

Meeting Minutes

Mathematics Department Meeting Agenda

Friday, November 8, 2024, 9am – 11am

On Zoom <https://fsw.zoom.us/j/88389069523?pwd=RyQ6qdOxoT7KcjinbMevmq1aznZbUtL.1>

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			Hana Wehbi	x		
Iryna Labachova	x			Dimitry Yusin	x		
David Licht	x			Terry Zamor	x		
Douglas Magomo	x			Duval Zephirin	x		
Ivan Melendez	x			Jaime Zlatkin	x		

- I. Call to Order – 9:03 am by Dr. Sandra Seifert

- II. Approval of the Minutes
 - Dr. Illic asked that the student code for accessing the Sullivan text be removed from the publicly posted minutes.
 - When no further input was provided and no objections stated, the minutes were approved.

- III. Success and Accomplishments
 - Bob C – excitedly announced the first round of the Amatyc Math competition was held on Monday 11/4 with 26 students participating. Professor Quehl was also recognized for sending students from Collier.
 - John Salem expressed his deep appreciation for all faculty who stepped up, voluntarily, to cover his classes. These instructors were: Professor David Licht, Professor Tina Churchill, Professor Kari Sizemore, and Dr. Kristi Moran

- IV. Course Level Assessment – Tina Churchill

- Professor Churchill and team met this morning (11/8) from 8 – 8:38 am
- The goal for Spring 25 is to have all assessments (MAC 1105, 1140 and 1033) in Canvas and PDF versions available for ground instructors.
- 1105, 1140 and 1114 have Pretest results and will be submitted for analysis
- Posttest will be given in 1105 (Sandra and Christy), 1140 (Bob and Christy) and Trig (Cindy and David)
- Corrected pdf versions were submitted by Kari for all Post Test instructors.
- For Spring 25, all ground instructors will have a scantron to use so that (with coded options) for free response questions.

V. Textbook Adoption Updates:

a) STA 2023 Statistical Methods I

STA 2023 new textbook is only a new edition; it is not a new publisher.

1. Cheban Acharya ordered 10 paper copies and can mail to instructors as requested.
2. The new text will be used Spring 2025
3. The new homework associated with STA 2023 in MLM will be completed by 11/15/24.
4. The new shell for STA 2023 will be available 11/15.
5. Learning outcomes will be adjusted as needed and will also be available by 11/15.

b) MAC 1105 College Algebra

- i. Don Ransford requested a new MAC 1105 textbook be considered; or at least viewed from a committee of interested instructors. The committee will need to keep in mind any new editions of the text and textbook affordability.

c) MP 2302 Differential Equation

- i. Textbook is a new edition and not a new textbook.
- ii. For a copy, please correspond with Cindy and/or Lindsey Reynolds (Cengage rep)

VI. Initial Granting of Continuing Contract

- a) The deadline for the documentation being sent is 11/15.

VII. Final Exams

- a) Final grades are due 12/10.
- b) The last date of attendance is needed for an I or F
- c) Course finals for 1105, 1140, 1033, 1114) were decided by the faculty in attendance to use the original form (from previous term). Faculty will receive a list of the questions associated with optional sections, so they can decide to either ignore these questions or offer them as extra credit; provided the 5% extra credit cap (as per dept policy) is not violated.
- d) Faculty can opt to give their own final exam, which they have personally created.

- e) The Course Coordinators will be responsible for sending the questions which are tied to the optional sections. These optional sections are:

MAC 1105	Sec 4.5, 5.1
MAC 1140	Sec 12.1, 12.2
MAT 1033	Sec 7.5, 7.6 and 8.2

- f) Professor Jimmy Chan offered the idea of using Class for proctoring assessments in your own classroom.
- g) Professor Sabine Eggleston mentioned that Proctorio is forcing instructors to assess students in 15-minute intervals. So, the standard 110-minute final exam will need to be 120 minutes or 105 minutes through Proctorio. Discussion was held regarding the impact to students with extended time, as well as the students in an online platform.
- h) Some faculty (Magomo, Moran, Zlatkin) mentioned challenges with Live ID checks on certain evenings, especially Sunday and Monday evenings.

