

*Minutes*

**Mathematics Department Meeting, Florida SouthWestern State College**

January 12, 2024 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		
Robert Cappetta	x			Bharat Patel	x		
Meghan Carlson	x			Cindy Quehl	x		
James Chan	x			Donald Ransford	x		
Tina Churchill	x			John Salem	x		
Sabine Eggleston	x			Sandra Seifert	x		
Rebecca Gubitti	x			Kari Sizemore	x		
Ivana Ilic, Department Chair	x			Christine Smith	x		
Iryna Labachova	x			William Stoudt	x		
David Licht	x			Dimitry Yusin	x		
Douglas Magomo	x			Terry Zamor		x	
				Duval Zephirin	x		
				Jaime Zlatkin	x		
				Hana Wehbi	x		

Penny Oliva, Campus Coordinator, Academic Advising, advising liaison for the Mathematics Department attended the meeting. Adjunct faculty Michael Sullivan and Farhana Huda attended the meeting.

Meeting was call to order at 9:30 AM (Zoom was down so the meeting was postponed for 30 minutes.)

- I. Adoption of Agenda: Agenda adopted as presented.
- II. Approval of the Minutes: 10/13/2023 Mathematic Department meeting minutes approved as presented.
- III. Success and Accomplishments
  - Professor Cappetta reported that in November, 25 FSW students participated in the first round of the national student math league sponsored by AMATYC. They

had the second highest score among the five Florida schools that participated. The second round will be scheduled in February. Students at levels at or above Calculus I are strongly encouraged to participate. Students who did not participate in round one are eligible to participate in Round 2.

- Professor Axelrod announced plan to retire at the end of the academic year.
- Holliday Mathematic Department get together in December was success.

#### IV. Mathematics Department Chair Election Info

Eligibility, Nominations, Voting, Terms of Appointment

- One eligible mathematics faculty member submitted their name for the position of Mathematics Department Chair: Dr. Sandra Seifert.

Don Ransford, conducted the election of Mathematics Department Chair electronically: link to the voting page was provided to full time faculty (annual and continuing contract). There were 24 votes.

- 22 voted in support to Dr. Sandra Seifert serving as the Chair for the Mathematics Department.
- Zero non-support.
- 2 abstention from providing position of support or non-support.

According to CNA:

- Results of the election will be sent to the Academic Dean/Supervising Administrator by February 1st who forwards them to the Vice President of Academic Affairs no later than February 7th for final approval of the results. All appointments shall be effective August 1st and will continue for three (3) years culminating on July 31st of the third year.

#### V. New Mathematics Faculty Searches

FSW is currently accepting applications for positions: Professor Mathematics (on Lee Campus) and for Professor Mathematics (on Collier Campus).

#### VI. Adjuncts faculty: Mentors, Portfolio, Fair

- Professor Cindy Quehl will mentor adjunct faculty Nancy Buzzuro.

- Adjuncts/Mentor list was reviewed and adjunct faculty mentors reported the status of the adjunct portfolio process (if class observation is completed, etc.).
- Portfolio submission in Canvas is due last 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.

#### VII. New Bookstore, Inclusive Access

- New bookstore starting from Fall 2024
- First Day Inclusive Access is planned starting from the Fall 2024.
- New integration training for Faculty is planned.
- Course materials selection committees: for new selected course materials submit the Title, Author(s), Publisher and "Inclusive Access" ISBNs.
- Current course materials: new ISBNs will be updated within Simple Syllabi templates under section "Course Materials".

#### VIII. Simple Syllabus

- Updated syllabus (even if minor update), needs to be resubmitted for review/posting. Faculty can write brief comment what is updated if resubmitting.
- New Automated Attendance Verification procedure is in place this Spring 2024.
- Under section "Requirements for Students" specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc. is to be listed.
- MyLab Math instructions are already in template, repetition is not needed.
- Select one proctoring system of the two and make instructions for the other invisible, if proctoring system is used.
- Final exam date: according to the Official Final Exam calendar; exceptions need Dean's approval.
- Faculty discussion. Seek for appropriate due date for syllabus submission that takes into consideration the following:

Syllabus development is completed in coordination with Canvas shell development. Faculty need information about the dates when Canvas shells will be made available to faculty for course development without further admin changes.

*IX.* New Attendance Verification process effective Spring 2024

- Simple Syllabus templates already contain statement about the Financial Aid and Attendance Verification process.
- To help students with new process: faculty are asked to show the students the link in class, post announcements about the due date for the assignment in their Canvas course, and/or email all students who have not completed the assignment using the “Message Students Who” Canvas Gradebook feature.
- When copying Canvas course into another Canvas course, quiz copies as well, creating a duplicate. Faculty to make sure that the correct quiz remains within the course.

*X.* Emergency Remote Ready Training

- Emergency Remote Ready Training requirement to be completed no later than January 31, 2024.

*XI.* Course Level Assessment-Tina Churchill

MAT 0018

- Discussion Post (Early): Attach and utilize rubric dimensions for Evaluate;
- Final Exam (Post)
- Compare learning objective presented in Discussion completion to learning objectives in Final Exam (pre-post)
- Review overall course LO’s, first semester taught.

