

## Meeting Minutes

### Mathematics Department Meeting Agenda

Friday, January 10, 2025, 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		
Tina Churchill	x			Sandra Seifert	x		
Kelsea Cid	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		

Adjuncts in Attendance: Andrey Glubokov

- I. Call to Order – 9:02 am by Dr. Sandra Seifert
- II. Approval of the Minutes
  - No objections stated, the minutes were approved.
- III. Success and Accomplishments
  - a) John Salem and his wife Patti welcomed their first granddaughter and fourth grandchild
  - b) Sandra Seifert, Jaime Zlatkin, and Rebecca Gubitti will receive their 15<sup>th</sup> year pin and Don Ransford his 25<sup>th</sup> year recognition during the State of the College;
  - c) Sandra survived the first semester as Department Chair
- IV. Course Level Assessment – Tina Churchill
  - a) Tina stated pre/post course level assessments will be given this Fall in MAC 1105 College Algebra, MAC 1140 Pre-Calculus and MAC 1114 Trigonometry. David Licht and Meghan Carlson will be completing it through Canvas for MAC 1105 and MAC 1114.

- b) Tina thanked all committee members for their work and dedication to the task and to maintaining an elevated level of competency for our mathematics courses.

V. Textbook Adoption Updates:

- a) No new textbooks or new editions for Summer 2025 or Fall 2025.
- b) To be looked at for possible Fall 2026:
  - i. MAC 1105 College Algebra
    - Don Ransford requested a new MAC 1105 textbook be considered;
  - ii. MGF 1113
    - Based on the new MGF courses, the department needs to decide if this course is still necessary.
    - Currently only 1 section is taught.
  - iii. MGF 1130/1131
    - Just a preliminary look at a more appropriate text.
  - iv. Committees to be formed to look at each textbook.

VI. Curriculum Updates due February 7, 2025 – Kelsea Cid & Meghan Carlson

- a) MGF 1130/1131 SLO updates
  - i. Updates to the FSW student learning outcomes for both MGF 1130 and MGF 1131 were sent with the meeting documents for department review and discussion.
  - ii. Since only the FSW objectives can be altered, only those were sent, but it seemed that some were omitted. Meghan included the State Objectives in the chat, but no consensus could be obtained until all the learning outcomes were listed in their entirety and the instructors see the layout as it appears in the syllabus.
  - iii. The department agreed to give their approval via Qualtrics survey where the outcomes were listed in full, in order to meet the February deadline.
  - iv. For clarification, there are State-level objectives for MGF 1130, but none for MGF 1131.
- b) Other courses
  - i. No other curriculum changes offered for other courses.

VII. Spring Schedule

- a) Simple Syllabus
  - i. Resetting individual sections
    - If an instructor wants update a section of the syllabus to bring in updated information, please use the “reset” option. Then submit the syllabus.
    - For any revisions, especially after an initial approval, identify the changed section in the comments before submitting.
- b) Attendance Verification
  - i. Be sure you only have one Attendance Verification assignment in your Canvas course. You may have multiple copies if a previous course is

imported. Instructors are to delete the Attendance Verification assignment that is unlocked.

c) MyLab Math

- i. Access Code Error for Statistics
- ii. The errors were based on the access codes being tied to the wrong textbook (previously used 6<sup>th</sup> edition versus the incoming 7<sup>th</sup> edition)
- iii. BibliU and Pearson were advised and working on it currently.
- iv. Pearson Office Hours February 14 – February 17
  - Tuesday, January 14<sup>th</sup> – Friday, January 17<sup>th</sup> 12:00p – 1:00p
  - Tuesday, January 21<sup>st</sup> – Wednesday, January 22<sup>nd</sup> 10:00a-11:00a

d) Brainfuse VS Tutor.com

- i. Since the college has changed the tutoring platform from tutor.com, the syllabi and Canvas pages and links must be updated to reflect this.
- ii. IT has also sent an email to faculty who still need modifications in their Canvas pages.
- iii. Dr. Gubitti mentioned that ADA pages still reflect Tutor.com, as well as handouts in the Lee Campus Library. Tutor.com is also referenced on the Tutoring website, according to some faculty.
- iv. It is understood Brainfuse offers 10 hours of free tutoring to each student.

VIII. Faculty Review

**a) Continuing Contract Comprehensive Review**

- i. 5 faculty are up for CCCR
- ii. The materials are due 2/14.
- iii. The faculty member should have received the Canvas portfolio shell from IT. If not received by this time, they should request it.
- iv. The portfolio should include Form 1.

