

Inter Faculty Organization (IFO)

Faculty Association (FA)  
At Metropolitan State University – a  
MinnState institution



## Packet for April 2021

### I. IFO FA COUNCIL MEETING Thursday, April 8, 2021 (10-12p)

#### The Zoom information for our remote meeting:

Join Zoom Meeting: <https://minnstate.zoom.us/j/99759863593>

Meeting ID: 997 5986 3593

Password: 867344

Audio Only: +1 312 626 6799

### II. COUNCIL MEETING RULES AND INFORMATION

1. Our IFO FA Council meetings are open to our IFO FA *members*. Voting members are determined by appointment by our respective colleges and caucuses.
2. Attendance will be conducted via the Zoom “waiting room.” To ensure meeting efficiency, we will not be doing formal introductions. We will learn about our colleagues as we work through the agenda.
3. We will always follow Robert’s Rules of Order and the FA Operating Procedures.
4. Zoom rules and etiquette:
  - a. Please mute upon entry and stay muted until you are called on to speak. If you have a point of order or other permissible reason, you may interrupt the speaking order with the words “point of order.”
  - b. If there is a breakdown of video transmission, please stop your video until you are speaking.
  - c. Please use the “raise hand” feature of zoom, or, if your video is on, raise your hand. The Executive committee will do our best to maintain an accurate speaking order.
  - d. Feel free to add a question to the chat. Please avoid using chat for commentary. Instead, join the speaking order to offer your perspective.
  - e. Voting will be verbal unless there is a contested result. If so, we will vote via the Zoom poll feature.
5. Our IFO FA Executive Team will share a screen to allow all participants to follow the agenda easily. The IFO FA Secretary will be taking minutes off line for your review after the meeting.

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### III.    **AGENDA**

- A. Call for additional agenda items or reordering the agenda.
- B. PLEASE NOTE: Please limit comments “in agreement” with each other and focus instead on voting on common agreements, and having necessary debates when/if there are disagreements.

### IV.    **APPROVAL OF MINUTES**

- A. Motion: Approve March 2021 IFO FA Council Minutes (located at metro-ifo.org, left pane, “Council Minutes”)
  - a. Please note: Colleges should approve their college minutes, which can be found at the FA website under “college minutes.”

## V. FA PRESIDENT'S REPORT

- A. March M&C will take place on Wednesday, March 31, 2021. Therefore, we do not have a written report on M&C. We will provide an oral report. As well, the many documents that are normally in the packet from administration are limited this month due to the calendar. By Wednesday, 3/31/21, all documents will be available on the s:drive under IFO M&C. To get to the s:drive, login to MyMetro, click on "My Apps", and you will find the s:drive. From there, go to Metro/IFO and you will find the folder for 2021 M&C. Click on the March 31, 2021 M&C for important documents.
- B. The IFO Board approved the continuation of an Equity and Inclusion position with some important changes. The newly designed position will be 24 credits of reassigned time, likely shared by two faculty members. Both RF and CF are welcome to apply and anyone who does not have health insurance who is offered the position will receive it at up to 50% cost.

The full position description and application procedures can be found here: <https://www.ifo.org/jobs>

## VI. CONSENT AGENDA

- A. No Items at this Time

## VII. IFO FA REPORTS & ACTION ITEMS

- A. 2020 Delegate Assembly. Please see attached for a list of the 30 Metro Delegates who have been appointed to the 2020 Delegate Assembly, rescheduled for April 16-17, 2021. We will be having a Delegate Assembly Preparation meeting on Monday, April 12, 2021 from 4:30-6:00p. This time was chosen to minimize teaching conflicts. However, we realize that not everyone may be able to attend. Therefore, we will record it and make it available for all delegates. The purpose of the DA Preparation meeting is two-fold: to ensure that all delegates are well-prepared for the meeting; to ensure that all faculty have an opportunity to provide direction and feedback to delegates. All faculty are invited. If you cannot come but would like your feedback included, please send it to FA President Matt Filner for inclusion in the program.

- o [2021 Delegates from Metro IFO FA alpha order copy](#)

Topic: Delegate Assembly Preparation Zoom Meeting

Time: Apr 12, 2021 04:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://minnstate.zoom.us/j/96653107351>

Meeting ID: 966 5310 7351

Passcode: 758581

B. Summer and Fall Book Orders. As you may have seen, there is a new process for ordering books for summer and fall semester. The summary is below, and more detailed information is attached.

