

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Dr. Ivana Ilic, Mathematics Department Chair

Wednesday, August 16, 2023 2:45 PM- 4:30 PM Location: H-120 Thomas Edison Campus

Zoom link provided

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			John Salem	x		
Tina Churchill	x			Sandra Seifert	x		
Sabine Eggleston	x			Kari Sizemore	x		
Rebecca Gubitti	x			Christine Smith	x		
Ivana Ilic	x			William Stoudt	x		
Iryna Labachova	x			Dimitry Yusin	x		
David Licht		x		Terry Zamor	x		
Douglas Magomo	x			Duval Zephirin		x	
				Jaime Zlatkin	x		

- I. Adoption of Agenda: Agenda adopted as presented (motion Chan, second Gubitti)
- II. New Mathematics Faculty Welcome and Introduction
 - Iryna Labachova, Full Time, Collier Campus
 - Kari Sizemore, Full Time Temp, Collier Campus
- III. Success and Accomplishments shared by several faculty.
- IV. AY 2023-2024 Mathematics Department Meetings Schedule
 - Mathematics Department Meetings (Optional for Adjunct Faculty)
 Date/Time: Second Friday of the month 9:00 AM-11:00 AM
 Dates: 9/8, 10/13, 1/12, 2/9, 3/8, 4/12 (The college is closed on 11/10; 12/8 is during Finals Week). Location: Zoom meeting (link provided).

V. AY 2023-2024 Mathematics Course Coordinators

- MAT 0057 Mathematics for College Success- Terry Zamor
- MAT 1033 Intermediate Algebra- Duval Zephirin, Cheban Acharya
- MAT 1100 Mathematical Literacy for College (None)
- MAC 1105 College Algebra-Sandra Seifert, Bharat Patel
- MAC 1106 Combined College Algebra/Pre-Calculus- Sandra Seifert (online), David Licth (Ground)
- MAC 1114 Trigonometry- Duval Zephirin
- MAC 1140 Pre-Calculus Algebra - Robert Cappetta
- MAC 1147 Pre-Calculus Algebra/Trigonometry- Douglas Magomo
- MAC 2233 Calculus for Business and Social Science I-William Stoudt
- MGF 1106 Mathematics for Liberal Arts I - Cheban Acharya
- MGF 1107 Mathematics for Liberal Arts II - Cheban Acharya
- STA 2023 Statistical Methods I – Cindy Quehl, Cheban Acharya
- MAC 2311 Calculus with Analytical Geometry I - Christine Smith (Ground)
- MGF 1113 Mathematics for Teachers- Don Ransford

VI. AY 2023-2024 Coordinators for eLearning, Effectiveness/Assessment, MyLab Math, TLC, SoPAS Mathematics Support Course and Curriculum Coordinator, Academic Technology Committee Chair

- Effectiveness Coordinator: Tina Churchill
- eLearning Coordinator (Mathematics Department): Dmitry Yusin
- MyLab Math: Sabine Eggleston
- Center for Teaching and Learning Excellence (former TLC) Coordinator: Sandra Seifert
- SoPAS Mathematics Support Course and Curriculum Coordinator: Meghan Carlson
- Academic Technology Committee Chair: James Chan

VII. Initial Granting of Continuing Contract Review Subcommittee

Department selects two members and the third member will be selected by the faculty member up for review. Initial Granting of Continuing Contract Review Subcommittees for Duval Zephyrin:

Two members selected by the Mathematics Department:

- Sandra Seifert
- Bharat Patel

Third member selected by the faculty up for review: TBD

VIII. AY 2023-2024 New Faculty Mentors

- Cindy Quehl will mentor Iryna Labachova
- Meghan Carlson will mentor Kari Sizemore

IX. AY 2023-2024 Adjunct Faculty Mentors

- TBA

X. Welcome Aboard Event - Fall 2023

Welcome Aboard events, which brings together Departments and Registered Student Organizations to meet with new and returning students.

- Lee Campus & Hendry Glades (Date: 8/29; Time: 11 am – 1 pm; Location: U 102 & A 119)
- Collier Campus & Charlotte Campus (Date: 8/30; Time: 11 am – 1 pm; Location: J 103/104 & O 112)

At Welcome Aboard events, faculty will have the chance to represent their department or organization and interact with students, answering their questions and providing valuable information about the services offered, welcome new students to campus community and help them feel supported as they start their academic journey. The goal is to provide students with an opportunity to explore various campus resources, extracurricular activities, and academic programs.

Faculty that will participate in the event:

- Tina Churchill: Charlotte from 11:00 AM to 1:00 pm on 8/30;
- Sandra Seifert: Hendry Glades Campus from 11:00 AM to 11:30 AM on 8/29.

XI. Simple Syllabus

Simple syllabus is used starting from Fall 2023. Simple Syllabus link can be found within Fall 2023 Canvas courses.

Support: Friday 8/18 11:00-3:00 pm, location U118, Zoom link is provided.

Simple Syllabus training video is available within the course (link to course is provided)

Syllabi samples that contain list of topics to be covered, etc. are available on Math Website Canvas Course. Samples of lists of topics are for Spring 2023, but still valid for Fall 2023 (except for MAC 2233 that has new edition of the textbook).

- Creating AI statement specific for mathematics courses: Chan, Gubitti, Churchill.

