

# Mathematics Department Meeting Minutes

Friday, October 10, 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  
 Andrey Glubokov – Adjunct Professor  
 Farhana Huda - Adjunct Professor  
 David Wallace - Adjunct Professor

- I. Adoption of Agenda
  - a) Adopted as presented.
- II. Approval of the Minutes
  - a) No corrections
  - b) Approved as presented
- III. Success and Accomplishments
  - a) None stated
- IV. Advising – Penny Oliva
  - a) The advising team are beginning Spring class discussions with students.
  - b) David Licht questioned the form response/email sent to students receiving an Early Alert notification by faculty. He felt the response email did little to motivate the student to “turn over a new leaf.” Penny stated she prefers to call her Early Alert students and only resorts to an email if communication by phone is not reached satisfactorily.

- c) Penny indicated she will mention the Math faculty concern of the usage of the generic response email in her next Advising Team meeting.

#### V. Course Level Assessment - Tina Churchill

- a) Prior to the Course Level Assessment committee formation, the department used final exams to assess a student's competency level in MAC 1105, 1114, 1140 and 1033. The faculty decided a better assessment tool was needed to truly gain insight into the student's academic journey and ability to retain key concepts moving vertically through the mathematics ladder. The committee members (Iryna Labachova, Sandra Seifert, Bob Cappetta, Kari Sizemore, Cindy Quehl, Tina Churchill, and Christy Smith) created questions interwoven along the STEM pathway. In general, there are 10 questions per assessment (1105, 1140, 1114). Questions 1 – 3 are pre-req skills, Questions 4 – 8 are present skills/objectives and Questions 9 -10 are for a future course.
- b) Professor Tina Churchill presented assessment report showing item difficulty levels and discrimination between pre- and post- tests, explaining the ribbon questions that were woven throughout assessments to track foundational skills across courses. The current semester was running a 30% random pull of full-time faculty (pulled by Institutional Research); Spring 2026 will include all modalities and adjunct faculty as well.
- c) Professor Don Ransford suggested that actual questions be included in report and assessment office provided more detailed observations. Dr. Kristi Moran noted that the process for obtaining online versions be documented for adjuncts.
- d) The Department voted to approve 30% assessment rollout for Spring 2026 across all modalities, with the assessment to be administered on first or second day of class. Faculty will need to be notified of selection by end of Fall semester. Directions and grading examples will be provided, and Canvas Commons will be used for distribution. Assessment should be done without calculator.
- e) Professor Churchill emphasized that increased focus will be on PLOs with HLC and that PLO alignment is priority for accreditation. She presented AS in Science and Engineering Technology and CCC certificate PLOs and that STEM pathway assessments support PLOs for science-based programs. MAC 1105 needs assessment to support general education core mathematics and noted that Calculus 1 should eventually be added to STEM pathway assessment. MGF 1130 and STA 2023 are included in other program PLOs and will need assessment in the future.

#### VI. Course Updates –

- a) MAT 1033 – Jaime Zlatkin
  - i. Professor Jaime Zlatkin gave an overview of the approval process. Course was reviewed with fine-tooth comb; reviewers verified every objective was covered in the assessments. However, some questions needed to be added to ensure all objectives were accounted for. Changes were made to MyLab Master: section quizzes added, and content not covered in objectives removed. Practice tests still need to be created for individual chapters.
  - ii. The course is now approved and ready for Spring 2026 implementation.

- iii. Dr. Ivana Ilic raised concerns about AI being used to review exam content and potential compromise of test security. Jaime agreed to look into the use of AI in the review process.
  - iv. Professor Tina Churchill suggested reviewing and simplifying course objectives to avoid overly detailed requirements and Professor Kelsea Cid agreed and recommended combining objectives rather than listing every topic as separate bullet points.
- b) MAC 1106, MAC 1114, MAC 1140 – David Licht
  - i. Professor Licht presented the recommendations of the text book committee that consisted of course coordinators (David for 1106, Duval Zephirin for 1114, Bob Cappetta for 1140) and Bharat Patel.
  - ii. The current 8th edition is being retired by Pearson on August 16, 2026 and will be used through Spring and Summer 2026.
  - iii. The group decided to stay with Sullivan Algebra and Trigonometry, moving to 9th edition. The Master courses will be created after the holidays and the coordinators will review all homework and quiz problems. Current final exams still appropriate as they cover the same objectives. The MyLab masters will be distributed by Sabine Eggleston. Faculty can request complimentary copies.

