Moorpark Mathematics Department Meeting Notes
January 24th, 2020

Agenda Items	Presenter
The Math Department will be creating a Distance Education Committee. The lead for this committee will serve as a "Course Coordinator" for Hybrid and Web-Only sections of Math. It will give guidance in forming a Distance Education section, especially for new instructors, but also for anyone teaching such a section. It will also monitor sections to guide them in meeting the state standards. Tom Ogimachi is currently being trained to be a Certified Reviewer for the campus, with the duty to start this coming March. Tom Ogimachi and Cindy Reed have volunteered to be Co-Leads of this committee. Others who have volunteered to be members of this group are Brendan Purdy, Chris Copeland, Jan Archibald, Katrina Topolinski and Vahe Khachadoorian. Anyone else also desiring to join this group may contact either Tom or Cindy.	Phil Abramoff
The Math Department is urged to develop more "Open Educational Resource" (OER) sections. This would serve the purpose of reducing our dependence on resources available from book publishers, while publishers are moving toward offering only online resources anyway. Our first project is identifying several of our Math 03 sections as "Zero Textbook Cost" (ZTC) sections, with student textbooks available through our lending library. Another step we can take in moving toward more OER sections is to utilize MyOpenMath in place of MyMathLab. Renee Butler has offered her open-lab course for Math 03 instructors. Tom Ogimachi has offered his open-lab course for Math 15, which can be placed directly into Canvas.	Renee Butler
Math 05 needs to be resubmitted through Course Leaf, since it was not completely aligned with the state C-ID 151 (College Algebra for STEM). Two Part-Time Instructors volunteered with this project. Oleg Bespalov has requested that Math 25B be made DE applicable through Course Leaf, to be offered in the PACE Program by Fall 2021. Further discussion is necessary on this matter. Moreover, additional discussion on the pedagogy of the Calculus sequence will occur at the next department meeting, based on larger issues that ensued.	Phil Abramoff
Regarding course substitutes, there have been some instances of substitute teachers not completing daily coverage requested by the absent instructor. For future substitute requests, instructors are urged to identify their own substitutes first. Furthermore, instructors should be as explicit as possible in their directions for the substitute, and such	Phil Abramoff

Agenda Items	Presenter
substitutes should report back to the instructor upon return. While most instructors and substitutes do this already, being explicit as possible may help substitutions occur as smoothly as possible.	
Several instances of disorderly rooms have been reported this semester. We are reminded that three rooms have "pod-style" as their default arrangements. They are AC-111, AC-304 and AC-305. All other rooms have standard rows as their default arrangements. Therefore, we are asked to please have all desks in their default arrangements when class ends, out of courtesy for the next instructor in that room. Also, please be courteous in leaving the room tidy when your class ends, including erasing all boards, turning off document camera, putting back any stray cords, putting up view screens, and (for computer rooms) have all student computers put back into the computer carts in an orderly fashion. Related, one new portable document camera will soon be available if needed, while new document cams have been requested for all rooms.	Phil Abramoff
Several of our Math classrooms have whiteboards that are difficult to access, mainly because too many desks are taking up too much space. We request that some desks be removed from several rooms in order to create accessible space in the rooms, while also reflecting our course capacities of 40.	Tom Ogimachi
David Weinstein is tentatively planning to retire at the end of this semester. He has offered to have members of the faculty view his books and other items that he wishes to give away, for personal use, or as a keepsake in remembrance of his time here at the college.	David Weinstein
Ad hoc book review committees are needed for several courses in order to select textbooks for courses for Fall. Math 12 has already selected a textbook. Math 11 may use the same book as for Math 05, but will review other options. Katrina Topolinski and Vahe Khachadoorian will serve on the Math 11 ad hoc. The Math 25ABC series textbook ad hoc group will consist of Marcos Enriquez, Katrina Topolinski, Tom Ogimachi, Vahe Khachadoorian, Brendan Purdy, Rena Petrello, Renee Butler, Diana Nguyen and Daniel Rubinstein. The Math 07 ad hoc group will include Tom Ogimachi, Jan Archibald, Katrina Topolinski, Vahe Khachadoorian and Cindy Reed. The Math 15 ad hoc group will consist of Marcos Enriquez, Tom Ogimachi and Brendan Purdy. All groups should consider OER/ZTC options as well as standard textbooks. Department Chair Phil Abramoff will be in contact with all groups, especially to assist in decision processes and assistance in procuring sample materials. Anyone else interested in joining a book committee may contact Department Chair.	Phil Abramoff

