

Math Department Meeting Minutes

April 21, 2020

Los Angeles Southwest College

Meeting attended by:	<i>E. Hector; Z. Dammena; G. Ramos; I. Gromova; D. Elias; D. Dammena; M. Martirossian; L. Saakian; S.Larios-Ramirez</i>	
Absent from meeting:	<i>G. Tadele</i>	
Guest(s):	<i>Dr. Tangelia Alfred and Olga Lara</i>	
Date:	<i>Tuesday April 21, 2020</i>	
Time:	<i>12:00 pm</i>	
Location:	<i>Zoom: https://laccd.zoom.us/j/96039323254</i>	
Minutes submitted by:	<i>S. Larios-Ramirez</i>	
Agenda Topics		Duration/People Responsible/ Deadline
Call to Order at 12:00pm Agenda: 1. Summer / Fall 2020 Schedules. 2. Testing issues in current classes. 3. Dr. Alfred 4. Comments / concerns.		Duration: Approx. 2 min
Topic # 1: Summer/Fall 2020 Schedules. <i>Dr. L. Saakian asks if there is a motion to approve the agenda items. Dr. Hector motions to approve the agenda items and D. Dammena seconds it.</i> <i>Saakian says that both summer sessions will be 5 weeks. Dr. Saakian says that the college will be offering summer 2020 in remote environment which means that the classes will be taught from our houses and we will meet with the students like we meet on campus and using CANVAS and ZOOM.</i> <i>In respect with fall semester, Dr. Alfred will go over that. His understanding is that there will be remote conversion format classes for fall but not 100% sure.</i> <i>Dr. Alfred says that the Chancellor has directed to put all courses in the telecommuting format but they haven't decided for fall semester. They are saying that any class that cannot be taught in this format have to be pulled from the schedule. The Vice Chancellor says that the courses we currently teach, we have to prepare to have a DE Addendum for them because after fall, we need to have all the classes to be able to be taught online with the DE Addendum or in a conversion process. The deadline is December. For winter and on DE Adendums should be included in all courses.</i> <i>D. Dammena says that the schedule doesn't have a time, can the times be included.</i> <i>Dr. Saakian says time and days like we had before would be reestablished to the same time they had, maybe by the end of the week.</i> <i>Ms. Elias and Mr. Ramos requested summer courses because of the Stay at Home order. Dr. Saakian says he might have a class available and he would let them know sometime tomorrow. Ms. Elias says that her schedule for the fall got changed to four math 227 classes and if that would be the final version. Dr. Saakian says that he has been told to</i>		Duration: Approx. 25 min

<p><i>only offer 5 sections of Math 125S from 10 that were originally offered and one section of Math 134. The classes will be offered by seniority and one assigned to evening class which will be offered to Ms. Gromova because she always teaches in the evening.</i></p>	
<p>Topic # 2: Testing issues in current classes.</p> <p><i>Dr. Hector asks about springtime testing. How are we going to handle that so that he may prepare. Dr. Saakian wonders how the tests are being organized because he got information that students have been given a test for 24 hours. That means that someone is posting a test the student has a chance to go to the math lab and ask the instructors for answers to every questions and that is considered cheating. Dr. Saakian is organizing his test in a way when during the class time he posted the test, the students can take that time to do the test and then have them post it there once done. Dr. Saakian then he grades the test and send it back to them. Once the time is up, the student can no longer send the test to him because time is up. Some students had to send him their test by email but Dr. Saakian cannot correct it and send it back to them because he doesn't have that capability. Dr. Saakian says that him, Dr. Alfred and the math lab instructors are getting all kinds of feedback.</i></p> <p><i>Dr. Hector allows 24 hours for the test. His final is worth 50% of the class, he allows two hours to take the final. Every time their students open up the test, they are doing a different set of numbers. Not any two students are taking the same test. If you retake it you get a different one.</i></p> <p><i>Mr. Ramos likes the idea since we are dealing with an emergency. Students have kids in home, they are also working, with sick people, and so many obstacles, that we should be accommodating to help them pass this semester. Mr. Ramos explains why having the test available 24 hours works. The students have 24 hours but not to do the test, the test is only 30 minutes or 60 minutes long, and the student has only that time period. The tests are all scrambled. Giving them 24 hours is giving them flexibility to when they decide to take the test because if you give them a certain time frame to do it they can be working at that time. When the students open up the test, they have 60 minutes to complete it, they cannot close it or else their opportunity is up and cannot go back in it again.</i></p> <p><i>Dr. Saakian says that Dr. Hector and Mr. Ramos are using the MyMathLab software to control the testing process, beginning and ending time. However, some other instructors are giving a take-home test to do within 24 hours.</i></p> <p><i>Dr. Alfred says they are getting emails from the Chancellors office and the district office saying that all the assignments and test should go through CANVAS. Some instructors are allowing their students to email them their assignments; that is not allowable and an email is going to come out saying that. We cannot use another platform that is not CANVAS.</i></p> <p><i>Ms. Elias shared that she allowed 24 hours for the first exam remotely because of all the problems she encountered with the students learning how to upload the test, she felt it was fair for the students to be familiarized with the system. In addition, she would like to clarify that although she did allow 24 hours for the exam she didn't get the results that many would've been expecting, they didn't all get 100% some even did worse than the first exam; you can tell they didn't cheat.</i></p> <p><i>Mr. Ramos shared that he did a practice quiz so that the students can learn how to do everything. Ms. Elias did so as well, but it still has been difficult for her students because they don't have the tools needed to do so.</i></p>	<p>Duration: Approx. 25 min</p>