#### VII. Formulas for Adaptive Services

- a) Discussion of missing formula sheets at Adaptive Services and departmental approach to formula sheet usage. Adaptive Services sent accommodation letters requiring formulas but had no formula sheets on file, perhaps due to transition in administration. After some discussion it was agreed that a committee would be formed to develop recommendations for standard set and standard policy across courses for the department for MAC 1105 and MAT 1033. Trigonometry, Pre-Calculus and the Calculus sequence already have approved sheets.

#### VIII. Technology Updates

- a) MyLab Math
 

New MAT 1033 MyLab Master ready for Spring distribution; new course ID to be released. Only two people copied from statistics master recently; most copy from their own old courses.
- b) BibliU
 

There are students whose MyLab codes expiring. Some professors experience the same issue every semester with 5-6 students around this time. The BibliU process must be reiterated. It was suggested that BibliU setup be made into a graded assignment to ensure completion. Some dual enrollment students are having MyLab access issues which may have to do with the computers they are assigned.
- c) Honorlock
  - Dr. Kristi Moran warned about Sora AI creating motion graphics of students that can fake remote proctoring gestures.

- Some professors tried Honorlock with their ground classes, but half of the students couldn't access the assignment and IT couldn't help with third-party software. This could be because of common Honorlock issues - Proctorio conflicts (extension must be disabled) and students entering through wrong tab.
- ProctorU ending Fall 2025, Proctorio ending Spring 2026; Honorlock will be only option. Honorlock requires Chrome browser and doesn't work on Chromebooks

#### IX. Spring Schedule

- a) Faculty are encouraged to promote MAC 1106 to strong MAT 1033 STEM students which allows acceleration from 1033 to calculus within two semesters. This is offered Live Online to serve students from all campuses
- b) Spring schedules distributed and is already visible to students online, though registration is not yet open; changes should be requested by November 13<sup>th</sup>. Faculty can request Express course conversions.

#### X. Final Exams

- a) Requested course coordinators have ground and Canvas versions ready by November 14th meeting. Course coordinators confirmed MAT 0018, MAT 0057 and MAT 1033 require departmental finals for all students.
- b) MAC 1105, 1140, 1114 department final exams are optional since they are no longer used for assessments, but will be available for adjuncts or other professors who want to use them.

#### XI. Professional Development

- a) Community of Practice will be a discussion on college algebra led by Don Ransford; will review state outcomes and current outcomes. Presenting possibility of different textbook approach for college algebra.
- b) Ancillary funds available soon at \$150 limit per semester. Professional development travel applications being accepted for January-March conferences
- c) 403B session on PD Friday regarding 3% faculty contribution match was highlighted.
- d) LAC committee published first Dataverse issue
- e) Collecting feedback on Quick Takes for upcoming data-first issue
- f) Multiple surveys forthcoming for HLC 5-year plan and 7 pillars review

#### XII. College Events

- a) Boo-ccaneer Bash
  - i. Volunteers were solicited.
- b) Renaissance Fair
  - i. Event scheduled for March, week before spring break. Main event at Lee campus with smaller events at other campuses. Each department must create at least one activity. Since the event coincides with Pi Day, those activities could be incorporated. Faculty expected to dress in period costume

- ii. Sabine Eggleston stated that she attended Dr. Bilsky's planning meeting and an extensive list of activity suggestions available. Detailed suggestions will be shared with department as they become available.

XIII. Committee Updates / Faculty Updates

XIV. New Business

XV. Department Meeting Dates

11/14 – last Fall 25 dept meeting

Spring 26 meeting dates: 1/9, 2/13, 3/13 and 4/10

XVI. Adjourn

- a) Meeting adjourned at 11:00am.