- All adoptions should now be submitted using the Adoptions and Insights Portal (AIP). No email submissions will be accepted. If you have any problems using the AIP, please see one of your faculty colleagues on the Bookstore Transition Task Force (Alec Sonstebly, Thomas Atchison, or Mary Lebens) or contact the bookstore manager, Rhianda Gregg ([SM8384@bncollege.com](mailto:SM8384@bncollege.com); 651-793-1670)
- You can access the AIP on My.Metro. (See the “For Faculty” section on the lower left side of the Employee Dashboard.)
- The adoption deadline for summer courses is March 15<sup>th</sup>.
- The adoption deadline for fall courses is April 16<sup>th</sup>. (*Community Faculty deadline will be extended, but please send in adoptions as soon as possible to allow adequate time to source materials.*)

C. FY22 Community-Engaged Scholarship small grant program:

Submissions are due by 4p CST on Friday, April 16, 2021. This year, priority will be given to proposals that advance the university’s commitment to becoming an anti-racist learning community and/or are related to COVID-19 recovery. Questions: Contact [Jodi.bantley@metrostate.edu](mailto:Jodi.bantley@metrostate.edu).

- D. Advising and Student Issues Committee Notes. Attached are the meeting notes from the ASIC from last month. The feedback on the Summer 2022 schedule was included in the agenda for the March Council meeting.
- [Advising and Student Issues Committee Meeting Notes 022521](#)
- E. HR/System Payroll Errors. Following a request from the FA, Human Resources has provided a comprehensive list of all payroll errors so far this year—they are a mix of under- and over-payments. Please see attached (note: individual names were omitted by HR)
- [IFO Over and Under Payments FY21 through February](#)
- F. IFO Membership Report. Following a request from the March Council meeting, attached is the IFO membership report from February 24, 2021. Please note that this report provides membership data for the entire union, and includes comparative data since FY10.
- [1a.Membership Report 02-24-21](#)
- G. Election to IFO Board of Directors. Metro State has two at large seats on the IFO Board of Directors (in addition to the seats held by the FA President and VP of Community Faculty. Derrick Crim will be completing his two-year term at the end of this fiscal year. We therefore must elect a new faculty member to serve on the IFO Board for the next two-year term.

Three faculty members have been nominated:

[Alejandra Estrin-Dashe](#)

[Nantawan Lewis](#)

[Gary Starr](#)

Please see the attached candidate statements, and attend the candidate forum. As of this moment, the candidate forum has not yet been scheduled. Please see your email for an announcement.

Please note: if you are unable to attend the candidate forum, it will be recorded and made available to all Council members prior to voting.

- H. Administrative Updates: As noted above, because of a glitch in the calendar the March M&C occurs after the packet publication date. Therefore, most documents that will be shared with the IFO at M&C are not yet available. I have included below the documents that are available. The rest will be available on the s:drive starting on Wednesday, March 31<sup>st</sup>. They will also be included in the May packet.
- a. [Search Updates](#). This is the search update for March 2021.
  - b. [Return to Campus Plan](#). See attached for the return to work on campus plan.
  - c. [Equity and Inclusion Update](#). The VP for E&I has provided details about an “Equity and Inclusion Competency Series.”
    - i. As well, the Equity and Inclusion update includes more details on Equity by Design, Campus Climate and a number of other initiatives.
      - [EOD IFO update March. 2021](#)
  - d. [Provost’s Update](#). No items were ready for the packet. They will be available on the s:drive as noted above.
  - e. [CFO’s Update](#). No items were ready for the packet. They will be available on the s:drive as noted above.
  - f. [Marketing and Recruitment](#) No items were ready for the packet. They will be available on the s:drive as noted above.
  - g. [CIO Update](#). No items were ready for the packet. They will be available on the s:drive as noted above.
  - h. [Community Faculty Status](#). Admin provided two documents related to:
    - i. [Notifying FA about CF hires](#)
    - ii. [Senior CF Notification Process](#)
- I. Release Time/Duty Days Proposal for Resident Faculty (focus on caregivers).
- o [Metro.SupportingFacultyMembers.v4\\_032921](#)

- a. Administration has a proposal to provide resident faculty with summer duty days or academic year release time to address professional development criteria that have had to be postponed due to the pandemic.
- b. The proposal prioritizes junior faculty, and faculty who are caregivers.
- c. The idea would be for resident faculty to apply for these funds through the PDR/PDP process before duty days end this spring.
- d. Action Item: Please review the attached proposal and provide feedback and/or motions
- e. There is also going to be a proposal focusing on supporting community faculty who have been similarly affected by the pandemic. Please look for the proposal next month.

