

Mathematics Department Meeting Minutes

Friday January 9, 2026, 9:00 am – 11:00 am

On Zoom

<https://fsw.zoom.us/j/88389069523?pwd=RyQ6qdOxoT7KcjnbMevmq1aznZbUtL.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
 - Meeting started at 9:01 am
 - Agenda accepted
- II. Approval of the Minutes
 - Ivana Ilic asked to have the course IDs removed from the minutes.
 - Minutes approved
- III. Success and Accomplishments
 - Cheban received a hard copy of the OER MGF 1131 textbook
 - Sandra acknowledged and thanked Meghan, Jimmy and Kelsea for the detailed and diligent work in mapping the MAT 1033, MAC 1105, MAC 1106 and MAC 1140 Course Learning Outcomes to Program Learning Outcomes Mapping: syllabus changes and rationale for proposed Curriculum Changes
 - From Meghan Carlson made students aware of the technology they can procure from IT as part of her week 1 announcements

IV. Advising – Penny Oliva

- Penny mentioned the FSW advising teams on all campuses have been busy working with students; approximately 100 students each day
- There was no new update on the early Alert adjustments; she will bring any insights to the February meeting after the FSW Advising Team has had the opportunity to meet.

V. Course Level Assessment - Tina Churchill & Iryna Labachova

- The selection process (30% of full-time faculty) will be completed prior to the end of the previous term.
- Scantrons are sent during week 2 of the term.
- Discussions by the department included:
 - Including a “I do not know” response on the multiple-choice responses for each question.
 - The online rubric and paper rubric need to be the same; presently they are not the same.
 - Sabine made a tutorial for the scientific calculator on Honorlock. Any faculty interested in using the tutorial should contact Sabine

VI. Course Updates

A. CLO for MAT 1033, MAC 1105, MAC 1106 & MAC 1140 Update –

- After a brief discussion the updates to the Course Learning Outcomes were approved by the department; motion by Christy Smith and seconded by Tina Churchill. There were no objections nor abstains.

VII. Formulas for Adaptive Services – Updates

- The ADA Services formula sheets are now effective.
- It is the professor’s discretion to utilize in their own classes.
- The formula sheets are required for adaptive services.
- To be uploaded to Math Department Canvas Course
- Need instructions on how to be included in tests that use Honorlock.

VIII. Technology Updates

A. MyLab Math

- Sabine sent the Pearson Office Hour pdf electronically via email to instructors.
- There is a refund process available if the student accidentally paid for the access code.
- Need to use Chrome when registering for MLM; Safari will not copy and paste access code from BibliU.

- MAC 1114 (Trig) and MAC 1140 (Pre-Calc) use the same text, so they are both seeing the same icon in BibliU; it may be confusing for students. Please make your 1140 students aware of this adjustment.

B. Honorlock

- Faculty new to Honorlock should check out the toolkit available on canvas.

C. BibliU

- For texts that span multiple courses, only one icon is used for all. Instructors and students need to be made aware.

D. Brainfuse

- No new updates.

E. Other

- There are new texts for the Fall 26 term, so modifications for updating the Master Shell are needed; as well as the Canvas course. The volunteers at meeting included:
 - Dmitry Yusin – MAC 1140 and 1114; Douglas Magomo will assist.
 - David Licht and Duval Zephirin will work on MAC 1106.

F. Services offered through the library.

- Student Tutoring
<https://researchguides.fsw.edu/tutoring/collegetutoringserviceshome>
- Math Center: <https://researchguides.fsw.edu/tutoring/mathcenter>
- Peer Tutoring Center:
<https://researchguides.fsw.edu/tutoring/peertutoringcenter>
- Prep STEP: a practice exam platform;
<https://go.openathens.net/redirector/fsw.edu?url=https://www.learningexpresshub.com/prepstepacademic/libraryhome?Authtoken=91e6c12c-6095-4e2e-b86c-c619c8a47572>
- Mango Languages: Mango Language application offered through Library Services <https://connect.mangolanguages.com/fsw/start>
- WorldCat: <https://search.worldcat.org/>
- Email: vsanfilippo@fsw.edu

IX. Summer Schedule

- Any preferences for summer classes need to be to Gus Cameron by the end of January.
- Any textbook updates/modifications need to be to Andy Buck by the end of February.

X. Fall Schedule

- Gus will send out a survey for faculty to complete; please review your emails to be prompt in responding to them.

- XI. Adjunct Faculty Portfolio
- These are due February 13, 2026 to Sandra.
 - Several Adjunct faculty need to be observed. Coordinators to reach out.
- XII. College Events
- A. Renaissance Fair
- March 11 and 12 – main events on the Lee Campus
 - All campuses are encouraged to have an activity or two.
 - Faculty involved in the planning include Bob Cappetta, Sandra Seifert, Tina Churchill, Meghan Carlosn, Sabine Eggleston, and Christy Smith
 - Bob to forward some ideas by email
- XIII. Professional Development
- A. Community of Best Practice Mathematics
https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/co_bp-math---January
- B. Ancillary Fund, Faculty PD Travel Fund
- C. PD Friday series
- XIV. Committee Updates / Faculty Updates
- A. Academic Technology Committee – James Chan
- Accessibility requirements of Canvas courses:
https://docs.google.com/document/d/19gVm8Lq_fh-OKdR1WV6M6PtXGVEQRXGFMupWoHA1cJg/edit?tab=t.0
 - We may be moving to a goal of 100% of accessibility across all courses.
 - YuJa Panorama (<https://www.yuja.com/panorama/>) can show you how accessible your course is, in its present form.
- B. Jaime received all new teeth, after a long journey, she is recovering nicely and has a Beautiful smile
- C. Sandra had an Achilles injury; wearing a boot and the healing continues
- D. OER materials for Summer 26 and Fall 26 can be requested through the Dean's office.
- XV. New Business
- A. Study Abroad Program – advertise to students
- XVI. Department Meeting Dates
- Upcoming meetings for the Spring 26 term: 2/13, 3/13 and 4/10
- XVII. Adjourn – at 10:26 am