

*Minutes*

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

February 9, 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		

Adjunct faculty Tatiana Arzivan attended the meeting. Adjunct faculty Michael Sullivan attended part of the meeting.

Meeting was call to order at 9:00 AM

- I. Adoption of Agenda: Agenda adopted as presented.
- II. Approval of the Minutes: 1/12/2024 Mathematic Department meeting minutes approved as presented.
- III. Success and Accomplishments
  - Robert Cappetta, Professor Mathematics, has received FSW Professional Development and Scholarship Excellence Award - recognizing full-time faculty who have exceeded the standards for Professional Development and Scholarship.

- Don Ransford reported that the funding is awarded for project for Summer 2024 training for MGF - 1130 - Mathematical Thinking and MGF - 1131 - Mathematics in Context. Summer training planned for Friday, June 21, 2024 (8:30 AM -4:30 PM).

IV. Mathematics Department Chair Election Results, Terms of Appointment

Results of the Mathematics Department Chair election were sent by Professor Ransford to the Academic Dean, Dr. Elizabeth Schott, who forwarded them to the Dr. Judith Bilsky, Vice President of Academic Affairs for final approval of the results. Results of the Mathematics Department Chair election have been approved by Vice President of Academic Affairs. Dr. Sandra Seifert is elected for Mathematics Department Chair. According to the CNA, “the appointment shall be effective August 1<sup>st</sup>, 2024 and will continue for three (3) years culminating on July 31st of the third year”.

Mathematics Department faculty congratulate Dr. Sandra Seifert!

V. Professor Mathematics Position(s), Lee, Collier

Search Committee for positions: Professor Mathematics (on Lee Campus) and for Professor Mathematics (on Collier Campus) will start reviewing applications.

VI. Assessment-Tina Churchill

Tina Churchill has presented the plan for course level assessment development.

The questions will focus on learning outcomes for success in STEM Pathway.

Pre and post tests are planned, first as a pilot and later extended.

David Licht will include his Trigonometry course in the pilot.

VII. Prerequisites for MAC 1106 Combined College Algebra/Pre-Calculus-David Licht

Current prerequisites for the MAC 1106 course are: “Testing, or (MAT 1033 with a grade of a “B” or better)”. Instructors teaching MAC 1106 Combined College Algebra/Pre-Calculus recommended to have the part of the prerequisite for the course being updated to replace “MAT 1033 with a grade of a “B” or better” with “MAT 1033 with a grade of a “A” or better” stating preparation level needed to be successful in the course as a reason.

- Don Ransford made a motion to replace wording “MAT 1033 with a grade of a “B” or better” in prerequisites for MAC 1106 Combined College Algebra/Pre-

Calculus with “MAT 1033 with a grade of a “A” or better”, David Licht second.  
Motion passed unanimously.

VIII. Faculty evaluation forms, due dates

- Full time faculty: Form 1 is due 2/9/2024.
- Faculty due Comprehensive Review: Portfolio due 2/9/2024.
- Adjunct faculty Portfolio due last Friday in February.

IX. Adjuncts faculty: mentors, portfolio, 2024 FSW Adjunct Faculty Excellence Awards Nomination

- 2024 FSW Adjunct Faculty Excellence Awards Nomination  
The deadline for nominations is Friday, March 29th, 2024, link was provided to the nomination form.

X. Commencement Ceremony; Regalia

- Commencement date: Friday May 3<sup>rd</sup>, 2024 (with ceremonies at 10am and 2pm).
- Direct website link for ordering rental regalia was provided
- Faculty have until March 15, 2024, to order rental regalia if they plan to rent

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

- Office Supplies, Classroom/Teaching materials were discussed.
- Faculty requested new pens for interactive boards.
- Faculty pointed that there are technical issues in several classrooms and IT Helpdesk tickets are filed or will be filed by faculty.
- It was reported by faculty that TI SmartView on classroom podium computers sometimes freezes and needs to be restated.
- Budget requests can be sent directly to Dr. Schott, Dean of School of Pure and Applied Sciences

XII. FSW Compliance Training 2024

FSW Compliance Training 2024 is in Canvas to complete.

