

## Mathematics Department Meeting Minutes

Friday, August 18, 2025, 2:45pm – 4:30pm

H-120 Lee Campus

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		

### Guests:

Farhana Huda – Adjunct Professor

- I. Meeting called to order at 2:45 pm
- II. Adoption of Agenda - adopted as presented.
- III. Approval of the April Minutes
  - a) Cindy Quehl pointed out some typos in the New Business Section
  - b) Approved with corrections.
- IV. Success and Accomplishments
  - Meghan Carlson bought her first house!
- V. Adjunct Faculty Mentors
  - a) List is updated with new adjunct faculty and their mentors.
    - i. David Wallace's mentor is Tina Churchill
    - ii. Nancy Buzzurro's mentor is Cindy Quehl
    - iii. Jon Whelpley's mentor is Cheban Acharya
    - iv. Andrey Glubokov's mentor is Iryna Labachova
  - b) Review Process
    - i. Process reviewed with updated deadline (2<sup>nd</sup> Friday in February)
- VI. Course Coordinators
  - a) Reviewed and confirmed

- b) Removed MGF 1113, MAC 1147 from the list since these courses are no longer in circulation

VII. Special Coordinators

- a) Bill Stoudt is serving as a department representative to Curriculum Committee
- b) We will need a replacement in Fall 2026 for Cindy Quehl, who is retiring this academic year

VIII. Initial Granting of Continuing Contract

- a) Meghan Carlson is up for Initial Granting of Continuing Contract
- b) Committee members selected: Don Ransford, Bob Cappetta and Cindy Quehl

IX. Course Updates –

- a) MGF 1131 OER – Cheban Acharya  
Cheban had a summer B pilot; 5/11 made it to the final exam and 4 of these students passed the final exam. If an instructor is interested in teaching a section of this course during the SP 26 term contact Gus/Cheban.
- b) MAT 1033 – Jaime Zlatkin
  - i. This course did not meet Quality Control in time for Fall 2025 implementation
  - ii. Spring 2026 hoping for a new master shell, according to Jamie
  - iii. Jamie created a new online final exam. There are plans to adapt this final exam for ground classes. Tina Churchill and Jaime will discuss this before our next dept meeting
- c) Instructors should search their Canvas shells for references to graphing utility or TI-83/84 in MAT 1033, MAC 1105, MAC 1140, MAC 1114.

IX. MyLab Math – Sabine Eggleston

- a) Pearson help desk hours for students have not been identified yet; Sabine will keep us posted.
- b) Since we are using BibliU/Inclusive Access the temp code should not be used unless there is an extreme case in which a student is unable to access the BibliU code.

X. Brainfuse

- a) Replaces Tutor.com
- b) 10 free hours allowed per student which does not include FSW tutors
- c) Be sure you have opened this setting on Canvas
- d) Lee, Collier and HG have in-person tutoring
- e) Charlotte has one student assistant tutor with one more in the pipeline; so there is some in-person tutoring.
- f) Brainfuse representative will be in B-123 on M from 10 -1 and 4 – 6, T 10 – 1, Thurs 12-4

- XI. Testing and Ground Make-Up
  - a) 48-hour notice needed
- XII. Proctorio / ProctorU / Honorlock
  - a) Be sure your syllabi only show the testing service you are utilizing in your course
  - b) Only Honorlock will be offered as of Spring 2026
  - c) Sandra will send out toolkit instructions for Honorlock
- XIII. Online course Setup
  - a) Reviewed information regarding the online Masters
  - b) How to request for courses.
  - c) Pairing with MyMath Lab content.
- XIV. Course Level Assessment – Tina Churchill
  - a) Tina spoke about the pilots completed during Fall 2024 and Spring 2025.
  - b) Participating instructors included: Iryna Labachova, Sandra Seifert, Bob Cappetta, Kari Sizemore, Cindy Quehl, Meghan Carlson, Tina Churchill, and Don Ransford.
  - c) Tina will send the assessment report to Sandra.
  - d) 30% of the instructors who teach these courses will be randomly asked to complete the pre (during the first 3 weeks) and post (during the last 3 weeks) for the Fall 2025 term.
  - e) Departmental Final Exams are available for MAT 1033, MAT 0057, MAC1105, MAC1140, MAC1114
- XV. Syllabus/Course/Zoom Information
  - a) Review of Simple Syllabus process
  - b) Reminder about Attendance Verification
  - c) Reviewed Zoom security for Live Online, Live Flex and Zoom Office Hours.
- XVI. Professional Development
  - a) Community of Best Practice Mathematics - Jimmy Chan and Kelsea Cid are continuing as Facilitators
  - b) Ivana is the interim PD Coordinator for Fall 2025; Scott Ortolano returns Spring 2026
  - c) Don R will send potential conferences for PD opportunities after the meeting
  - d) Ancillary Fund, Faculty PD Travel Fund
  - e) PD Friday series
    - i. Check out the schedule
    - ii. Self-paced opportunities also available
  - f) Conferences
    - i. FTYCMA Fall Retreat to be held 10/3 – 10/4 in Lakeland, FL
- XVII. Math Website
  - a) Will be updated with new information
- XVIII. Department Meeting Dates
  - a) Fall 2025: Sep 12, Oct 10, and Nov 14

b) Spring 2026: Jan 9, Feb 13, Mar 13, and Apr 10

XIX. Committee Updates

a) No committee updates as no meeting yet in Fall 2025

XX. Faculty Updates

a) None at this time

XXI. New Business

a) New password requirements go into effect 9/1

XXII. Adjourn - Meeting adjourned at 4:15pm