

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

Friday, September 8, 2023 9:00 AM-11:00 AM 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, Department Chair	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		
				Hana Wehbi			x

- I. Adoption of Agenda: Agenda adopted as presented (motion Zephirin, second Stoudt)
- II. Approval of the Minutes: 8/16/2023 Mathematics Department Meeting Minutes are approved as presented.
- III. Success and Accomplishments
 Success and Accomplishments are shared by several faculty.
 Rona Axelrod shared retirement plans.
- IV. Initial Granting of Continuing Contract Review Subcommittee
 The following is Initial Granting of Continuing Contract Review Subcommittee for faculty member Duval Zephirin:
 - Two members selected by the Mathematics Department:
 Sandra Seifert, Bharat Patel

- Third member selected by the faculty up for review: Cheban Acharya

V. AY 2023-2024 Adjunct Faculty Mentors, Adjunct Faculty Portfolio

Mentors for adjunct faculty assigned:

Last Name	First Name	Mentor	Dual Enrollment (DE)
Pages	Elena	Tina Churchill	
Hartstein	Colt	Tina Churchill	DE
Sullivan	Michael	Iryna Labachova	
Kelly	Lashonda	David Licht	
Oliver	June	Cheban Acharya	
Panton	Donald	Douglas Magomo	
Swanson	Magdalin	Cheban Acharya	
Kukushkin	Aleksander	Meghan Carlson	DE
Rita	Freese	Cindy Quehl	
Andrey	Glubokov	Cheban Acharya	

FSW Portal Document Manager: Browse » Folders » Academic Affairs » Adjunct Faculty to find:

Adjunct Portfolio Guidelines; Classroom Observation Form; Adjunct Faculty Online Observation Form

Notes from Adjunct Portfolio Guidelines reviewed: "New adjunct/dual enrollment faculty members should begin the portfolio review process in the first semester in which they teach with a classroom or online observation by the adjunct faculty mentor (AFM) or Dean/Department Chair/Coordinator and the electronic submission of a mini-portfolio in Canvas by the second Friday in February.

If the adjunct/dual-enrollment faculty member begins teaching in either the spring or summer semester, the mini-portfolio will be submitted during the following academic year, in February, and the observation will still take place during the first semester of teaching.

Former full-time faculty will begin the review process in the fourth year as an adjunct faculty member with subsequent reviews occurring every three years.

The next review cycle for returning adjunct faculty will occur every three subsequent years.

All concurrent (dual-enrollment) faculty will go through the entire review process (mentor/classroom observation/mini-portfolio) on an annual basis. The classroom observation will normally take place during the Fall semester.”

VI. Faculty Mentoring Training

TLC: Faculty Mentoring Training

Faculty Mentoring -2023 Sep 22, 2023 - Sep 22, 2023

This workshop is required for anyone assigned to serve as a mentor to new full-time or adjunct faculty. It is also open to faculty interested in becoming a mentor.

VII. Spring 2024 Course Materials-Course Coordinators

Due to Dean’s Office by October 1st, 2023. Course Coordinators report no change in course materials to be used in Spring 2024 from Fall 2023.

For Mathematics courses there is NO change in course materials to be used in Spring 2024 from Fall 2023.

VIII. Curriculum Committee: Seat; Important Dates; “Request for Action Form (AY 23-24)”

Seat available: interested mathematics faculty can send email to

jeremy.pilarski@fsw.edu

Cindy Quehl plans to join the Curriculum Committee.

Curriculum meetings are on the third Friday of every month at 1pm, except for December 15 and March 22. New Proposals are due the first Monday of every new month. If the department have any information items for the upcoming meeting on Friday, September 15th, those need to be submitted by Monday, September 11th.

The “Request for Action Form (AY 23-24)” is live in Curriculog for faculty to submit.

Faculty who are waiting to start the curriculum process that they may do so with the “Request for Action” form.

IX. Updates on Prerequisite Testing Requirements for some Mathematic Courses

Request from the testing center to update the prerequisites for some of the mathematics courses to align with more recent wording. Replacing “or appropriate CLM score” with “or Testing” in the following courses: MAC1140, MAC1147, MAC2233, MAC2311. Effect of this change is presented:

- Update the Prerequisites for MAC 1140 to be changed from “MAC 1105 with a minimum grade of “C” or appropriate CLM score” to “Testing or MAC 1105 with a minimum grade of “C” ”.
 - Update the Prerequisites for MAC 1147 to be changed from “MAC 1105 with a minimum grade of “B”, or appropriate CLM score and high school trigonometry” to “(Testing and high school trigonometry) or (MAC 1105 with a minimum grade of “B”)”.
 - Update the Prerequisites for MAC 2223 to be changed from “(MAC 1105 or MAC 1106 or MAC 1140) with a minimum grade of “C”, or appropriate CLM score” to “Testing or (MAC 1105 or MAC 1106 or MAC 1140) with a minimum grade of “C” ”.
 - Update the Prerequisites for MAC 2311 to be changed from “(MAC 1106 & MAC 1114 with minimum grade of “C” in each course) or (MAC 1140 & MAC 1114 with a minimum of “C” in each course) or MAC 1147 with a minimum grade of “C” or appropriate CLM & Trigonometry bypass score” to “(MAC 1106 & MAC 1114 with minimum grade of “C” in each course) or (MAC 1140 & MAC 1114 with a minimum of “C” in each course) or (MAC 1147 with a minimum grade of “C”) or (Testing & Trigonometry bypass score).”
- Motion was made by Don Ransford, second by Sandra Sefiert, to replace “or appropriate CLM score” with “or Testing” in the following courses: MAC1140, MAC1147, MAC2233, MAC2311. Motion passed unanimously.