XIII. Spring 2024 FSW Open House

The Admissions Office is inviting departments to Spring Open Houses at each campus location:

- Collier Campus: Wednesday, February 28th from 3:30-6:30 PM.
- Charlotte Campus: Thursday, February 29th from 3:30-6:30 PM.
- Lee Campus & H/G Center: Friday, March 1st from 3:30-6:30 PM.

Sign-up sheet is available for faculty to sign up for Spring 2024 FSW Open House-  
Mathematics Table: faculty to state on which campus and when are available to host the  
Mathematics Department table.

XIV. MGF 1130, MGF 1131 Courses (Course materials, Online Development)

Professor Acharya will be developing online MGF - 1130 - Mathematical Thinking and  
Duval Zephirin will be developing online MGF - 1131 - Mathematics in Context.

XV. Course Materials

- Summer 2024: course material adoptions for Summer 2024 are due from the course coordinators by February 29<sup>th</sup>.
- Fall 2024: course material adoptions for Fall 2024 are due from the course coordinators by March 28<sup>th</sup>; New ISBNs, Inclusive Access.
- MGF 1130, MGF 1131 courses material selection: Don Ransford, Cheban Acharya, William Stoudt.
- MAC 2311/MAC 2312/MAC 2313: Cindy Quehl, Kristi Moran, Christine Smith, Iryna Labachova.

XVI. School of Pure and Applied Sciences Website, Mathematics Department

Dean's Office is working with Marketing on updating logos and products and needs to confirm the department names. Mathematics faculty would like to have the Mathematics Department name as is, no change.

XVII. Academic Technology – James Chan

- Academic Technology Committee is exploring different video platforms
- Discussion regarding the current Kaltura videos created by faculty
- Academic Technology Committee is working on recommendations for Regular Substantial Interaction in online courses.

XVIII. Calculators

TI 84's are now available for check out at all campus libraries for seven day periods at time. This info will be added to course master shells under reserved materials.

Faculty discussed shorter time for check out calculators (two days or four hours).

- Sabine Eggleston made a motion to change the duration for calculator check out from library to two days. Kristi Moran second. Motion passed (one opposed, all other faculty present are in favor, no abstention).
- Faculty request for calculators to have memory cleared when returned and before being checked out by next student. Kristi Moran will write brief instructions.

#### XIX. Professional Development

- Conferences

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.

Faculty participation in the conference is supported by the Dean's Office

- CTLE Events, PD Friday series

- Titans of Business: Strategies for Success - Monday, February 12 at 12:00 p.m., Lee Campus, Building U Room 102, Zoom Link via Bucs Corner
- Professional Development, Community of Best Practices-Mathematics  
Date: 2/9/2024 1:00 pm-2:00 pm  
Topic: An Interactive Experience Teaching Introductory Statistics  
Presenter: Michael Sullivan  
Registration to attend is available through Center for Teaching and Learning Excellence site.
- Robert's Rule of Order Introduction, 3/22/2024 1:00 – 2:00PM, Lee Campus AA-168
- Robert's Rules – Effective Minutes Taking, 3/22/2024 2:00 – 3:00PM, Lee Campus AA-168

- Call for Proposals for the 2nd Annual FSW Conference, scheduled to take place on June 6<sup>th</sup> (1:00 PM to 5:00 PM) and 7<sup>th</sup>(9:00 AM to 5:00 PM), 2024.

Theme: Transformative Horizons - Innovation and Resilience Unveiled  
 Proposals for presentations, workshops, panel discussions, and other interactive sessions that align with the conference theme are welcome.  
 Proposals are due 3/22/2024, link to submit proposal is provided.

- Ancillary Fund, Faculty Professional Development Travel Fund
  - Faculty PD Travel is now managed via Qualtrics
  - The ancillary fund remains available for full-time faculty members
- Summer Institutes
  - Creative Capstone offers inaugural Summer Institute for Capstone Certification in Summer 2024.
  - Training for MGF - 1130 - Mathematical Thinking and MGF - 1131 - Mathematics in Context. Summer training planned for Friday, June 21, 2024 (8:30 AM -4:30 PM).

XX. Committee Updates

- Douglas Magomo: The Center for Undergraduate Research and Creativity Presents: The Spring Research Expo on April 9-11, 2024. Poster session Tuesday, April 9 12:00-1:20 PM outside the library. Encourage students to present and/or attend.

XXI. Faculty Updates

XXII. New Business

XXIII. Adjourn at 10:53 AM.