

## Mathematics Department Meeting Minutes

Friday, September 12, 2025, 9:00am – 11:00am

On Zoom <https://fsw.zoom.us/j/88389069523?pwd=RyQ6qdOxoT7KcjbMevmq1aznZbUtL.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		

### Guests:

Penny Oliva – Academic Advising

- I. Meeting called to order at 9:00am.
- II. Agenda Approved
- III. Approval of the Minutes – no objections.
- IV. Success and Accomplishments
  - a) David Licht, his wife, 6 kids and 15 grandchildren went to Wisconsin for a family reunion this summer. Hundreds of family members were able to gather.
  - b) Penny Oliva also attended a family reunion this summer and had a couple hundred people in attendance.
  - c) Kelsea Cid has been appointed the new LAC (Learning Assessment Coordinator)
- V. Advising – Penny Oliva
  - a) Any student who is attending your classes and has not completed the Attendance Verification assignment from the College can be manually overridden by the faculty.
    - (1) Log into the Portal; go to the Faculty Dashboard card
    - (2) Select Attendance Verification Exception Form
    - (3) Request a Service ticket.
    - (4) Fill out the appropriate fields. You will need the student's name, course CRN and student ID.
  - b) Enrollment is up nearly 10% in headcount and 12% in FTE.
  - c) Advising saw over 5,000 students during August drop-in periods, in-person and over Zoom. Increased enrollment affected class sizes across departments.

- d) For Fall 2025, student appointments can be set for Monday, Tuesday, and Friday for in-person meetings and on Wednesday and Thursday all campuses have drop-in advising opportunities.
- e) Nursing faculty are comfortable with any core mathematics course: MAC 1105, or MGF 1130.

VI. Course Level Assessment - Tina Churchill

Professor Churchill was unable to attend, so Professor Iryna Labachova reported that feedback is being collected on the first assessment to make improvements or adjustments. Pre and Post tests were sent out to randomly selected classes on all the campuses. Kelsea, William, and David reported that they have completed pre-assessments in their respective classes.

VII. Adjunct faculty Review Process

- a) Five new adjuncts plus Nancy (concurrent high school enrollment) need observations for their portfolios.
- b) A self-paced professional development course for mentors is available on Canvas.
- c) The names of Adjuncts who are required to have an observation as well as their mentors have been uploaded to CTLE. There is compensation available for the mentors who carry out observations.

VIII. Initial Granting of Continuing Contract Update

- a) For Meghan Carlson  
The Continuing Contract Granting committee will contact the committee members (Bob Capetta, Cindy Quehl and Don Ransford) after September 19 with link and portfolio access

IX. Course Updates –

- a) MGF 1131 OER – Cheban Acharya  
The semester is off to a good start, with the first test taking place during week 4.
- b) MAT 1033 – Jaime Zlatkin  
Help Desk ticket has been completed requesting a paper copy of the final exam.
- c) New Edition of Text for MAC 1106, MAC 1114, MAC 1140 for Fall 2026  
David Licht (Course Coordinator for MAC 1106), Duval Zephirin (MAC 1114) and Bob Cappetta (1140) will review the new textbook editions and adjust the Canvas masters as needed. They will coordinate with Sabine Eggleston on the MyLab Math masters as needed. Any interested faculty member can participate and should contact the respective course coordinator or the Math chair to become involved in the process.

X. MyLab Math – Sabine Eggleston

- a) Sabine explained that course masters associated with retiring textbooks would no longer be supported, and instructors must copy new masters when switching editions. She described a recent issue where an instructor used an old statistics course master, causing problems with course codes and student enrollment.
- b) Ivana Ilic made a motion that when a new textbook and MyLab master are introduced, the old master should be made non-shareable to prevent future issues. The motion was seconded by Sabine Eggleston and passed unanimously. Sabine committed to updating the statistics master to prevent further copying.
- c) Only use the Temporary code if a student is not sure they are staying on the course during the first week or so.
- d) Google Chrome is recommended for Canvas and MLM

XI. BibliU Updates

- a) Several issues were brought to light regarding BibliU
  - i. Some students reported issues using codes delivered through BibliU.
  - ii. Some professors expressed concern about students paying for access codes they already have through inclusive access.
  - iii. Dr. Kristi Moran shared that a student who purchased an unnecessary code was able to get a refund from Pearson.
  - iv. Some compatibility issues were noted with Safari browser on Apple products and students had to register on a PC before being able to access MyLab Math on the Apple devices. Professor Kelsea Cid advised that students download Google Chrome on Mac products to resolve the issue.

