

Meeting Minutes

Date	August 21, 2012	Time	1:30pm – 4:30pm
Facilitator	Jo Ann Lewin	Scribe	Sandra Seifert
Subject	Mathematics Department Meeting –		
Attendees	<u>Lee Campus:</u> Jo Ann Lewin, Don Ransford, Don Warren, Ivana Ilic, Cheban Acharva, Juan Zaragoza, Ivan Melendez-Leon, Rona Axelrod, Doug Magomo, Laurice Garrett, Farzan Riazati, Ron Smith <u>Hendry/Glades:</u> Sandra Seifert <u>Collier:</u> Joan Van Glabek, Michael Chiacchiero, Tatiana Arzivian, James Daniels <u>Charlotte:</u> Christy Smith, Marjie Moller, John Salem		

Meeting Minutes

Key Points Discussed		
No.	Topic	Highlights
1.	CS	<ul style="list-style-type: none"> • 1 recommendation that concerns our department <ul style="list-style-type: none"> ○ Adequate number of full-time faculty for the student load which is a quality and integrity issue • Some ways to show that we are looking at the issue <ul style="list-style-type: none"> ○ List ways to address this issue or to support the current structure ○ Make use of the group page to disseminate information ○ Community of practice brought people together ○ Addition of three new faculty contributes to mission ○ The drop in enrollment makes for a better teacher to student ratio ○ Mentoring of new faculty ○ Course coordinators
2.	Unit Plan: QEP	<ul style="list-style-type: none"> • Faculty encouraged to take up to 5 workshops
3.	Unit Plan: STEM Fair Update	<p>Charlotte</p> <ul style="list-style-type: none"> • Coordinated by 8-member committee • In the works at the moment: <ul style="list-style-type: none"> ○ Local businesses buy-in ex. Hospitals ○ Whole day event ○ Local High School participation ○ Evening culmination speaker ○ Scholarship sponsored by local businesses • All faculty from other campuses encouraged to participate <p>Miller –</p> <ul style="list-style-type: none"> • Participating in the campus-wide career fair.

Meeting Minutes

4.	Unit Plan: Peer Visitation	<ul style="list-style-type: none"> • Goal is to visit each other's classroom and learn from each other • 35% participation from full-time faculty, lower from adjuncts • Minimal documentation • Can be used for professional development • Faculty input in colleague's evaluation and portfolio • Aim is to foster an atmosphere of visitations and impromptu peer evaluations • Share visitation results before department meetings • Visitation Forms need to be streamlined • Faculty to get schedules out so that visits can start early
5.	Dual Enrollment	<ul style="list-style-type: none"> • HS class schedules in Collier go to 3-day lecture and 2-day labs to compare directly with college classes • Common course final has been given to IRPE for evaluation and report to state • throughout the entire Florida College System
6.	PERT	<ul style="list-style-type: none"> • College Readiness – if students have not passed the PERT (getting at least a 123 score in the math) by their junior year, they are directed to a year-long college readiness course after which they retake the PERT • Pool reporting for PERT going into effect. A student can only take the PERT twice • Students who pass MAT 0028 with A can take the PERT to bypass MAT 1033 instead of the now defunct 1033-bypass exam
7.	Community of Practice	<ul style="list-style-type: none"> • Each campus will seek to facilitate their own communities of practice • Some suggestions to share information <ul style="list-style-type: none"> ○ Newsletter of discussions via email blasts ○ Discussion boards • Items to decide on <ul style="list-style-type: none"> ○ Discussion board ○ Coordinated sharing event
8.	Assessments	<ul style="list-style-type: none"> • Ron to write a document regarding assessments <ul style="list-style-type: none"> ○ Construct an assessment with regards to learning outcomes, etc ○ Evaluating these assessments ○ Use of results

Meeting Minutes

9.	Student Learning Outcomes	<ul style="list-style-type: none"> • Review current SLOs for each course • Review differences and overlap between 1033 and 1105, 1105 and 1140 • Reviews can be done by various faculty via email • Have different people work on different areas <ul style="list-style-type: none"> ○ One group on functions, another on rational functions, etc
10.	General Education Competencies	<ul style="list-style-type: none"> • Dr. Harrel stopped by and spoke about Gen Ed changes from State <ul style="list-style-type: none"> ○ Reduced from 36 to 30 hours ○ Foreign language required ○ State mandates ○ Balancing state course topics, student outcomes, overlapping topics and what teachers want to have in course • Some transfer credits may not be accepted at FGCU <ul style="list-style-type: none"> ○ Don Ransford to investigate
11.	MyMathLab	<ul style="list-style-type: none"> • Students who are retaking a course or using the same book for another course do not need to purchase another access code, provided that the retake is within a year • Need access to student's records on the campuses to verify information before student can be properly advised • Students must buy access code that read MyLabsPlus • No access from CourseCompass
12.	SIR II	<ul style="list-style-type: none"> • It was suggested that the SIR IIs need questions that are more pertinent to mathematics • Suggestions are welcome
13.	Calculators	<ul style="list-style-type: none"> • TI 84/85 required for all math classes except MGF. • Concern about programs like ZoomMath <ul style="list-style-type: none"> ○ Can use "Press to Test" to turn off all programs temporarily ○ No concern for TI 83 • Cost to students?
14.	Final Exam Schedule	<ul style="list-style-type: none"> • Time overlap issues • Schedule is being currently revised • Corrected version not available at meeting time

Meeting Minutes

15.	Future Discussions	<ul style="list-style-type: none"> • Math Center <ul style="list-style-type: none"> ○ Review how money spent ○ Refine workshops for MAT 1033 ○ Make workshops more valuable for student • How to better bridge 0028 and 1033 • Brown bag discussions per course <ul style="list-style-type: none"> ○ Those interested can talk to Don • Skype for office hours
-----	--------------------	--

Action Plan			
No.	Action Item	Owner	Target Date
1	Classroom Visitations	All	Fall 2012 – Spring 2013
2	Assessment Suggestion Report	Ron Smith	
3	Brown Bag course discussions	Don Ransford	
4	STEM Fair – Charlotte	Charlotte Committee	Spring 2013
5	Review SLOs	Course Coordinators	
6	Discussion board/Newsletter		
7	FGCU Transfer credit issue	Don Ransford	