VIII. Mentors

- a) The Adjunct review process has changed and as a result mentor responsibilities will be changed, but have not been finalized.
- b) Those to be observed annually will be new adjuncts and concurrent professors and only mentors who do observations will be compensated.

IX. Spring Schedule

- a) Syllabi are open and available for editing in Simple Syllabi
- b) Course Materials – Course Coordinators
- i. Coordinators are to send the course schedule templates to Sandra, as soon as possible
- c) Attendance Verification
- i. Verify that you have only one Attendance Verification quiz in your Canvas course; it should have a “lock.”
- d) MyLab Math Course IDs
- i. Sabine mentioned only new courses will have a new ID, such as STA 2023
 - ii. Some discussion on the “Allow Cookies and Continue” tabs appearing multiple times for students.
 - iii. Sabine mentioned a student who was prompted to pay to view a video after gaining access to MLM. Sabine is following up with this student, to find out more details.
 - iv. Hana Webhi also mentioned she has had struggles with the Grade Sync featured not working consistently. She cited an example of having to grade sync three times for a course to have a set of assignments synchronized properly.

X. FSW Open House

- a) OPEN HOUSE, Nov 14, 3 – 7 PM, U-102 – Lee only

XI. Professional Development

- a) Adjunct Review Process – discussion on Nov 21, 5pm – 6pm
- b) CoBP Math – today at 1 pm. Meghan C submitted a link.
- c) Funding
 - i. PD travel funds available; deadline on ppt slide
 - ii. Ancillary Funds (max \$ 150); select the info graphic for a link to access this opportunity.

XII. Committee Updates

- a) Academic Technology Committee – Jimmy Chan
 - i. Yuja Video platform
 - I. This platform is being investigated as an alternative to Kaltura.
 - ii. Honorlock demo
 - *This platform is being investigated as an alternative to Proctor U

Professor Chan provided these links

Honorlock:

<https://us-29823.app.gong.io/e/cshare/?tkn=hwgazkhfx0f71f83sazm9jjw4&xtid=20ocvr151mp458wc0j0>

Yuja demo

<https://sequoia.yuja.com/V/Video?v=10009451&node=43721542&a=137729596>

Kaltura demo

<https://sequoia.yuja.com/V/Video?v=10009451&node=43721542&a=137729596>

- b) Learning Technologies
 - i. Fall 2025 Online Course Development
 - ii. Accepting online development requests until 1/1/25; link on PPT slides

XIII. Faculty Updates - announced.

- a) Excellence Award Nominations open for
 - i. Faculty Teaching and Instruction
 - ii. College, Profession or Community Service
 - iii. Professional development and Scholarship

XIV. Old Business

- a) Formula Sheets for Adaptive Services
 - i. Feedback from the faculty present today indicated the reference/formula sheets should stay as they are presently.

XV. New Business

- a) Extra Credit during Hurricane – Rebecca Gubitti
 - i. Some extra credit was offered for attendance during the recent hurricane emergency while the college was offline. This was brought up because equal access by all students was in question.
 - ii. Many faculty offered their opinion on how they manage extra credit
 - iii. The consensus seemed to be that the 5% cap would need to be followed. While Academic Freedom is to be respected, equity should be an important factor. Sandra will discuss further with Libby.

- b) STAT formula sheet
 - i. Meghan Carlson offered 3 formula sheet options for Tests 1 – 3, for Adaptive Services which she created through Math Center sheet. There were some discussion, but no consensus reached.

XVI. A few other items:

- a) MAC 1106 can be encouraged for appropriate individuals; Professors Licht, Ransford and Quehl continue to teach during various semesters.
- b) Spring 25 department meetings: 1/10, 2/14, 3/14 and 4/11; these are the 2nd Friday of each month

XVII. Adjourn 10:40 am