#### J. Online Teaching and Learning Review Report

- a. Earlier this year, administration formed a task force to review current online teaching and learning activities and our current model of support, other models, and explore models for structuring our future work to support online teaching and learning. At the time of publication, the review report was not available for inclusion in the packet. However, it will be posted in the next two days, and IFO is asked to provide feedback to the questions below. So, although it is not attached to the packet, please find it on the s:drive in the M&C folder (instructions above).
- b. Action Item: Administration requests the following feedback:
  - i. Subgroup A has four recommendations described on pages 11 – 13 of the report. Provide specific feedback on each recommendation separately. What seems feasible? What challenges do you foresee with implementation? Do you suggest modifications of any of them? If so, in what way?
  - ii. Subgroup B describes eight (8) principles to guide decision making about the organization of online teaching and learning functions. (pgs. 17 – 19). Are these the appropriate principles? Have they been

described well? Is anything missing from these principles?

- iii. On pages 19 – 20, the subgroup has identified seven (7) services that they recommend “Start/Shift/Stop.” Please provide feedback on each of these recommendations.
- iv. The Task Force did not come to a consensus on any particular model for organizing online teaching and learning services.
  1. What are the most appealing or interesting aspects of the models they describe?
  2. What challenges or concerns are raised by the models?

Members of the Task Force include:

1. Co-Chair: Steve Reed, VP/CIO
2. Co-Chair: Charles Tedder, Interim Dean, CEI
3. Bilal Dameh, Interim COL Director
4. Alejandra Estrin Dashe, IFO designee
5. Owen Hansen, MAPE designee
6. Julie Jaskowiak, MSUAASF designee
7. Andrew Marz, AFSCME designee
8. Travis Morgan, Senior Instructional Technologist
9. Marcus Pohl, ITS Director, Endpoint and Media Support
10. Zorian Sasyk, IFO designee
11. Sara Solland, ITS Director, Service Management and Project Management

## VIII. STANDING AGENDA ITEMS – CALL FOR IFO VOLUNTEERS

- A. IFO FA Committees (appointed by IFO FA Council) – v11 now posted. Please consider volunteering for one or more of these important FA committees. Also, if you chair a committee, please make sure that you are noted as chair on the committee list. If not, please contact FA Secretary, Barbara Beltrand.
- B. IFO FA nominations for IFO FA appointees to *Metro University* Councils and Affiliated Committees, Search Committees, Task Forces, etc. (appointed by IFO FA Council) – v12 now posted.



- C. IFO FA nominations for *statewide* IFO Committees (appointed by statewide IFO Board of Directors):

Please note: unless “Metro Rep needed” is specifically mentioned, the appointment will be made from among volunteers throughout the IFO. In all cases, the final appointments will be made by the IFO Board in April.

1. Student Affairs Council  
(2-year term)

One representative needed

2. Assessment for Course Placement Committee  
(2-year term)

Up to Four representatives needed

3. Media Management and Web Conferencing Committee  
(3-year term)

One representative needed

## IX. MOTIONS – CARRYOVERS

We completed our discussion of all motions in March, and thus there are no carryover motions this month.

## X. MOTIONS – NEW

- A. **From CCSPA:** Asks that administration report the amount of dollars brought into the university by faculty from grants, special projects, cost savings, and gifts; to include a reporting of the indirect costs (IDC) for those grants.

*Rationale: Faculty projects generate and contribute significant revenue to/for the university. Not only should these contributions be acknowledged but faculty should be able to see how much has been generated and what the indirect costs are.*

- B. **From the Library:** That the FA revise its operating procedures so that the packet is published no later than Monday noon before college meetings.

**Rationale:** Conveners need time to process information before presenting items to unit meetings and FA members need time to read the packet.

**Comments from FA President:** A few things to consider about this motion:

1. At least as of now, the Exec team doesn't control when the packet is actually published. We hire someone to do the posting and don't determine specifically when he does his work. Right now, he works his regular job during the day, so he posts for us on evenings and weekends.
2. If we keep our current system, that means we would have to get the packet to him by Friday in order to meet a noon deadline on Monday. If we do that, we would need to move back the due date for packet items to Wednesday of the previous week at the latest, and likely a full week earlier. It takes a full day of exclusive work on the packet to put it together each month. While I try to get a head start as much as possible, the wealth and diversity of information from faculty, admin, and others means it's difficult to get much started before the packet deadline—and that means I do it over the weekend. For me to clear my schedule on a weekday to get the packet done on a single day would be a challenge. So, I would likely have to do it over several days.
3. Of course, we are changing our website this summer, and posting (among other things) will be easier and we may change the entire system for posting.