<p><i>Mr. Martirossian suggest a list of guidelines to be given to do the tests. He shared he gave his students 12 hours to complete a test and the students were still requiring more time because students had issue with editor.</i></p> <p><i>Dr. Alfred suggests Dr. Hector to work with Mr. Martirossian because she says there is a way on CANVAS can setup the test multiple choice, upload pictures, things that won't be to hard for students.</i></p> <p><i>Ms. Elias shares that when students take picture of every single pages and upload it separately and the internet was another issue.</i></p>	
<p>Topic # 3: Dr. Alfred <i>Dr. Alfred jumped in the conversation whenever needed.</i></p>	<p>Duration: Approx. 8min</p>
<p>Topic # 4: Comments/Concerns. <i>Mr. Martirossian is having issues with email connection. Safir will get in contact with IT Department to send assistance.</i></p> <p>Textbooks issues: <i>Dr. Saakian has put in the orders for math books. He has ordered more than the normal. Dr. Saakian is not completely sure how students will purchase the books due to the current remote situation. Olga has heard that it is in the works to see how students will purchase the books. EOP was also trying to figure out how students will spend their book vouchers, seems they will order them online through the bookstore and have them shipped to them. Dr. Hector says that may not be possible for summer because it takes a while for them to receive it. Olga says that the bookstore is also figuring out a way to get textbooks out to students ordering online. Mr. Ramos says that he and Dr. Hector use MyMathLab combined with the textbook and the code comes with it. In the past, they've put in the schedule of the classes the verbiage of using MyMathLab so that students are aware that such will be the platform that their classes will be using. Mr. Ramos wants to know if students will have access to those codes. Olga does not have that information. Dr. Saakian says that it is a good suggestion to use the verbiage on MyMathLab so that the student can buy the textbook that comes with the code. Safir will organize with Maria Cortez for those who will be teaching with MyMathLab, have Ms. Cortez put that verbiage in their particular classes in the schedule. If instructors will not be using the textbook, they can have the students just get the MyMathLab code. Mr. Ramos, says that the code gives you access to the e-textbook. Dr. Hector and Mr. Ramos mainly use MyMathLab. The code is much cheaper to purchase than the book. Dr. Hector says that the LASC bookstore has made arrangements with Pearson to incorporate a MyMathLab code on every new textbook bought in the bookstore. However, students try cutting corners and buy the textbook online but the code doesn't come with it. This is only a special arrangement with the LASC bookstore. Dr. Saakian says that as a package, our college is paying a lower price for it, and students will pay much lower price. Mr. D. Dammena says another option is that Pearson will allow your students to join you for 2 weeks and the buy it for students who cannot get the book right away. Mr. Dammena would like for the secretary to arrange with Pearson rep to allow the instructor to enroll students for two weeks. Mr. Ramos says that automatically it is included for all instructors the allowance of two weeks to have their students join in. Mr. Ramos suggest to maybe extend the two week allowance to maybe 4 weeks in the meantime their financial aid is processed. This helps students to get in ahead of time. Dr. Hector is not</i></p>	<p>Duration: Approx. 35 mins.</p>