**b) Adjunct Faculty Review Requirements**

- i. Student Opinion Survey for all classes (which requires uploading your data and providing a reflection on the data),
- ii. Student Success Data (which requires uploading your data and providing a reflection on the data),
- iii. Reflection on the teaching semester, set goals for following year.

**c) Initial Granting of Continuing Contract**

- i. None for the Math department for Spring 2025

**d) Form 1 due from all Full-time Faculty who do not have a comprehensive review.**

Link: <https://docs.fsw.edu/docnew/view.php?fDocumentId=337145>

**e) All forms and portfolios due on February 14, 2025.**

IX. Honorlock Pilot

- a) The faculty was reminded to ensure that only one proctoring service was visible to the students.
- b) Sabine asked if all campus Proctorio rooms have designated computers for Honorlock, since each desktop can only have one proctoring service available. We will inquire of the library to ensure this.

X. Professional Development

- a) PD Friday – Infograph sent out from Dr. Martin Tawil.
- b) CoBP Math
  - i. This workshop provides a platform for faculty to share their experiences teaching MGF 1130 and MGF 1131. The discussion will focus on effective strategies, challenges faced, and ways to enhance course delivery and student outcomes. Attendees will also have the opportunity to exchange resources and ideas for teaching these courses.
  - ii. The registration link for today's CoBP session is found here:  
<https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/mgf-1130-sharing-the-dos-and-donts>
- c) Professional Development Funding
  - i. PD travel funds available; deadline on ppt slide
  - ii. Ancillary Funds (max \$ 150);

XI. Committee Updates

- a) Academic Technology (info given by Jimmy Chan)
  - i. FSW is staying with Kaltura; faculty will need to re-enable the My Media link due to updates (Settings/Navigation)
  - ii. Chat GPT is an effective resource with PreCalc and below.
  - iii. Bob Cappetta offered that Google Gemini is a valuable resource for upper-level classes.
  - iv. IJET – Institute on Innovative and Emerging Technologies; contact Ann Haney-Withrow for more info [Anna.Haney-Withrow@fsw.edu](mailto:Anna.Haney-Withrow@fsw.edu)
- b) The State of the College has been moved to 2/21 at 2pm.

XII. Faculty Updates

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

XIII. Old Business

- a) Meghan Carlson mentioned the Stats formula sheet for adaptive services has made minimal progress due to the various teaching modalities. This matter is now tabled.

XIV. New Business

a) MGF transition to MAC1105

- i. There was an elaborate discussion of prerequisites for MAC 1105, precipitated by the number of students that are moving from MGF courses to MAC 1105.
- ii. Factoring is a major concern; this is addressed in the 1105,1140,1114 pre/post. So as assessments are analyzed, hopefully the department can produce a plan of action.
- iii. Some suggestions:
  - Offer a placement test for those who want to transition from MGF courses to MAC 1105
  - If the placement test is not approved offer a Boot Camp review or mini term course and then allow to re-test. Prof. Christy Smith made this suggestion later.
  - Sabine mentioned we should review the flowchart for math courses, possibly a tweak on this document.
  - The chair will send an email to faculty interested in being part of the discussion.
  - Some faculty are using the MAT 1033 diagnostic and individual counseling to encourage students to rethink their course choice and possibly consider another pathway. Kristi Moran mentioned she follows up the conversation with a written email communication, for documentation purposes.

b) Graphing Calculator Requirements

- i. Kelsea Cid mentioned there are TI-84 calculators offered for sale online that include wireless capabilities and ChatGPT in their operating system. See the article: - <https://www.wired.com/story/chatgpt-on-a-ti-84-graphing-calculator-cheating-device/>
- ii. Jimmy Chan mentioned the use of Desmos (Test mode) for in-class and proctored testing. There was discussion regarding integrating this into Canvas.... (more to follow)
- iii. Some faculty only allow the calculators offered on the toolbar for proctored assessments. They do not allow a handheld calculator during proctored testing.

XV. Miscellaneous

a) Remaining Department meeting dates:

- i. February 14  
April 11

- b) Professor Joe Roles passed away on January 4th; please watch your emails for more information regarding a Celebration of Life. Joe was an integral part of the FSW Math Department for many years and will be deeply missed.

XVI. Adjourn 10:20 am