March 9, 2023; Time 7:45am -10:30am

Place: IBHS CRC (Curriculum Resource Center {school library and media center}
Second floor, 3500 Agualinda Blvd, Cape Coral 33914

Career Day will be coupled with Florida Southwestern State College Instant Decision Day for Seniors.

- STEM TASTIC Annual STEM Convention

Planning possible for the next year event. This collaboration between The Foundation for Lee County Public Schools, The Edison Festival of Lights and the School District of Lee County is a community event to celebrate Science, Technology, Engineering and Math.

XII. Awards and Events for Students:

- Academic Achievement Award

The Academic Achievement Award recognizes an individual from each school who has shown high academic achievement and integrity in their field of study. Nominees must meet the criteria as outlined in the email to be considered for this award. [Academic Achievement Award](#) This link is being used for nominating students on all campuses. Nominations are due by February 24th.

- Campus Life Awards Nominations: Campus Life Awards! Deadline: February 24
<https://fsw.presence.io/form/campus-life-awards-nominations>

- FSW Career Showcase

The School of Business and Technology will host a Career Showcase. Numerous business will be on campus to meet with students and discuss career and employment opportunities. Date: Tuesday, March 7 3:00 -6:30 PM Location: Building AA Room 177

XIII. Funding Opportunity

Brought to School of Pure and Applied Sciences attention by The Office of Sponsored Programs, part of Team AASPIRE.

- National Science Foundation
Title Scholarships in Science, TEchnology, Engineering, and Mathematics
PRogram (S-STEM). Due date: 03/02/2023
- FSW contact: Jessica Godwin, Coord., Grants & Assessment at ext. 11227
or Jessica.Godwin@fsw.edu, Joseph F. van Gaalen, Asst. VP of IR, Assessment &
Effectiveness at ext. 16965 or Joseph.VanGaalens@fsw.edu

XIV. Course Materials

- Spring 2023 H22 and Course Materials
Textbook relief for Students –Hurricane Ian Textbook Assistance
[https://fsw.teamdynamix.com/TDClient/2031/Portal/Requests/TicketRequests/
NewForm?ID=d4groignQRE &RequestorType=Service](https://fsw.teamdynamix.com/TDClient/2031/Portal/Requests/TicketRequests/NewForm?ID=d4groignQRE &RequestorType=Service)
From Dean's Notes:
H22 and Textbook: Note from the Bookstore
If 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 and 0171asm@follett.com.
- Fall 2023 and Summer 2023 Course Materials
Fall 2023 and Summer 2023 course materials list to be reported to Dean's Office.
Tuesday, February 28 Textbook Adoptions Due to Dean's Office (Summer and Fall)
- 24 Months vs. 18 weeks MyLab Access Code
 - Discussion: 18 weeks vs 24 months access code for MyLab Math
 - 18 weeks access code for MyLab Math w/ eText
 - 18 weeks *combo** code for MyLab Math w/eText + book
 - 24 months access code for MyLab Math w/eText
 - 24 months *combo** code for MyLab Math w/ eText + book

Discussion if 24 Months access code duration is to be left as an option or removed. Faculty proposed course by course analysis since some courses use the same textbook (MGF 1106/1107, MAC 1140/1114/1106).

➤ Eggleston makes a motion to find more information from the bookstore what is the reasons for seeking the change of the options regarding the duration of the code. Sandra Seifert second the motion. All are in favor. Motion passed.

- MAC 233 Course Materials-William Stoudt

MAC 2233 Course Materials selection committee proposed to keep the MAC 2233 course materials the same with the same edition for the Summer 2023 and to adopt new the edition for the Fall 2023 (textbook is going into new edition). Discussion took place and supporting reasons for the proposal were presented and the question how changing the edition of the textbook is affecting students was discussed.

➤ William Stoudt made motion, Daniel Marulanda second to” keep the MAC 2233 course materials the same with the same edition for the Summer 2023 and to adopt new the edition for the Fall 2023” Motion passed: 26 (out of 27) in favor, 1 (out of 27) opposed, no abstention.

- MAC 2233 Calculus for Business and Social Sciences I Course Materials:

For Summer 2023: Plan to continue to use the same textbook and edition 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

For Fall 2023: Plan to use the same textbook but NEW edition:

Wright, Hurd, and New. Essential Calculus with Applications, 3rd ed., Hawkes Learning Systems. (hard copy of textbook bundled with access code that includes access to E-Textbook) ISBN: 9781642775518

OR

Standalone Hawkes Learning access code (includes access to E-Textbook)
ISBN: 9781642775525

XV. MyLab Math – Sabine Eggleston

Sabine Eggleston plans to meet with Financial Aid Office and Bucs Care Office regarding decision process of determining eligibility for the complimentary courseware access code.

XVI. 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.

Distributing Final Exam dates: by April 1st course coordinators should send the exams to Kristi Moran who will distribute the exams (as pdf files) to faculty (who administer paper exam) by April 15th.

XVII. Adjunct faculty portfolio, adjunct faculty mentoring, training

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>

Adjunct Portfolio Submission in Canvas: Last Friday in February

XVIII. 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 Jason.Dudley@fsw.edu 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](#)

XIX. Professional Development

- Travel Application Due Date

Next Travel Application Deadline is February 24th—for April, May, & June

Travel. The application deadline for travel occurring during April, May, and June is on February 24th.

- 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). If funding becomes available in the spring, there may be another opportunity to apply for additional ancillary funds. [The application process: fill out the application form online \(click here to be taken to the form\).](#)

- Professional Development and Teaching and Learning Center

Teaching and Learning Center (TLC): Check Training Calendar at: <https://www.fsw.edu/tlc>
COP in Instructional Technology --Favorite Tech Tools on Feb 13, 2023

- Community of Best Practices-Mathematics

Mathematics session on Friday, February 10th will be a presentation of Desmos' Test Mode calculator. This is an app that can be downloaded onto the phone and can be used as a calculator while locking the rest of the phone. Presenter: James Chan

Open discussion will follow about the pros and cons of the app and whether or not we should consider using this as an option to lower course materials cost.

Demonstration on the Lee campus in U-120. To attend: register through TLC.

- Conferences: The annual joint meetings of the MAA-Florida Section and FTYCMA will be held on February 17-18, 2023 virtually.

XX. Committee updates

XXI. Faculty updates

XXII. New business

Care Services at FSW: presentation and Q/A session with Dr. Terrence Hays, Director, Care Services, planned for one of the following meetings

XXIII. Adjourn 11:00 AM (Gubitti motion, Zlatkin second)