



Packet for December 2020

I. IFO FA COUNCIL MEETING

Thursday, December 10, 2020 (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 and express 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.

Table of Contents

Packet for December 2020	1
I. IFO FA Council meeting	1
II. Council Meeting Rules and Information	1
III. AGENDA	2
IV. APPROVAL OF MINUTES	2
V. FA President’s Report.....	2
VI. CONSENT AGENDA.....	3
VII. IFO FA REPORTS & ACTION ITEMS.....	3
VIII. STANDING AGENDA ITEMS – CALL FOR IFO VOLUNTEERS	7
IX. MOTIONS – CARRYOVERS.....	9
X. MOTIONS – NEW.....	9
XI. IFO FA ANNOUNCEMENTS.....	13
XII. GENERAL INFORMATION	13

III. AGENDA

- A. Call for additional agenda items or reordering the agenda.

IV. APPROVAL OF MINUTES

- A. Motion: Approve November 2020 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. If you haven’t already heard, some terrible news: On Friday, November 27th, our colleague Professor KuoDi Jian passed away unexpectedly. Professor Jian taught at Metro for 17 years. His wife and two children are mourning his death. The funeral will be held on Thursday, December 3rd at Salem Lutheran Church (7825 Bailey Road, Woodbury, MN. 55129). We will pass along any contact information to send condolences, if we receive it.

- B. According to President Arthur, at the M&C on Monday, November 23, 2020, there has been no planning or discussions about reorganization or retrenchment.

VI. CONSENT AGENDA

- A. No Items at this Time

VII. IFO FA REPORTS & ACTION ITEMS

- A. Seniority Roster. The November 2020 Seniority Roster has been posted at metro-ifo.org. Please check the roster. If there are errors, please submit the Seniority Roster Correction Form within 30 days.

- [IFO Seniority Roster for November 1, 2020](#)
- [Seniority Roster Correction Form](#)

- B. HR Payroll errors. The FA has been notified that there have been a number of payroll errors in 2020. Please check your paystubs, pay details report, and faculty workload management to ensure that your payroll is correct. This doesn't seem to be a systemic problem, but rather a series of small problems due to human errors. If you notice a problem, contact Andrew Skluzacek, the faculty liaison at HR. If you're not sure how to read these documents, you may contact the FA President or you may wait until a planned "how to read your payroll documents" session is held in January (date/time TBA).

- C. Second reading: Changes to FA Operating Procedures

The Ad Hoc Constitution and Operating Procedures Committee (a task force of the FA) submits the following proposed changes to the [FA operating procedures](#) for their second reading during the December faculty governance cycle. Carefully review the attached changes and accompanying rationales and submit your feedback in your unit minutes.

As a second reading, these proposed changes will be voted upon at the December Faculty Council meeting.

Committee members include Alec Sonsteby (convener of the committee, Executive Committee member), Michael Green (COS), Rebecca Church (CF Caucus), Tom Atchison (CLA), Gary Starr (CCSPA), and Ramin Daghigh (COS).

- o [OP language FY21 second reading](#)

D. Two New Minors: The Academic Affairs Committee has approved two minors for your consideration. **Action: please provide a recommendation at your unit for each of the two minors.**

- a. [Finance Minor](#)
- b. [Accounting Minor](#)

E. COL and Online Services Review (From DLIP)

Please see the attached review. At this time, this is an information item.

- o [COL and Online Learning Services Review for Town Hall](#)

F. Accessibility Survey Announcement

Julie Maxson (Natural Sciences) and Kristin Burgess (CF in Human Services and Center for Accessibility Resources) recently received funding through a system office Innovation Grant to assist faculty in the creation and use of accessible class resources. The project extends current Metropolitan State University resources and develops additional resources to provide support and training for faculty as they work toward accessible design. The project will also include evaluation of the upcoming implementation of Blackboard Ally, a powerful tool for identifying and remediating non-accessible materials in D2L/online courses.

In order to evaluate the effectiveness of these new resources, we (Maxson and Burgess) will be conducting a baseline survey of faculty's current knowledge and practices around accessibility. The survey is anonymous. **Please consider completing the survey! The more we learn about what faculty need, the more we can do!** The survey will also enable faculty to opt-in to become an early adopter of Blackboard Ally.

If you have not already received the link to the survey please contact Kristin Burgess- Kristin.burgess@metrostate.edu or Julie Maxson, Julie.maxson@metrostate.edu.

Thank you!