- C. **From GPC:** The IFO Graduate Programs Committee requests that a member of the IFO-GPC be included on the CRM Transition Team.

Rationale: The new CRM will have important consequences for the recruitment and retention of students in graduate programs at Metropolitan State University in ways that may be different from the impact on undergraduate programs and even between graduate programs. As such, it would be valuable to assure that the graduate program viewpoint is represented in the process of implementing the new CRM.

## XI. IFO FA ANNOUNCEMENTS

### A. COL Spring Faculty Training Series

The Center for Online Learning is sponsoring a faculty training seminar on ways to make your online courses more accessible, affordable, and engaging, while protecting your intellectual property in the process. Please feel free to attend any or

all of these events. All will be recorded on Zoom and the recordings will be made available to faculty who can't attend at the time of offering.

## **1. Library Ebooks: How to Find and Provide Affordable Course Materials**

Date: April 7, 10:30-noon

Speaker: Zorian Sasyk, Assistant Professor, Resource and Discovery Librarian

Textbook costs keep rising for students; did you know that the Metro State Library has access to over 200,000 ebooks, many from academic publishers? Learn how to search this collection, incorporate this material into your course, and contribute to textbook affordability at Metro!

## **2. Writing Strong Module Objectives for Your Courses**

Speaker: Renee Cedarberg, Senior Community Faculty,  
Management, Entrepreneurship, and Human Resource Management

Date: April 14, 4-5pm

You can help your students achieve your course objectives by learning to write targeted, specific learning objectives for each module or week of your class. Great module objectives help you keep your goals in mind as you determine what and how you will teach and assess our students each week. In this 1-hour webinar, we will go through a brief overview of Bloom's Taxonomy, practice writing learning objectives and then have an open forum to get feedback on your newly written objectives.

## **3. Faculty Intellectual Property: Rights and Rules for Sharing**

Date: April 15, 10:30-noon

Speaker: Carolyn Whitson, Professor, Literature and Language

When you put your syllabus or lectures online, do you retain your rights to them? What materials are you obligated to share while working at Metro State, and how are they protected? Can you sell intellectual property to the university? Please join Prof. Carolyn Whitson for an exploration of the MinnState and Metro State intellectual property policies which affect your scholarly works and teaching materials.

#### 4. **Build a Better Video for Your Courses**

Date: April 21, 10:30-noon

Speaker: Mary Lebens, Assistant Professor, Management Information Systems

Join Dr. Mary Lebens in her quest to build a better video. We'll explore easy methods to improve lighting and sound, plus a few tricks to jazz up your videos to catch your students' interest. Short videos catch students' attention and are a fun way to build rapport while demonstrating visual materials. Creating a new video can be as simple as recording on your phone. This session will help you find some easy ways to build a better video for your students.

#### 5. **Building Accessibility into Your Online Courses**

Date: April 22, 2-3:30pm

Speakers: Alejandra Estrin Dashe, Associate Professor, Social Science & Course Development Coordinator, Center for Online Learning; Bilal Dameh, Community Faculty & Interim-Director of the Center for Online Learning; Dominic Jennen, Instructional Technologist, Center for Online Learning; Margaret Vaughan, Associate Professor, Ethnic and Religious Studies & MLS Program Director; Kristin Burgess, Community Faculty & Director of the Center for Accessibility Resources

- A. You know that we must have accessible courses. How do you do create an accessible course? Where do you start? Join us for an informal conversation about how to bring accessibility into your teaching. Bring your questions and together we will answer them. We will also present some practical methods and tools to get you started on making your course accessible. [Equity 2030 Webinar Series](#).

Minnesota State is hosting a series of webinars on Equity 2030. These webinars will feature the Chancellor's Academic Equity Fellows present the results of their work. The next Webinar is scheduled for March 10<sup>th</sup>. Please see the attached document for registration and participation information.

- B. [COVID-19 Information](#)

COVID leave was reinstated for Spring 2021. Please contact FA leadership at Metro, or the IFO central office, to discuss options if you need to take leave due to COVID.

The IFO continually updates its extensive information about COVID-19 and its direct effects on faculty. You can find specific information about public health guidance, university policies, and options for changes to your workload/assignments consistent with the contract: <https://www.ifo.org/covid19-info>.

