

# Math Department Meeting

## Minutes

March 1, 2018

**Present:** H. Africk, M. Bessonov, M. Bonanome, W. Colucci, D. Desantis, A. Douglas, J. Ellner, L. Ghezzi, J. Greenstein, E. Halleck, S. Han (chair), E. Hill, B. Isaacson, T. Johnstone, D. Kahrobaei, B. Kan, N. Katz, N. Kennedy, C. Koca, B. Kostadinov, J. Liou-Mark, A. Masuda, J. Natov, G. Niezgoda, K. A. Parker, K. Poirier, E. Rojas, A. Rozenblyum, H. Schoutens, A. Taraporevala, J. Thiel, S. Verras,

**Absent/Excused:** N. Benakli, C. Calinescu, H. Carley, Z. Chen, S. El Hitti, U. Ghosh-Dastidar, A. Kramer, N. Li, J. Reitz, S. Singh, T. Tradler, H. Yuce, L. Zhou.

**Guests:** S. Umana.

1. The meeting was called to order at 1:00pm.
2. **Amendment to the minutes from February 1, 2018:** Meeting date was changed from February 1, 2017 to February 1, 2018.  
**Motion:** Approve the minutes from February 1, 2018 as amended.  
**Action:** Carried unanimously.
3. Chairperson's report:
  - Reminder: Spring 2018 department meetings will be held on April 12 and May 3.
  - Reminder: Schedule an annual evaluation conference meeting.
  - Reminder: Technology fee is due to the dean as soon as possible.
  - Professor Han reported on the following:
    - Upcoming elections:
      - \* College Council Delegate at Large
      - \* Faculty-Student Disciplinary Committee
      - \* Academic Integrity Committee
      - \* CUNY Faculty Senate
    - MAT 1275 Final Exam Assessment will take place at the end of the semester.
    - Faculty are encouraged to attend Honors Convocation and Commencement on Wednesday, May 30 and Monday, June 4, respectively.
    - For those interested in open education resources (OER), contact Cailean Cooney.
    - Volunteer judges are needed for the Greater New York Math Fair on April 29 from 10am-4pm.
    - The deadline to sign up for CUNY Math Challenges is March 21.

Dates:

- March 1 - Verification of attendance (VOA) is due
- March 15 - Fall 2018 teaching preference form is due
- March 17 - For the adjuncts under the 3-year review, class observation reports are due
- April 12 - Midterm grades are due

4. Committee reports:

- Curriculum Committee:

Professor Han reported that pass rates for MAT 1275EN and 1190EN are comparable to those for the regular MAT 1275 and 1190. The committee proposes this model to be permanently adopted. Rather than calling it 1275EN, it will consist of MAT 1275 (4cr 4hr) plus a co-requisite (0cr 2hr). The same instructor will teach both courses. The committee also proposes an additional co-requisite (0cr 2hr) with MAT 065 (0cr 5hr). Potentially different instructors could teach these two courses.

**Motion:** Approve the curriculum to include an additional MAT 1275 co-requisite (0cr 2hr) and MAT 065 co-requisite (0cr 2hr).

**Action:** Carried - 31 in favor, 1 opposed, and 0 abstained.

- Applied Math Committee:

Professor Yuce reported that the applied math curriculum proposal has been revised for the fourth time, and will soon go to the college council curriculum committee.

- Placement Exam Committee:

Professor Katz reported that the placement exam cut-off scores will be changed. When the placement exam committee finalizes the changes, the advising handbook will be updated accordingly.

5. Academic Integrity:

Professor Thiel gave a presentation on academic integrity. When violations of academic integrity are suspected, the instructor should do the following:

- Document the incident
- Discuss the incident with student and chair
- Fill out the Faculty Action Report (FAR) form
- Submit the FAR form to the Academic Integrity Officer (AIO), Kyle Cuordileone, N610

6. The meeting was adjourned at 2:04pm.

Respectfully submitted,

Brad Isaacson