G. CALL FOR LOCAL FACULTY ASSOCIATION OFFICER AND REPRESENTATIVE NOMINATIONS (1st call):

For the two upcoming academic years, from July 1, 2021, to June 30, 2023, the IFO Nominating Committee is accepting nominations for the following statewide IFO representatives:

1. Metropolitan State FA representative to the statewide IFO Board of Directors (one position)

Nominations should be submitted no later than February 12, 2021, to Kathleen Cole at kathleen.cole@metrostate.edu. Both self-nominations and nominations by others will be accepted. Prospective candidates must be members of the IFO. The Faculty Council will appoint the statewide representatives at its April meeting.

Information about the terms and duties of the statewide representatives in the attached document. You may reach out to current representatives (listed at the end in this packet) for additional questions regarding the duties of the position.

Current members of the Nominating Committee are college/unit conveners and two members from the IFO Equity and Diversity Committee: Crystal Fashant (CCSPA), Rebecca Church, (CFC), Richard Bohannon (CIS), Kathleen Cole (CLA), Marjorie Webb (CNHS), Barbara Beltrand (COM), Mark Asplen (COS), Dawn Wing (LIB), Rosa Fagundes (UED), Rebecca Evan (E&D), and Larry Bryant (E&D).

- H. Administrative Updates: These updates were provided at our M&C in November. Unless otherwise noted, these updates do not require a response (although responses are always encouraged and welcomed). Please see attachments.

- a. Planned Change to Procurement Process for Guest Lecturers. Please provide feedback or motions through your unit.

- o [2020 Nov - Planned Change to Procurement Process for Guest Lecturers](#)

- o [Guest Lecturer 3K or Less Notification of Process Change 11.22.20 Nov Meet & Confer](#)
- b. COVID Planning. As you know, spring and summer semesters are planned to be largely remote/online teaching with some exceptions. There is currently discussion about fall '21. Please see attached for: decision framework from Minnesota State; MN Dept of Health Report on Higher Education Transmission.
 - o [COVID 19 Decision Framework 08 19 2020](#)
 - o [iherecs 11-18-20](#)
- c. Impact of Fall '20 cuts on Community Faculty. In response to the FA's motion in November regarding a summary of course cuts, the administration has provided a response and the attached excel file.
 - o [Fall 2020 Course Cancellations and Impact updated 112320](#)
 - o [Update Items OB Schedule Revisions Fall 2020 112120](#)
- d. Gift Acceptance Policy and Procedure. The IFO formally has one cycle to respond to a new or revised policy and/or procedure. Administration has agreed to give the IFO until January M&C for formal feedback. Please read both the policy and procedure and provide feedback or motions through your unit minutes.
 - o [Gift Acceptance Policy 6XXX 1.13.2020 FINAL 11-10-2020](#)
 - o [Gift Acceptance Procedure 6XX 1.13.2020 FINAL 11-10-2020](#)
- e. Provost's Update. Please see the attached update for information on: Satisfactory Academic Progress, ACIT work, Advising Recommendations, Student Journey Mapping, Deans Searches
 - o [IFO Provost's Update November 2020 112120](#)
- f. Marketing and Recruitment, including enrollment update.
 - o [Marketing and Recruitment Updates MeetConfer 11.23.20](#)

- g. Council Summaries. As part of our shared governance work, we have asked the co-chairs of each university council to provide a meeting summary. Please send questions or comments about any council meeting summary to IFO reps on the appropriate council.
 - o [Monthly Council Summary - November 2020](#)
- h. Search Updates. This document does not yet include faculty searches, which will be added when those searches commence.
 - o [November 2020 Search Update](#)
- i. Summary of MOA requests. This very brief summary provides details only of the # of requests and the status of those request. Further information has been requested about total spent in both 10J and 19B funds, as well as the type of requests.
 - o [Update Items IFO MOA Update 112320](#)

VIII. STANDING AGENDA ITEMS – CALL FOR IFO VOLUNTEERS

- A. Conveners:
 - o Please seek new volunteers (light yellow highlighting) from your college/academic unit for any slots that are still unfilled.
- B. IFO FA Committees (appointed by IFO FA Council) – v8 now posted.
- C. IFO FA nominations for IFO FA appointees to *Metro University* Councils and Affiliated Committees, Search Committees, Task Forces, etc. (appointed by IFO FA Council) – v8 now posted. Also, FYI, University Council meeting schedules are available here.
 - o [2020-2021 Council Schedule as of 11 20 20](#)
- a. EIAR Council Appointees. We need to fix the following error: In the past, the University Equity and Inclusion Council (now the Equity, Inclusion and Anti-Racism Council) had two IFO representatives (one appointed by the E&D committee and one appointed at large by the FA Council). As the Faculty Association has moved to a caucus model, President Arthur proposed expanding the number of faculty members on that

council to allow each caucus to appoint someone. She has also asked the total to be limited to four IFO members (thereby eliminating the at large seat).

