

Minutes

Mathematics Department Meeting, Florida SouthWestern State College

August 14, 2024 2:45pm – 4:30pm H-120

In attendance:

Faculty	Present	Absent	Excused	Faculty	Present	Absent	Excused
Cheban Acharya	x			Kristi Moran	x		
Chris Anderson	x			Bharat Patel	x		
Robert Cappetta	x			Cindy Quehl	x		
Meghan Carlson	x			Donald Ransford	x		
James Chan	x			John Salem	x		
Kelsea Cid	x			Sandra Seifert	x		
Tina Churchill	x			Department Chair			
Sabine Eggleston	x			Kari Sizemore	x		
Rebecca Gubitti	x			Christine Smith	x		
Colt Hartstein	x			William Stoudt	x		
Ivana Ilic	x			Dimitry Yusin	x		
Iryna Labachova	x			Terry Zamor	x		
David Licht	x			Duval Zephirin	x		
Douglas Magomo	x			Jaime Zlatkin	x		
Ivan Melendez	x			Hana Wehbi	x		

Adjunct in attendance: Farhana Huda

Meeting was call to order at 2:45pm

- I. Adoption of Agenda: Agenda adopted as presented.
- II. Approval of the Minutes: 4/12/2024 Mathematic Department meeting minutes approved as presented.
- III. Success and Accomplishments
 - Rebecca Gubitti acknowledged and thanked Colt Hartstein for stepping in at the last minute to teach MGF 1130 over the summer. No small feat since it was a new course and he was a new faculty. Thank you, Colt!
 - Kelsea Cid is having a baby and the due date is right at the beginning of Fall 2024. Congratulation, Kelsea.
 - Don Ransford announced that he has completed two years of the DROP.
 - Jaime Zlatkin announced that the MAT 0018 has passed QM certification. Congratulations, Jaime!

- IV. New Full-Time Faculty: We welcomed five (5) new full-time faculty to the ranks and assigned them mentors.

NEW MATHEMATICS FACULTY	CAMPUS	MENTORS
Chris Anderson	Collier Campus	Cindy Quehl
Kelsea Cid	Lee Campus	N/A
Colt Hartstein	Lee Campus	Cheban Acharya
Kari Sizemore	Collier Campus	Meghan Carlson
Hana Webhi	Lee Campus	Ivana Ilic

- V. The Adjunct Faculty were identified and mentors assigned:

ADJUNCT	CAMPUS	MENTORS
Kristina A. Platt	Charlotte	Tina Churchill
Aleksander Kukushkin	Collier	Meghan Carlson
Fabio E. Tagliasacchi	Collier	Meghan Carlson
Rita Freese	Collier	Cindy Quehl
Tatiana Arzivian	Collier	Cindy Quehl
Alexander Sakharuk	Lee	David Licht
Donald W. Panton	Lee	Duval Zephirin
Farhana A. Huda	Lee	Cheban Acharya
Lamis Tawil	Lee	Doug Magomo
Lashonda N. Kelly	Lee	David Licht
Leon Just	Lee	Duval Zephirin
Jonas Rockhold	Concurrent (DE)	Kari Sizemore
Mary Schultz	Lee	Don Ransford
Michael Sullivan	Lee	Iryna Labachova
Andrey Glubokov	Online	Iryna Labachova
Daniel Marulanda	Online	Ivana Ilic
Dawn M. Johnson	Online	Cheban Acharya
Evguenia Conner	Online	David Licht
Yonas Getahun	Online	Cheban Acharya

- VI. Adjunct Review process updates were revisited with emphasis placed on the observation requirements and the due dates:
- Only new Adjuncts and concurrent (DE) adjuncts require observation.
 - Single form each year with SOS data, Student Success data, Observation (if required), Reflections and Goal Setting included in the portfolio.
 - Due date for AY 2024/2025 is February 14, 2025.
 - If Adjunct only teach in Spring or Summer, they will complete the following year.
- VII. Course Level Assessments

- Tina Churchill gave an overview of the assessment process that was piloted in Spring 2024. The students in selected courses were administered a post-test which included multiple choice and essay questions that were graded using a rubric. In Fall 2024, the assessments will be piloted again using both pre- and post-tests for MAT 1033, MAC 1105, MAC 1114 and MAC 1140.
- Department Final Exams are available for those who need it, although they will not be used for assessments
 - MAT 0057, MAT 1033, MAC 1105, MAC 1140, MAC 1114

VIII. Initial Granting of Continuing Contract

- Two faculty members, Robert Cappetta and Dmitry Yusin, are eligible for initial granting of continuing contract.
- Two members were selected from the department for each subcommittee and the third member to be selected by the Robert and Dmitry.

IX. New Course Updates

- MGF 1130 and MGF 1131 were piloted over the summer, and the Canvas masters are being finalized.
 - Need to determine core concepts for MGF 1130/1131 for assessment purposes
- MAT 0018 course has passed the Quality Matters review process (99/100). Congratulations, Professor Zlatkin!

X. Start of Semester Tasks

- Pearson CourseIDs to be distributed by Sabine Eggleston
- Pearson Office hours to be distributed as soon as received from Pearson
- MyLab Math Instructions available for students in Canvas Commons
- Tutoring Center details
- Testing Center – Faculty Forms for MakeUp exams
- Proctorio and ProctorU setups
- Request Canvas Online Masters from eLearning (elearning@fsw.edu)
- Zoom security review
- Multi-Factor Authentication now required for students
- Navigating a Flex-ible Teaching space (from Team Dynamix)

XI. MAC 2233 as an Honor course

- Honors program asked that MAC 2233 be added to courses that automatically count towards the Honors program.
- It would fall under the category of high level of work like other calculus courses
- Those who taught the course agreed that there was more than enough rigor for MAC 2233 to be considered for honors.
- The consensus is that if the instructors are in agreement, then the department would consent.
- To be finalized at the next meeting.

XII. Professional Development

- Community of Best Practices – James Chan, Meghan Carlson
- CTLE PD Fridays – on training calendar
- PD Committee for Ancillary funds, Travel funds
- List of Conferences for the year – Don Ransford
 - FTYCMA Fall Retreat – Polk State College Oct 18-19, 2024
- Online and Live Online Teaching Certifications
- Emergency Remote Ready Training – due August 30

XIII. New Faculty

- New Faculty were welcomed
- Added to Mathematics Canvas Course
- General information available in the Modules

XIV. Student Recordings

- Students are allowed to record a class lecture for their own personal use
- Others need to be given notice if their voice recorded

XV. Fall 2024 Welcome Week activities

XVI. Committee Updates – None

XVII. Faculty Updates - None

XVIII. New Business

- Don Ransford – The textbook for College Algebra needs reviewing
- Jaime Zlatkin asked about Zoom rooms for Department meetings

- Bill Stoudt is now on the curriculum committee

XIX. Adjourn (meeting adjourned at 4:00 pm).

Action Items:

- Review Robert's rules for calling meeting to order
- Add new faculty to website
- Check into Zoom rooms for dept meeting