

Mathematics Department Meeting Minutes

Friday, November 14, 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		

Guest: Penny Oliva, Advising

I. Adoption of Agenda

The agenda was adopted as presented.

II. Approval of the Minutes

Updates were received to the minutes prior to the start of the meeting. No additional corrections were stated at the meeting; so, they were adopted.

III. Success and Accomplishments

- Bob Cappetta, Ivana Ilic, and Bill Stoudt were chosen as “Most Valuable Person” instructors by student players at a recent assembly.
- Colt closed on a new home!
- 35 students on Lee, 23 on Collier and 2 on Charlotte, completed the AMATYC math competition on November 5th. Bob Cappetta did an excellent job coordinating the information to everyone.

IV. Advising – Penny Oliva

- The Early Alert process is not an effective tool according to Faculty surveyed through dept meetings and other sources.

- Alex, Dr. Page, and Dr. Palmer are working on a new Early Alert process. It has been submitted to Faculty Senate for approval.

V. Course Level Assessment - Tina Churchill

*Tina and Iryna Labachova reported together:

- A list for the Spring 2026 instructors involved in the process will be disseminated soon. It will be comprised of 30% of the faculty teaching each course (MAC 1105, 1140 and 1114), Faculty requested an early notification so they could prepare for the Spring 2026 syllabus adjustments.
- The Common Course Assessment can be downloaded from the Canvas Commons. Contact Iryna for help placing it in your Canvas course.
- It was suggested that instructors give the assessment during the first or second day of class. The students may only use a scientific calculator.
- All faculty should watch for an email from Iryna to see if they will be involved during the Spring 2026 term.
- A gracious thank you from Iryna and Tina for those involved during the Fall 25 term.

VI. Course Updates

- Use the new MLM master for any course which is updated or a course which was up for adoption; for example, MAT 1033
- Kelsea, Meghan, and Jimmy condensed the Learning Outcomes for 1033, 1105, 1140 and 1114. The documents were submitted to all faculty prior to our meeting on 11/14. We will vote on these changes at the January 2026 dept meeting. So, all faculty should review the 3 documents which were sent and address any concerns or questions they have with Kelsea, Meghan, or Jimmy.

VII. Formulas for Adaptive Services

- A new booklet was created and presented by the Formula Committee and sent to the faculty for review prior to the meeting.
- Sandra will check with Adaptive Services personnel to see if the booklet satisfies their needs and the needs of the students involved in the program.
- Motion to accept by Kelsea and seconded by Kristi Moran

VIII. Technology Updates

a) My Lab Math

MAT 1033 Spring Master 2026 course ID: eggleston50725

b) Honorlock

- This will be our only proctoring service for online courses beginning Spring 2026.

- Any questions you have should be addressed by viewing the HonorLock toolkit, if not contact IT.
 - Students who have a challenge installing Honorlock on their personal devices can:
 - (1) Borrow a laptop from the kiosk on one of the FSW campuses.
 - (2) Use the Testing Center or the Library
 - (3) Use the Browser version on Honorlock.
 - There is a calculator available on Honorlock. You can complete a google search on the Honorlock calculator so the students can practice. It may be a good idea to give an introductory assignment during the first week of all online classes which requires the use of a calculator, so students know how to use it. The app can be found at: App.honorlock.com/calc/scientific
 - Handheld calculators can be prohibited with Honorlock.
- c) Other
- Cassie Sementelli from Pearson has indicated that there is no foreseeable updates for the MAC 1105 text.
 - Pearson has a “Pearson Seamless” option; Sabine will research this concept more and report at a future dept meeting.

IX. Spring Schedule

- a) Reset sections of Syllabus.
- b) Turn in syllabus during last 4 duty days.

X. Final Exams

- MAC 1105 has a new final exam, contact Kristi Moran
- The final exam is mandatory for MAT 1033, MAT0057 and MAT 0058
- Kristi Moran will send out the final on the open/closed list; so, watch your FSW email.

XI. Professional Development

- a) Community of Best Practice Mathematics
 - i. OER with LibreText and MyOpenMath
- b) Ancillary Fund, Faculty PD Travel Fund

<https://docs.google.com/forms/d/e/1FAIpQLSdd02MhPnBmL41OxN4lKMEzq2OHcP3KjPf6le3b-Y6QQ9C9MA/viewform>

- c) PD Friday series
- d) FSW Compliance Training 2025 – due 12/31 for all faculty

XII. College Events

- A. Renaissance Fair: 3/11 and 3/12

- Main event on Lee campus; smaller activities will be held on the other campuses.
 - Each department is tasked with creating an activity.
 - The details for this event are still being ironed out.
- B. Jimmy encouraged all students (18 years or older) to complete the Educause Survey:
<https://survey.alchemer.com/s3/8207501/FloridaSouthwesternStateCollege>

XIII. Committee e Updates / Faculty Updates

A. New Business

- Hawkes Event for MGF 1130/1131
- Study Abroad Program – available to faculty and students. The faculty applications are due 2/26.
- Sabine mentioned an end of the year or end of the semester gathering; hoping to connect and re-connect with colleagues
- Sabine shared that her father is now in Memory Care
- Sandra’s father-in-law passed in October

B. Department Meeting Dates

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

XIV. Adjourn

- Motion to adjourn at 10:34 am by Kelsea.
- Jimmy Chan seconded.