



Packet for January 2021

I. IFO FA COUNCIL MEETING

Thursday, January 14, 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 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.

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III. AGENDA

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

IV. APPROVAL OF MINUTES

- A. Motion: Approve December 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. According to President Arthur, at the M&C on Monday, December 14, 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. HR Payroll Documents Session. In response to concerns raised by faculty about payroll errors, HR (Andrew Skluzacek) and I will be hosting two forums to learn how to read payroll documents (e.g., paystubs, pay details reports, etc). Everyone is invited to both sessions, but the first session will focus on Resident Faculty, and the second session will focus on Community Faculty. Both sessions will be recorded and posted on the metro-ifo.org website.

Resident Faculty Payroll Session: Tuesday, January 5th, 3-4p on Zoom:

<https://minnstate.zoom.us/j/99371498604>

Community Faculty Payroll Session: Tuesday, January 5th, 4-5p on Zoom:

<https://minnstate.zoom.us/j/92050718400>

- B. Forum on Negotiations

In response to several requests from colleges to provide more detail about the IFO's decision not to seek across-the-board payroll increases in the first year of the next contract, we will be holding a forum on negotiations. Please join IFO Board members Derrick Crim, Alec Sonstebly, and Matt Filner, as well as Metro's representative to the IFO negotiating team, Robyn Gulley, to discuss the negotiating process and answer your questions about the next contract. The forum will be recorded and posted on metro-ifo.org.

Forum on Negotiations: Wednesday, January 6th, 1-2:30p on Zoom.

<https://minnstate.zoom.us/j/91062173246>

- C. Equity 2030 Forum

The FA's Equity and Diversity Committee is hosting a forum to discuss Equity 2030. The purpose of the initiative is to close the achievement gap by 2030. Please see the attached flyer to answer questions and to register for the forum.

- o [Equity2030 Forum Flyer](#)

D. CALL FOR LOCAL FACULTY ASSOCIATION OFFICER AND REPRESENTATIVE NOMINATIONS (2nd call):

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

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).

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

- a. Provost's Update. There are several updates from the Provost. Please pay particular attention to the provost's recommendation only to support 12 of 18 sabbatical applications. This was a point of debate during the December Meet and Confer. According to President Arthur, she has not decided whether to accept the Provost's recommendation. Exec would appreciate the perspective of every unit as we prepare for the January M&C.

- o [IFO Provost's Update Dec 2020](#)

- b. Marketing and Recruitment, including enrollment update. Admin has provided an update which indicates that, as of December 13th, enrollment for Spring 2021 was down about 11%. We will pass along another update when we have it.
 - o [Monthly Council Summary - December 2020](#)
- c. 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.
 - i. RPAC. This month, there is:
 - 1. a council summary from the Resource Planning Council (commonly known as the “Budget” Council)
 - o [RPAC Summary Dec MeetConfer](#)
 - 2. a budget assumptions document from RPAC.
 - o [RPAC Revenue Assumptions- Rationales with Enrollment slides](#)
- d. Search Updates. This document now includes faculty searches. Please confirm the details of any search that you are serving on.
 - o [December 2020 Search Update](#)
- e. Summary of MOA and PDG requests for 2020. In response to a FA motion, the Provost provided a detailed summary of all requests, including those covered by the MOA (for 19B and 10J funds).
 - o [IFO OB MOA](#)
- f. COVID-19 Decision Framework. The system office updated its COVID guidance on December 9th. The guidance outlines how institutions should respond to various levels of transmission in a community.
 - o [COVID 19 Decision Framework](#)