Agenda Items	Presenter
Math 10 will also require book review. Renee Butler and Esther Kim have offered to serve on the ad hoc group. The group will also revisit SLO content as well. Additional part-time instructors Tammy Terzian and Beverly Gunderson will also be encouraged to be involved in these processes.	Renee Butler
Math 06 SLO's from last semester included three questions: (1) Solving a Trigonometric Equation, (2) Solving a Triangle using Law of Sines and Law of Cosines, (3) Graphing a Sine function containing transformations. Among 66 students, the results were: Question 1 perfect 5 25.8 %, score 4-5 45.6 % and score 3-5 62.6 %; Question 2 perfect 5 56.1 %, score 4-5 74.3 %, and score 3-5 86.4 %; Question 3 perfect 5 42.4 %, score 4-5 54.5 % and score 3-5 70.9 %. Some need indicated to emphasize fact that Sine/Cosine graphs are periodic.	Renee Butler
Renee Butler presented findings of a Math 05 survey concerning the support offering. Math 905-S provides the additional hour of instruction, workbooks, CET assistance inside and outside the classroom, and the growth mindset approach. Among students enrolled in the Math 05 with support, 41.6 % already completed Math 03, while 58.4 % had completed either Math 03 or had High School Algebra II. Survey indicated main reasons why students enrolled in the support course. 68 indicated they wanted the help, 58 indicated the time of the day fit their schedules, 38 indicated it was the only section available, while 39 selected other reasons. The Question "Did it help or not?" was asked, whereby 72.1 % said "yes" and 27.9 % said "no". Positive benefits cited by the students included the additional time, the use of workbooks, the one-on-one interaction, and the assistance of the CET's. These survey results will be presented to counselors. Oleg Bespalov will collect additional data to help improve for next year. Results from past semester show success rates in support sections are 11 % higher than in regular Math 05 sections.	Renee Butler
While not present at the meeting, James Chater had brought forth the idea that Math instructors and instructors from the various sciences could meet informally to discuss math topics as they relate to topics in sciences, so as to help enrich the instruction of both math and sciences.	Phil Abramoff
Greg Gaines presented update for the Math and Science Center. For this semester, the Math Faculty load has been increased from 120 % to 160 %, currently consisting of Rena Petrello with an 80 % assignment, David Mayorga with a 40 % assignment and Greg Gaines with a 40 % assignment. The Center currently employs 80 student tutors, with 52 assigned to the center floor for drop-in tutoring. Emanuel Guerrero is also in place as a second TSS2 along with Deb Brackley. Those who would like a visit to their classes for information about the	Greg Gaines

Agenda Items	Presenter
services provided in the center may contact Rena, David or Greg to arrange a visit. One-on-one tutoring appointments can be arranged for Math 01, 03, 05 or 08. PALS sessions can be created for any course, with the assistance of a CET, upon requests. Forms were distributed to faculty at the meeting. In terms of long-term planning, the physical space of the Math and Science Center is planned for expansion. Math Faculty asked if training on StatCrunch can be offered as well.	
During general discussion, Rene Petrello offered these additional items. Firstly, she wished to publicly thank Department Chair for work being done. Secondly, she requested that the group photo of the Math Department members be redone, as the previous photo did not turn out well. Thirdly, she suggested we create a "legacy wall" somewhere within the Math Department area which would represent current, as well as previous, Math Faculty members.	Rena Petrello
Future Department Meetings for Spring 2020 are February 28, March 27 and April 17.	General Announcement