Earlier this semester, the FA Council appointed two reps to the EIAR Council and the E&D Committee appointed a rep. These three faculty have been serving since they were appointed. Unfortunately, Council voted for committee appointments, thinking the two at large members were the caucus appointees. At this point, we need to decide whether:

1. to ask these three faculty to continue in their roles for the remainder of the year and maintain that status quo;
2. to accept the President's recommendation that the FA caucuses each appoint a member (and thereby replace our previous at large appointments with three new members);
3. to ask the EIAR Council to accept up to three new members (in addition to our current three FA members) appointed by our equity caucuses.

Please discuss in your unit and have your representatives ready to make a recommendation at Council.

- b. Equity by Design Team. We are seeking two volunteers to serve on the Equity by Design Team. Please see attached for more information.
 - o [EbD 1 Pager Nov. 2020](#)
 - o [EbD Campus Coalition Planning Worksheet](#)
 - o [Equity by Design Campus Team Toolkit](#)
- c. Safety/Security Task Force. We have made one appointment to this task force. We need one more volunteer.

D. IFO FA nominations for *statewide* IFO Committees (appointed by statewide IFO Board of Directors): *no updates. Filled in Spring '20.*

E. IFO FA nominations to Search Committees: *updates to follow.*

IX. MOTIONS – CARRYOVERS

- A. Institutional Learning Outcomes. Over the past few months, the faculty association has provided feedback regarding ILOs to the Assessment Committee (members listed below). We have now received a revision and need to decide whether or not to endorse the ILOs. While there is a process for future revision, at this point we are tasked with a yes/no decision.

The revised ILOs are attached for your review and decision.

- o [Update Items IFO OB Institutional Learning Outcomes 112310](#)

Assessment Committee Members: Assist. Provost Michael Self, Dr. Jose Santos (CLA), Dr. Mike Stein (COS), Dr. Brenda Merrill (CNHS), Dr. Rey Galope (CCSPA), Dr. Simon Jin (COM), Dr. Alec Sonstebly (Library), Prof. Marika Vukomanovich (Community Faculty), Dr. Daryl Parks (Center for Faculty Development) Jules Thompson (Center for Academic Excellence)

X. MOTIONS – NEW

- A. Faculty Web Pages. IT has created web pages for each faculty member. Initially, the promise was that faculty could customize these pages, but is not currently the case. **Please respond to the motion below.**

Motion: faculty must have control over the information listed on their personal pages on the university website. IT must make the pages customizable.

Rationale: The newest version of the website has individual faculty pages that are in many cases are (a) wrong, (b) misleading, and (c) incomplete. There are significant problems with the accuracy of information for faculty in interdisciplinary departments. IT is responsible for the website design and input fields. HR is responsible for entering the data that appears on the website. Having HR and IT in charge of what appears on faculty pages has led to numerous errors. Faculty must be able to correct their work when it misrepresents their credentials. Faculty pages should be customizable and not arbitrarily

limited to the categories IT and HR view as relevant, as IT and HR are not subject matter experts and not always familiar with the various ways degrees, credentials, and other accomplishments may be variously expressed by other universities.

B. Affiliate Faculty Title in CNHS.

Motion From CNHS: Pursue the 'Affiliate Faculty' title and library access for DNP program clinical preceptors and scholarship project mentors.

RATIONALE: There is a nationwide shortage of preceptors for nurse practitioner (NP) students. It is recognized that one barrier is the lack of incentive for providers to precept NP students. Currently the only incentive we offer at Metro State is a certificate of how many hours each preceptor precepted a student that can be used when the preceptor recertifies for their professional certification. Incentives that are supported in the literature that can be offered by academic programs include offering preceptors an academic title and library access. Antidotal feedback from other Advanced Practice Nursing Programs (APRN) in Minnesota indicates that two schools of nursing offer an academic title for APRN preceptors and two schools offer library access. None of the other MN State APRN programs offer an academic title or library access. The Nursing Faculty Committee would like to pursue the 'Affiliate Faculty' title and library access for DNP program clinical preceptors and scholarship project mentors in an effort to recognize and incentivize preceptors in our DNP program. Doris Hill, CNHS Dean, she is supportive of this motion. Library services has identified a couple challenges that we will need to work through. If there is general support from IFO for use to further pursue this motion, we will develop a formal policy around what will qualify a preceptor to be given the title 'Affiliate Faculty' and work through the challenges of library access. The policy will include a minimum number of hours a provider precepts each year, academic qualifications, etc. Once the policy is developed we will move through the IFO committee structure.

C. Equity 2030 Workplan (From the IFO M&C Team). For information about the initiative, please go to <https://www.minnstate.edu/Equity2030/what.html>.