- i. In particular, the Chancellor has announced that as much teaching as possible must be done online or remotely through February 1st.
 - o [DM memo-spring semester 2021 guidance](#)
- g. EOD Update. In response to our motion in November, Dr. Josefina Landrieu met with a group of faculty to discuss equity and inclusion work at Metro, including Equity 2030, Equity by Design, and Metro's response to the June 25th recommendations in the wake of George Floyd's murder. Her summary is attached here.
 - o [EOD IFO update Dec](#)
- h. Student Satisfaction Survey. The results of a November survey taken by Metro Students is available here.
 - o [Fall 2020 Survey Results](#)
- i. Faculty Web Pages. In response to a December motion from faculty regarding our individual web pages, CIO Steve Reed submitted the attached links. There is some customization available for our webpages, which you can initiate. As well, some items on our pages are populated by a database, which requires a separate process to change. Please share your experiences with makes changes on your webpages with the Faculty Exec so we can better prepare for future discussions with admin about this issue.
 - o [IFO CIO's Update December 14 2020 - Faculty Profile Pages](#)
- j. Graduate Student Satisfactory Academic Progress Reports. The Provost responded to the FA's motion. It looks like a policy will be created to make this possible, but it will take some time.
 - o [IFO NB Grad SAP](#)
- k. Academic Planning Timeline. In response to the faculty motion requesting a delay in the timeline for academic planning reports from departments, administration has agreed to postpone the deadline until February 1, 2021. Please see attached.

- [IFO OB Academic Planning](#)
- l. Advising. Admin has responded to two faculty motions regarding advising. The response was not positive. Please see attached.
 - [IFO OB Advising](#)
- m. Student Workers in Departments. Admin has responded to the faculty motion about hiring student workers in departments to support online learning. The response was not positive. Please see attached.
 - [IFO OB COL](#)
- n. Response to a number of motions specific to Community Faculty. There is a mix of responses to our motions. Please review and comment as relevant.
 - [IFO OB Community Faculty](#)
- o. Dean Consultation. The Provost responded to our November motion about proper consultation between Deans and the faculty. Please review. If your Dean has done a good job consulting with faculty prior to decision-making, please share that. If not, please share that as well.
 - [IFO OB Dean Consultation](#)
- p. Tuition Study. Admin has requested, and been granted, the ability to conduct a tuition study at Metro. The hope is to transition to a single tuition rate (eliminating the “tuition upcharge” for online sections). Please review and comment.
 - [Tuition Study Executive Briefing Tool](#)

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 complete 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.

To take the survey, follow this link:

https://metrostateie.co1.qualtrics.com/jfe/form/SV_abEBOD3sLZC4Sfr

Thank you!

- G. Fall 2021 Teaching. Conversations have begun on campus about how Fall 2021 courses will be taught. You may have had some of these conversations in your department. It is clear that there may or may not be a widely available vaccine, and it is clear that there may or may not be social distancing requirements in place. Therefore, FA is requesting that faculty have discussions in their departments and programs, as well as in units, to begin to develop some input to these discussions. While specific course decisions will, of course, be made by individual faculty and departments, admin may be looking into parameters and available options. For example, some administrators are interested in Hyflex, splitting courses into two (one online, one classroom), and other options. Please provide input, possibly leading to motions for the February packet.

- H. Accommodation Process in HR. Numerous faculty have expressed concerns that HR is not handling faculty accommodations well. Without any ADA compliance expertise, and with significant bureaucratic hurdles, HR may not be well-equipped to handle accommodation needs. If you have feedback and/or suggestions about the accommodation process, please share in your units and, if appropriate, suggest motions for the February packet. Please note: this is an issue that affects all employees, and FA leadership began a discussion with other unions about their experiences. Having specific stories to share in these discussions would be very helpful, so please share any specific experiences that you have.

VIII. STANDING AGENDA ITEMS – CALL FOR IFO VOLUNTEERS

- A. Conveners:
- 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.
- a. Transfer/Registration Task Force. In response to our previous motion, Admin has agreed to create a task force to develop solutions to the problem that transfer courses appear on the DARS, but are not reflected in the registration system. This can prevent students from registering for courses, even if they have taken the prerequisites at other institutions. Dr. Michael Self will be calling the first meeting, and we expect to have at least three IFO slots on the task force. There will also be representation from the DARS team and professional advisors. The first meeting will likely be towards the end of January. If prerequisites and DARS/registration are an important issue in your college/department, please consider volunteering.
- [IFO NB Transfer Pre-Req Task Force](#)

- 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

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

X. MOTIONS – NEW

No new motions were submitted this month.

XI. IFO FA ANNOUNCEMENTS

A. COVID-19 Information

As of the end of December, COVID leave formally expired. While there is some chance that COVID leave will be reinstated, the likelihood appears remote. 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	

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

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



**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. February Packet items due by Friday, January 29, 2021 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>