XII. Brainfuse Updates

- a) Statistics students using Brainfuse tutor (not an FSW tutor) can find the appropriate link under the Business and Accounting tab.

XIII. Honor lock Updates.

- a) Honorlock works best on Google Chrome
- b) When using Honorlock, Proctorio and Proctor U extensions must be disabled.
- c) See the PD calendar for Honorlock training or self-paced guides

XIV. Spring Schedule

- a) There were some mistakes on the draft Spring 2026 schedule that have been disseminated to date.
- b) Do not reach out to Libby or Gus until you receive an email about an updated Spring 2026 schedule draft

XV. New Math Honor Society – Don Ransford

- a) Don discussed plans to establish a Mu Alpha Theta chapter, a national mathematics honor society, at the university. This society includes students from high school and community colleges.
- b) He outlined various activities and competitions, including Math Olympics and Integration contests, that would be organized under this one umbrella.
- c) Don also proposed monthly meetings, campus coordinators, and community service initiatives.
- d) He mentioned developing a Qualtrics survey for student applications and noted that interested students must have a 3.0 GPA and be enrolled in precalculus or higher-level math courses.
- e) Bob Cappetta informed the group about an upcoming American Math Competitions (AMC) 10/12 event at Florida Gulf Coast University in November and encouraged faculty to consider enrolling advanced high school students using the link:  
<https://www.fgcu.edu/cas/departments/math/mathletes/amc>

XVI. Professional Development

- a) Community of Practice
  - i. Honorlock roundtable at 1pm with the Science Department.
- b) Professional Development Committee
  - i. Ivana Ilic reported she's serving as interim chair of the Professional Development Committee.
  - ii. Ancillary fall funds are on hold but travel applications for January-March are being accepted.

c) Math Conferences

- i. Don Ransford provided a list of math conferences for the year (on Math Canvas course), including FTYCMA fall retreat will be October 3-4 at Polk State College with early registration ending September 26.
- ii. Ongoing self-paced professional development opportunities and the yearly safety training due by December were emphasized.

XVII. Emergency Readiness Preparations

- a) Emphasis was made on the importance of completing the emergency remote readiness training for adjuncts. Mentors are asked to reach out to the adjuncts who have not completed the course to date.

XVIII. Committee Updates / Faculty Updates

- a) Sabine provided an update on the Calendar Committee, noting that the 2026-27 calendar has been submitted to the board and highlighting a few extra days at the beginning of the spring semester.
- b) Any committee representation needs should be forwarded to Tim Bishop, President of the Faculty Senate.
- c) Meghan Carlson requested a flyer for potential members of Mu Alpha Theta Mathematics society
- d) Kari Sizemore mentioning an upcoming One Theme One College author event on October 1st.
- e) Kelsea Cid briefly discussed Meta Glasses and their impending challenges which may be brought into the classroom



- i. Kelsea shared that a student asked about wearing Meta glasses (AI-enabled eyewear) during exams. She noted these glasses look like regular glasses but can record content.
- ii. James Chan explained that even with phones off, the glasses can record and later sync with cloud storage. Bob Cappetta shared that Honorlock might be able to detect the LED light that illuminates when the camera is recording, but Kristi Moran pointed out that camera positioning could prevent detection of the LED light.
- iii. Faculty should be aware that this technology is becoming more accessible to students.
- iv. Best practice:
  - Treat them like a smartwatch — not allowed in testing environments.
  - If the student truly needs prescription lenses, you might suggest:  
They wear regular prescription glasses instead for exams.  
Or, if those are their only prescription glasses, ask them to bring documentation and arrange for a way to verify they aren't active (e.g., phone must be off and stored away, glasses briefly checked before exam).

XIX. Action items

- a) David Licht, Bob Capetta, and Duval Zephirin
  - i. Form a committee to review textbooks for MAC 1106, 1114, and 1140.
  - ii. Select new textbook editions before Spring semester ends.
- b) Sabine Eggleston
  - i. Make the old Statistics master non-copyable to prevent future access code issues.

- ii. Research further on BibliU refund policies for students.
- c) Don Ransford
  - i. Ask Libby to run data on declared nursing majors and their math course selections.
  - ii. Develop a Qualtrics survey as an application form for Mu Alpha Theta.
  - iii. Identify campus coordinators for Mu Alpha Theta.
- d) Sandra Seifert
  - i. Send out email about the textbook committee to recruit additional volunteers

Next meeting October 10, 2025.

Meeting adjourned at 10:07 am.