sure is a good idea to have the option of the 2 week extension. Summer has 5 to 6 weeks of instruction, the extension will make the students cut corners and take the four weeks of free online access and then they will say they have one week to go and he would have to pay for an extra code. Mr. D. Dammena says this can be applied for fall and spring semesters.

Issues with link from CANVAS to MyMathLab:

D. Dammena is having issues with the link that connects from CANVAS to MyMathLab. We got a link from the company but still there are issues. He feels there shouldn't be a need to go to a separate link to go to MyMathLab but an icon on CANVAS to go directly there. Ms. Drawbond should be able to accommodate us with these links and her with the dean arrange someway for the company to provide this to the department. Mr. Ramos says the least amount they deal with CANVAS because there are millions of people using it and there are issues like the conferences on canvas, it crashes it's not stable, etc. he sets us his links directly. Its best to set up the links. Mr. D. Dammena says that is a lot of trouble and it is best for everyone to be uniform and have that link work on CANVAS. Dr. Saakian and D. Dammena will be meeting tomorrow to communicate with Jessica Drawbond or Dr. Alfred about what they want to help the students for this semester and the types of issues we are having.

Issues with M&O and instructor's offices:

Z. Dammena wants Safir to send a communication to M&O about the items that were in his office. They have displaced all of the instructor's items outside of their rooms and they need to retrieve it. He wants her to find out if they can get it back. D. Dammena said they should have informed them about what they were going to do before cleaning up the room, they just put the stuff everywhere. Z. Dammena, says he wants to know if did they put it back where they belong.

Ms. Olga Lara:

Ms. Lara asked for clarifications on items not clear to her.

Question: Do we have a semester plans for all the majors in the math department? She asks because with guided pathways they want to be ready for the master planner and make sure the counseling department can plug in the GE's for the majors. Dr. Alfred says there is only one major degree program in the Math department and that is the math degree including the ADT. Dr. Wilson and Ms. Pietry have that information.

Question: Does the MyMathLab allow the instructor to extend the amount of time for the exam with preapproved accommodation? Mr. Ramos says yes. Dr. Hector extends that the instructor can set up the amount of time for the exam whenever and its very flexible.

CANVAS Certification:

The district is asking faculty to get CANVAS Certification. Dr. Saakian and others will start on the 27th 5 weeks of CANVAS certification. LASC and other campuses will also be offering CANVAS Certification classes. Look for the next few weeks for these classes within the district.

Testing this semester:

Ms. Gromova asked if this semester there will be departmental final but Dr. Saakian said for now each one will create their own final.

Summer School for high school students:

Dr. Saakian shares he received email from ELAC says that school districts in Los Angeles will not be offering summer school and therefore are pushing students to take community college classes. Mr. Ramos shared that he heard that if we are allowed face

to face courses in the summer ELAC will add more courses in the summer. Dr. Saakian wonders that if can be possible to offer lower level courses to offer to those students who need summer school.

Dr. Saakian shared that for summer, classes are called remote conversion teaching it is not online teaching.

Ms. Gromova shares that online courses have a cap of 100 students in the class online but it will be almost impossible to be able to handle all those discussions, questions, communicate with each of them. So she suggests that if the cap in the classroom is 25 students then it should be the same in the remote conversion setting.

Dr. Saakian shares that if we do not have a cap then the students will be forced to be in one class and other classes are going to have less students. The issue is not about the best or worst instructor, this is a contractual issue and we have to, as a department, unite on this.

Ms. Gromova wants to use MyMathLab and she wants to know if she tells Safir to include the verbiage about using MyMathLab. Dr. Saakian says to let Safir know so that the information can be sent to Maria.

Meeting adjourned at 1:35 P.M.

**Next meeting will be held on:
Tuesday May 19, 2020**