## **XII. GENERAL INFORMATION**

### **A. Packet Materials Due Dates (by 4:00p):**

8/17/20	11/25/20	3/26/21
8/28/20	1/4/21	4/23/21
9/25/20	1/29/21	
10/30/20	2/26/21	

### **1. COLLEGE/UNIT MEETINGS: 1<sup>st</sup> Thursday, *unless otherwise specified*:**

8/20/2020 [3rd Thurs]  
9/3/2020  
10/1/2020  
11/5/2020  
12/3/2020  
1/7/2021  
2/4/2021  
3/4/2021  
4/1/2021  
4/29/2021 [5<sup>th</sup> Thurs]



**PACKET FOR May 2020 GOVERNANCE  
CYCLE**

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2. IFO FA CALENDAR Contains:

- Due Dates for Packet Items
- College/Unit meetings – all faculty IFO members – 1<sup>st</sup> Thurs, *unless otherwise specified*
- Faculty Council – IFO FA Executive Committee – 2<sup>nd</sup> Thurs, *unless otherwise specified*
- Pre-Meet & Confer – FA President, RF VP and CF VF
- Meet & Confer – FA Executive Committee and Equity Caucus Representative

3. IFO FA Union Officials 2020/2021:

NAME	TITLE	TERM EXPIRES
Matt Filner	President	6/30/22
Denise Williams	Resident Faculty, Vice President	6/30/22
Rebecca Church	Community Faculty, Vice President	6/30/22
Barbara Beltrand	Secretary	6/30/22
Scott Cooper	Treasurer	6/30/22
Robyn Gulley	Appointee to Statewide Negotiating Team	6/30/22
Derrick Crim	Appointee to Statewide Board of Directors	6/30/21
Alec Sonstebly	Appointee to Statewide Board of Directors	6/30/22
Barbara Beltrand	Grievance Officer (two-year term)	6/30/21
Don Eubanks	Grievance Officer (two-year term)	6/30/21
Ruth Zietlow	Grievance Officer (two-year term)	6/30/21
Matt Ryg	Grievance Officer (two-year term)	6/30/21
Mark Matthews	Grievance Officer (two-year term)	6/30/21

4. Social Media & IFO website:

- Like/follow the Metro State FA Facebook page: at: <https://www.facebook.com/MetroIFO/>
- Like/follow the statewide IFO page at: <https://www.facebook.com/Interfacultyorganization>
- Statewide IFO website: [www.ifo.org](http://www.ifo.org)

5. [www.Metro-IFO.org](http://www.Metro-IFO.org) website:

## Inter Faculty Organization (IFO) Faculty Association (FA)

*At Metropolitan State University – a MnState institution*

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1. Access
  - Username: union (lowercase)
  - Password: Ask your college/unit convener
2. Includes:
  - Monthly “Packet” for college/unit and Council meetings
  - IFO FA Calendar
  - Constitution/Organizational Documents
  - College/Unit, Council, Standing Committees Minutes
  - Treasurer Reports
  - Other documents – **check-out our website!**
3. March Packet items due by Friday, March 26, 2021 at 4pm. Packet items should always be sent to [Matthew.Filner@metrostate.edu](mailto:Matthew.Filner@metrostate.edu)
4. Conveners: send monthly minutes to:
  - [KennyBellew@hotmail.com](mailto:KennyBellew@hotmail.com) with a subject line that indicates “draft” minutes or “corrected draft minutes” or “final” minutes
  - [BarbaraBeltrand@minn.net](mailto:BarbaraBeltrand@minn.net) Note: personal email address for IFO FA business. Please send these as a Word document to ease conversation to the Council agenda

### 6. Meet & Confer Minutes

The Meet & Confer minutes are prepared by Administration. You can access the minutes as follows:

Go to Metro’s main web page and scroll to the bottom.  
Under “For faculty and staff” click on My.Metro  
Login using your Star ID and Password  
In the left margin, scroll to the “Apps and Courses” pane  
Click on “My Apps”  
Under the middle column labeled “Resources”  
Click on Share Drive Access (S:)  
Login using your Star ID and Password  
Click on “Metro”  
Click on “IFO”  
Click on “FY 21 Meet & Confer”

### 7. Additional Information:

- College IFO minutes archived at: [http://www.metro-ifo.org/college\\_minutes.html](http://www.metro-ifo.org/college_minutes.html)
- IFO Committee minutes archived at [http://www.metro-ifo.org/college\\_minutes.html](http://www.metro-ifo.org/college_minutes.html)
- Statewide IFO web <http://www.ifo.org>