Before submitting syllabus for review/publishing:

- Include final exam date/time/location in the schedule section of the syllabus and according of Fall 2023 Final Exam Schedule:
<https://www.fsw.edu/academics/finalexam/>
- Dean's approval is needed for scheduling final exam that is not according to the official Final Exam Schedule.
- Include calculator statement where applicable.
- Include grading policy under Grading Policy section (grading components weights).
- Include the schedule of topics covered.
- If the course is in Live Online modality, then include in the syllabus the link to
 - FSW Standards for Virtual Classroom: <https://www.fsw.edu/online/standards>
 - FSW Student Technology - Remote Learning FAQ for additional information about Zoom (link provided).

XII. Access Pearson (New LTI): Implementation, Instructions and Support for Faculty and Students.

- Starting from the Fall 2023 Mathematic courses that use MyLab Math are using Access Pearson tool. This is a change from what was in use in previous semesters. Information (including video, written instructions, and link how to

schedule support) is sent to faculty by email. Instructions how to enable Access Pearson link instead of MyLab and Mastering are also available on Math Canvas Website (link is provided).

- Mathematics Department is using MyLab Math with Standard Integration with Canvas.
- Faculty individually create MyLab Math courses integrated with Canvas. MyLab Math courses do NOT appear automatically created for the course.
- MyLab Math master courses available to copy are provided by Mathematics Department. MyLab Math master course contains items that faculty use depending on the course modality (homework, quizzes, tests, etc.). For each mathematics course there is one CourseID provided by Mathematics Department. CourseID(s) are sent to faculty by Sabine Eggleston, coordinator for MyLab Math (sabine.eggleston@fsw.edu)
- CourseID is used by faculty only. Do NOT send this or any CourseID to students.
Students access MyLab Math through Canvas
- Grades sync from MyLab Math into Canvas gradebook
- In Canvas Commons, under Mathematics Department, it is available to import: FSW MyLab Math - Student Information Module. The items in this module will provide student with the information needed to successfully register and access MyLab Math materials the course. If you are using Canvas Online Master course, this module is already included (so there is no need to download it from Canvas Commons).
- MyLab Math Student Registration Support-Zoom Office Hours from Pearson: flyer with hours and meeting link sent to faculty.
- Fall 2023 Pearson Support for faculty: flyer with the link sent to faculty.

XIII. Canvas Gradebook, Individual Assignments Scores in Canvas

- Discussion regarding the Canvas gradebook, grade sync from MyLab Math, scores within the same grading category.

XIV. General Information for Mathematics Instructors

- General Information for Mathematics instructors available on Math Website
- XV. Mathematics Curriculum-courses development: MGF 1130, MGF 1131, new developmental course.
- Courses development is in progress:
- MGF 1130 Mathematical Thinking
 - MGF 1131 Mathematics in Context
- Mathematics faculty working on developing MGF 1130 and MGF 1131 curriculum proposal: Don Ransford, Tina Churchill, Terry Zamor, Cheban Acharya, Jaime Zlatkin
New Developmental Course-Zlatkin.
- XVI. List of Classes to Review for 5-Year Deletion
- MTG 2206 College Geometry
- XVII. New Course Materials, Textbooks
- MAC 2233 Calculus for Business and Social Sciences course is using new edition of the textbook starting from this Fall 2023.
 - MAC 2233 Canvas master for online course is updated.
- XVIII. Tutoring Center, FSW Math Tutorials, Testing
- Tutoring on Lee Campus is now located inside the Rush Library
 - Plans to relocate tutoring inside libraries on Charlotte and Collier campuses
 - “Academic Support Center” Renamed “Tutoring Center”
 - Writing Center
 - Math Center
 - Peer Tutoring
 - FSW Math Tutorials (Yusin, Zlatkin, Marulanda, Carlson): Canvas course now linked to each FSW Mathematics course.
 - FSW Math Tutoring
- XIX. AY 2023 – 2024 Course Level Assessment
- Effectiveness Coordinator: Tina Churchill
AY 2023 – 2024 Course Level Assessment: TBA
 - MAC 1140 Pre-Calculus Algebra Final Exam: Cappetta, Magomo, Licht

- Ground Course Make-up/Adaptive Services Exam Submission Form
- XX. Online Courses, Proctoring
- Exam settings
 - External Webcam is required
 - In mathematics courses exams proctored by Proctorio students to use whiteboard, marker, eraser instead of paper/pencil.
 - Exams that are within Canvas Master Courses, if given, need to be proctored by Proctorio, or unpublished if are not used but still in the Canvas course.
- XXI. Canvas Quizzes and New Quizzes
- Elimination of the Deadline for Switching to New Quizzes
 - [Classic Quiz Sunset Timeline - Instructure Community](#)
- XXII. Classroom Technology: How to Navigate a Flex-ible Teaching Space
- How to: Navigate a Flex-ible Teaching Space:
 - <https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=136345>
- XXIII. Multi-Factor Authentication (MFA)
- If you are relying on logging into Canvas for classroom delivery materials or taking attendance in Canvas during your face-to-face classes, all on classroom podium computer, and need to be able to login to Portal/Canvas on the classroom podium computer, you will need Google Authenticator App or USB MFA Dongle for use in the classroom. FSW is now using Multi-Factor Authentication (MFA).
 - Multi-Factor Authentication (MFA) Instructions are posted here: <https://fsw.teamdynamix.com/TDClient/2031/Portal/KB/ArticleDet?ID=137341>
- XXIV. Professional Development
- Conferences
 - AY 2023-2024 Community of Best Practices Mathematics
 - Teaching and Learning Center (TLC): AI, Simple Syllabus, Math Tutorials, Class software, five-minute talks (highlights).
Check Training Calendar at: <https://www.fsw.edu/tlc>

XXV. Committee Updates, Faculty Updates, New Business

XXVI. Adjourn (motion: Zamor, second: Acharya).