Motion: The IFO requests that the administration presents the Metropolitan State University Equity 2030 work plan that includes all major components of this initiative, its operational structure and implementation timetable. During the implementation of the ten year initiative, the administration will provide a progress report of the work plan at the end of each semester. It is expected that faculty will be consulted at all stages of the plan.

Rationale: *Recently the Chancellor has released MinnState Equity 2030 initiative to its member institutions as ‘a moral and economic imperative’ that by 2030 ‘Minnesota State will eliminate the education equity gaps at every Minnesota State college and university’. This initiative is immensely important to Metropolitan state because of its mission and the number of students of color it currently serves. This work has been initiated since last academic year. The system office has also been training campuses’ Equity by Design team. However, the faculty have not been informed of the work plan or consulted about the initiative.*

D. **Equity by Design Reassigned Time**

Motion One (From the IFO M&C Team): Faculty shall receive appropriate reassigned time to serve on Equity by Design team. This project is one of the four important components of Equity 2030 and requires a series of training with other MinnState institutions as well as working with the local campus team.

Rationale: *Administration has made clear that the equity by design work is a priority. However, the only way to do this work is to free up time from other obligations. This requires reassigned time.*

Motion Two (From the IFO M&C Team): A co-chair of Equity by Design project shall be a resident faculty.

Rationale: *Consistent with the shared governance practice, all university wide committees should be co-chaired by an administrator and a faculty member.*

E. **Academic Planning Timeline** (From CLA) A schematic of the academic planning process, and an update on the Academic Planning Task Force, is attached.

Motion: The IFO Executive Committee work at Meet & Confer to negotiate a more appropriate timetable for the completion of the Academic Planning Tool now due from chairs or directors to deans on January 8, 2021, and for our final college or school responses presently due to the Academic Planning Task Force on or before February 15, 2021.

Rationale: We'd like to participate in this planning process in a serious and deliberative manner befitting the academic planning process and a Planning Tool document that opens with lines soliciting our recommendation to "Grow, Sustain or Reduce" our programs. Departments and programs should have ample opportunity to have substantial conversations within our programs and appropriate information on which to base our planning. Yet the Academic Planning Tool and associated deadline of January 8 was first discussed with chairs and deans on Oct. 30, 2020 and, as of November 25, CLA Chairs and Program Directors still did not have data from Institutional Research.

Requesting a more appropriate timeline for this significant project will enhance the university's ability to plan for the future. This is mission critical. It is also consistent with IFO President Brent Jeffers' request to Chancellor Malhotra that faculty time and resources be prioritized for the support of our students during the pandemic and Provost Gort's November 13 request to faculty that we better support our students and consider "Eliminating some planned assignments and content if the reductions don't undercut learning outcomes or course progression (i.e., in pre-requisite courses) and Modifying deadlines."

- F. Student Satisfactory Academic Progress. The Graduate Programs committee offers the following motion for your consideration.

Motion: The Graduate Programs Committee (GPC) asks that Administration develop and implement a system to generate automated end-of-semester student satisfactory progress reports for graduate program advisors and program directors. Seconded. Motion Carries.

Rationale: Currently, graduate program advisors are not notified as to whether any of their advisees have had an issue in a course. This might include incompletes, insufficient GPAs, a lower letter grade than the required programmatic minimum, failed a course, or withdrew from a course. We are aware that faculty and academic advisors for undergraduate programs do receive this type of report, but nothing currently exists for graduate programs. If graduate directors desire this information, we must look at each advisee's transcript individually, which can be very time-consuming and inefficient. GPC would appreciate your consideration and support of this motion.

XI. IFO FA ANNOUNCEMENTS

A. COVID-19 Information

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	

B. COLLEGE/UNIT MEETINGS: 1st Thursday, unless otherwise specified:

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



**PACKET FOR May 2020 GOVERNANCE
CYCLE**

C. IFO FA CALENDAR Contains:

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

D. 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

E. 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

F. www.Metro-IFO.org website:

Inter Faculty Organization (IFO) Faculty Association (FA)

At Metropolitan State University – a MnState institution

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. October Packet items due by September 25, 2020 at 4pm. Packet items should always be sent to Matthew.Filner@metrostate.edu
4. Conveners: send monthly minutes to:
 - KennyBellew@hotmail.com with a subject line that indicates “draft” minutes or “corrected draft minutes” or “final” minutes
 - 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

G. 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”

H. Additional Information:

- College IFO minutes archived at: http://www.metro-ifo.org/college_minutes.html
- IFO Committee minutes archived at http://www.metro-ifo.org/college_minutes.html
- Statewide IFO web <http://www.ifo.org>