



**Division of Mathematical Sciences**  
**Department of Computer Science**  
 Division Council

**Facilitators:** Marlow Lemons (Dean)  
 Gerson Valle (Interim Associate Dean)

**Date:** February 16, 2021  
**Time:** 1:00pm-2:00pm

**Attendees:**

<input type="checkbox"/>	Luis Barrueta	<input checked="" type="checkbox"/>	Matthew Mata	<input type="checkbox"/>	Nhu Bui
<input checked="" type="checkbox"/>	Robert Eleuteri	<input checked="" type="checkbox"/>	Victor Matos	<input type="checkbox"/>	Khin Di
<input type="checkbox"/>	Jill Evensizer	<input checked="" type="checkbox"/>	Ashod Minasian	<input checked="" type="checkbox"/>	He Tan
<input checked="" type="checkbox"/>	Greg Fry	<input checked="" type="checkbox"/>	Ben Mitchell	<input checked="" type="checkbox"/>	Brandon Vela
<input type="checkbox"/>	Arturo Hernandez	<input checked="" type="checkbox"/>	Susan Taylor		
<input checked="" type="checkbox"/>	Linda Ho	<input checked="" type="checkbox"/>	Gerson Valle		
<input checked="" type="checkbox"/>	Marlow Lemons	<input type="checkbox"/>	Lijun Wang		
<input checked="" type="checkbox"/>	Kathryn Marsh	<input type="checkbox"/>	Paul Yun		

**Additional Attendees:** Zach Marks

**Agenda Items:**

**Minutes Allocated:**

1. Minutes review	2
2. ASO Updates or Concerns	5
3. Committee Updates	10
4. Unit Plans and Program Review	4
5. 2021 Math Academy plans	5
6. MATH 150 Discussion	10
a. SITE program support	
b. Curriculum change consideration	
7. Update on Lab Parity	5
8. Special Assignment: MATH xxxS CANVAS Pages	5
9. Face-to-Face Instruction Pilot (Fall 2021 semester)	5
10. Other Announcements	1

## Division Council Meeting Minutes February 16, 2021

### **MINUTES REVIEW**

The November 10, 2020 minutes were reviewed. K. Marsh motioned to approve the minutes. L. Ho seconded the motion. All were in favor to approve the minutes.

### **ASO UPDATES OR CONCERNS**

ASO will hold online office hours this semester. The Math ASO representatives will send these hours to Dean M. Lemons.

### **COMMITTEE UPDATES**

- CM1 – G. Fry inquired about Program Review. Dean M. Lemons discussed that the college is strongly encouraging divisions to submit at least one Program Review.
- CM2 – B. Mitchell will discuss Minitab vs. JASP with CM2. The committee will make a decision by the end of week 4 to either continue with Minitab or concentrate efforts on the new software, JASP.
- Committee D and Computer Science committees have not met, so there is no new information to report.

### **UNIT PLANS AND PROGRAM REVIEW**

Dean M. Lemons reviewed previous Unit Plans and carried over the following items to request funding from the college:

1. Replace computers in CS labs
2. Hire a MESA Student Advisor
3. Hire a full-time MESA Counselor
4. Instructional supplies for the MESA Center
5. Hire a full-time MESA Program Coordinator
6. Replace damaged calculators from the library inventory for math courses
7. Offer tutoring for Engineering courses
8. Create a “makers space” where students can work on Engineering related projects
9. Develop and implement a cultural relevant teaching (CRT) professional development workshop for instructional faculty in transfer level classes
10. Increase funding for SI support and embedded tutors for transfer level classes
11. Purchase 40 XP-Pens with pads for students to check out from the library

This list will also be shared at the next department meeting. Associate Dean G. Valle suggested faculty focus on items that would assist them during this online environment.

## **2021 MATH ACADEMY PLANS**

Summer Math Academy will start back up during summer 2021. M. Roeun will coordinate the facilitation of these courses, and adjunct faculty will teach them.

Math Academy will be taught during the last four weeks of summer, and if there is a demand, we may create three week courses.

Dean M. Lemons is currently trying to get funding to supply Math Academy students with free TI calculators.

The purpose of Math Academy is to provide students with additional practice to prepare for their transfer level courses. Math 17A will prepare students for Math 120 or general arithmetic skills review. Math 27A will prepare students for Math 110, 115, 116 and 150. Math 47A has two branches, one with trigonometry and one without. Math 47A that does not include trigonometry will prepare students for Math 130 and 170. Math 47A that does include trigonometry will prepare students for Math 180 and 190. Flyers have been sent to Counselling and Enrollment to advertise to students.

The “Practice your Math Skills” service is still available for students. L. Ho recommended the division remind instructors and counselors to advertise this service to students.

## **MATH 150 DISCUSSION**

- SITE Program Support:
  - Dean M. Lemons discussed that SITE will begin recruiting Math 150 instructors to participate in workshops to help improve the success rates for the course. Moreover, SITE will help instructors teach using culturally responsive pedagogy. SITE received funding to provide enrichment workshops for Math 150 instructors so we will encourage our full-time and part-time faculty to participate.
- Curriculum Change Consideration
  - Dean M. Lemons discussed possibly splitting Math 150 into two courses or removing some topics (while maintaining articulation) in order to improve low success rates, as there may be too much material in the course.
  - B. Mitchell does not believe there are too many topics and recommended the course not be split. However, he recommended creating an additional Statistics course that extends beyond Math 150. He suggested creating an additional 3 or 4 unit Statistics class dedicated to regression since it is the most used part of Statistics.
  - R. Eleuteri would not be in favor of removing topics from the course, but would be in favor of increasing the course to five units. L. Ho discussed that an increase in units means more topics would need to be added into the course. In addition, the reason the course has the current topics is because it articulates with UCLA and every school within the country. L. Ho recommended that instead of changing the course, we train instructors on topics to emphasize and how to deliver the material in the course.

- Dean M. Lemons requested this topic be discussed with CM2 to develop ways for students to succeed in the course in terms of the instructional component.

### **UPDATE ON LAB PARITY**

There is a college-wide initiative to identify classes that have a substantial lab component. Classes that are identified as such would get full credit for the lab. All of the Math Department's lab courses were approved at the committee level to receive full credit. We are awaiting final approval from the VP.

### **SPECIAL ASSIGNMENT: MATH XXXS CANVAS PAGES**

Some instructors were not able to meet their full-time load requirement this semester due to low enrollment, so they were given a special assignment to create Canvas resources for support classes. L. Gui is creating Canvas materials for Math 130S, and O. Villareal and L. Wang are creating materials for Math 180S. This will include instructional videos, quizzes, etc. Any faculty member can utilize this material for their course starting summer 2021.

### **FACE-TO-FACE INSTRUCTION PILOT (FALL 2021 SEMESTER)**

The department was approved to pilot in-person classes during the fall 2021 semester. The plan is to have one section in MBA 119, 219 and 319. Dean M. Lemons and Associate Dean G. Valle will create the fall schedule and will send out an announcement regarding faculty that are interested in in-person instruction.

Dean M. Lemons confirmed that the Math Study Center will remain remote.