X. Mathematics Curriculum-courses development: MGF 1130, MGF 1131-Don Ransford
Don Ransford presented development of courses:

- MGF 1130 Mathematical Thinking
- MGF 1131 Mathematics in Context

Mathematics faculty working on developing curriculum proposal for those courses:
Don Ransford, Tina Churchill, Terry Zamor, Cheban Acharya, Jaime Zlatkin
Syllabus draft was presented for both MGF 1130 and MGF 1131.

This is the first presentation so faculty proposed to wait with the vote on the proposed syllabi until after the conference that many of the department faculty will attend and that will have "Focus on MGF 1130 and MGF 1131: The New Liberal Arts Pathway Mathematics Courses":

- Florida Two-Year College Mathematics Association (FTYCMA) Math in the Sun XXI: "Focus on MGF 1130 and MGF 1131: The New Liberal Arts Pathway Mathematics Courses" October 6-7, 2023. The conference will take place in person at South Lake Campus of Lake-Sumter State College Clermont, FL. FTYCMA website: <https://ftycma.scf.edu/>
- Proposal to have workshop for MGF 1130/1131 in the Summer, pilot after.
- Course materials will be discussed later

XI. Concurrent Classes

Spring 2024: STA 2023 Statistical Methods I in Mariner High School, 1 section, instructor:
Colt Harstein

XII. AY 2023 – 2024 Course Level Assessment-Tina Churchill

- Science and Engineering Technology, AS; Scientific Workplace Preparation, CCC
CA (Compliance Assist) Data Collection
3 Math/Science Courses each
- General Education Competencies

“Creative”: Research and Analyze AY 2023-24

- AY 2023-2024 Concurrent Courses

State requirement: Assessment to show equivalency of education off site. (Common Final Exams)

Plan:

- Fall 2023 -Identify courses and new assessments for CA, no data collection (no double scantrons) for Compliance Assist.
- Spring 2024 – Pilot data collection
- Fall 2024- New course assessment data collected for CA and state reporting.
Suggested courses: *MAC1105, MAC1114, MAC1140, MAC2311, *STA2023

XIII. Academic Technology -James Chan

- Academic Technology Committee is working on recommendations for Regular Substantial Interaction (RSI) in online courses.
- Survey is planned to be conducted in October/November.
- “Never mind Zoom! Lets to go Class – The Next Generation Virtual Classroom” the first Fall 2023 CoBP for Mathematics is this Friday 9/8 1-2 pm. It will be on the new Class software led by James Chan and a Class Representative. There is a toolkit already available from IT and the link to enroll is available during registration. Register through the CTLC (TLC), which is the only way to get the certificate for attendance.

XIV. MyLab Math Access Codes-Sabine Eggleston

Need based and special circumstances distribution of Access Codes through Bucscare Office bucscare@fsw.edu Access Codes available for MAC 1114 and MAC 1140. The most codes used are in high enrollment courses.

XV. Professional Development, FPD Funding -Sandra Seifert

- Maximum amount allowed is to be increased to \$2500.
- If not applied yet for FPD Funding, faculty can still submit the application.
- Teaching and Learning Center (TLC) renamed to Center for Teaching and Learning Excellence (CTLE).

- Don Ransford has posted the list of Conferences/Professional Development opportunities in Math Website Canvas course.
- Faculty encouraged to present at FSW after attending conference(s).

XVI. Fall Faculty Symposium

“On Friday, September 29th, 2023 the Center for Undergraduate Research and Creativity (CURC) will host the inaugural Fall Faculty Symposium in U-102. From 1:00-2:15, ARC grant recipients will present their research. From 2:30-3:30, we are inviting interested faculty to deliver 5-minute lightening talks about any research or creative projects in the works. Research projects are not limited to potential publications and can include conference papers you are preparing, research or creative assignments you are folding into your courses and more. This is a chance for faculty to learn about each other's professional interests and connect. If you would like to participate in this section of the event, please fill out the information requested below. We have 3 spots left so if we can't fit you into this session, we will host another event in the spring.

After the lightening talks, from 3:30-5:00, Dr. Elijah Pritchett will mediate an open discussion of One Theme One College topic, "The Pursuit of Happiness". “

XVII. Heartland STEAM/Health Science Event at FSW

October 28th for the Heartland STEAM/Health Science event this year.

- Engineering - Building Towers- Acharya
- Logic Puzzles – Magomo, Carlson
- Other events from various departments

XVIII. Creative Capstone

Currently accepting applications from full-time faculty and adjunct faculty interested in becoming trained to teach the Creative Capstone course. The applications are due September 15, 2023. If faculty have questions regarding the application process, please contact Dr. Katharine O'Connor at Katharine.O'Connor@fsw.edu or Dr. Matt Vivyan at Matthew.Vivyan@fsw.edu.

XIX. Online Courses Development and Updates Schedule

Tentative Online Courses Development/Updates Schedule:

- MGF 1130 Mathematical Thinking
- MGF 1131 Mathematics in Context
- MAC 2311 Calculus with Analytic Geometry I
- Review/Development of Other Courses

XX. Attendance Verification

Written instructions and a video demonstration detailing the steps to complete Attendance Verification in the FSW Portal (link provided).

XXI. Simple Syllabus updates

Simple Syllabi - if updated need to be resubmitted for publish/review in order for updated to be visible to students.

XXII. Committee Updates

XXIII. Faculty Updates

- Don Ransford presented the information about AMATYC institutional membership benefits.

XXIV. New Business

- Test scores review-James Chan

XXV. Adjourn 11:00 AM (Motion Churchill, Second Licth)