11/9/2024 Poll and Vote:

Tina Churchill reported the results of 11/9/2024 Poll and vote – 23 yes, 2 abstain

The Proposal:

- MAC 1105 pre/post will contain questions determined as required prerequisite knowledge as well as questions determined by a committee that identifies skills needed for MAC 1140 and MAC 1114.
- MAC 1114 pre/post will have the same questions listed on the MAC 1105 as required skills and additional questions determined necessary for MAC 2311
- MAC 1140 would be built similar to MAC 1114

\*\* Committee to develop pre/post assessment will be put together this month. Initial interest to be on the committee to develop the pre/post assessments: Christine Smith, Sandra Siefert, Kari Sizemore, Duval Zephirin, Cheban Acharya, Donald Ransford, Cindy Quehl, Meghan Carlson.

Departmental exams are still available to administer in the courses.

Suggestion to possibly revise and broaden General Education Competencies under acronym CREATE under Student Learning Outcomes within syllabus, to be more available to use.

- XII. Mathematics Curriculum: Course development MGF 1130, MGF 1131 and planned Summer training-Don Ransford

The following courses are approved by Curriculum Committee:

- MGF - 1130 - Mathematical Thinking  
State-accepted core general education mathematics course for the liberal arts pathway.
- MGF - 1131 - Mathematics in Context  
Summer training planned for Friday, June 21, 2024 (8:30 AM -4:30 PM).

- XIII. MGF 1130, MGF 1131 Online course development

The following faculty expressed interest in developing online MGF 1130 and MGF 1131 courses: Duval Zephirin, Cheban Acharya, Sabine Eggleston, Tina Churchill (tentative).

Professor Zlatkin reported that when developing MAT 0018 valuable support was provided by instructional designers.

- XIV. Course materials review/selection committees:

- MGF 1130/MGF 1131: Don Ransford, Cheban Acharya, Tina Churchill, William Stoudt.

- MAC 2311/MAC 2312/MAC 2313: Cindy Quehl, Kristi Moran, Christine Smith, Iryna Labachova.

XV. MAT 0018 Mathematics for College Success in Liberal Arts

- On Spring 2024 schedule 4 sections of MAT 0018: two face-to-face sections two online.
- Faculty discussion on the possible conditions for entrance into MAT 1033 after completing MAT 0018. Penny Oliva, Campus Coordinator, Academic Advising, advising liaison for the Mathematics Department discussed student registration for the upcoming Summer and Fall, considering that the MAT 0018 is active in Spring 2024.
- Motion was made by Jaime Zlatkin, second by Don Ransford, to allow students who complete MAT 0018 with C or higher, to take the placement test to place into MAT 1033, if they want to take MAT 1033. Motion passed unanimously (no opposed, no abstention).
- It was brought to everyone's attention by faculty teaching MAC 1106 that placing into MAC 1106 course students directly from MAT 1033 completed with grade "B" is not leading to success as desired; explore the best mathematics pathway for each student individually. This will be communicated to Academic Advising by Penny Oliva.

XVI. MyLab Math-Sabine Eggleston.

- New Pearson representative
- Pearson Office Hours available for MyLab Math student registration assistance, if needed. Flyer with the info is distributed to faculty.
- Motion was made by Don Ransford, second by David Licht, that application to BucsCare needs to be submitted by any student, without exception, who is requesting free MyLab Math access code based on the financial needs for eligibility to be determined based on the financial need. Motion unanimously passed. No opposed, no abstentions.

XVII. Info about departments on School of Pure and Applied Sciences Website

Faculty can propose the content for the Mathematics Department under the School of Pure and Applied Sciences website.

XVIII. Placement Test Scores Review – James Chan

This item is removed from the agenda until further notice.

XIX. Professional Development

- Community of Best Practice Mathematics-New Facilitators

James Chan and Meghan Carlson are new facilitators of Community of Best Practice Mathematics.

- Ancillary Fund, Faculty Professional Development Travel Fund

The PD Committee is still accepting late travel applications for the January, February, and March travel window. Faculty PD travel is now managed via Qualtrics. Link was provided.

The ancillary fund remains available for full-time faculty members for non-travel related professional development expenses, such as book purchases and professional association dues. Link to online application form was provided.

- PD Friday series

PD Committee-sponsored PD Friday series will be back this Spring. First session at 1 p.m. on February 23<sup>rd</sup>.

- Summer Institutes

Creative Capstone is offering inaugural Summer Institute for Capstone Certification in Summer 2024. Dates/time provided.

- Conferences

- The 8th Annual FSCJ Mathematics Conference will be Thursday, January 25th (5:30 p.m. – 8 p.m.) and Friday, January 26th (8 a.m. – 3 p.m.). Let the Dean know if interested to attend.

- Advancing Student Participation in Research Experiences. (Student Conference). Saturday, February 10, 2024. 9:00 am – 4:00 pm. FGCU Main Campus.

- The annual joint meetings of the MAA-Florida Section and FTYCMA will be held on February 23-24, 2024 on the campus of Florida Gulf Coast University in Fort Myers, hybrid is a possibility.

- XX. Reserve your Calendar: State of the College
  - Friday 1/26/2024 State of the College; Calendar Invite sent by Dean.
- XXI. Committee Updates
- XXII. Faculty Updates
- XXIII. New Business
- XXIV. Adjourn at 11:20 AM.