



PACKET FOR March 2021

I. IFO FA COUNCIL MEETING

Thursday, March 18, 2021 (10-12p)

(Please note: we are meeting on the third Thursday of March due to Spring break)

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: THIS PACKET IS VERY “FULL” – there are numerous items that require our attention. 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 February 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. According to President Arthur, at the M&C on Wednesday, February 24, 2021, there has been no planning or discussions about reorganization or retrenchment on the academic side. However, we did learn that administration is discussing possible reorganization of a non-academic unit. They would not share which unit.
- B. The IFO Board met this week. There are a number of updates:
 - a. According to the most recent announcement, the Governor has decided not to include university faculty with K-12 teachers in the vaccine priority list. The StarTribune (<https://www.startribune.com/college-instructors-question-why-they-aren-t-being-prioritized-for-vaccines/600028011/>) recently reported on frustration, especially among the faculty members who continue to teach in the classroom. I've personally called the Governor's office to advocate for a change—at the very least, to include faculty who have been teaching in the classroom. Action Item: I encourage all of you to call/write the Governor as well. Follow this link to contact the Governor in writing:

<https://www.ifo.org/new-page?vvsrc=%2fCampaigns%2f81112%2fRespond>
 - o [Vaccine.timeline-full-details-final](#)
 - b. Due to a significant drop in IFO membership across all seven universities (we currently have 3686 members, compared to 3944 in FY17), the IFO Board is proposing a deficit budget for FY22. At Delegate Assembly in April, the delegates will be presented with the full budget and a proposal to raise dues by 0.1% (from 1.3% of salary to 1.4%). Action Item: Please share your thoughts about a deficit budget and a dues increase with your DA reps, or through your meeting notes, so that all DA delegates will be prepared for this discussion.

- c. 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. Many more details, including the application deadline, will be forthcoming. A draft position description is attached.
- d. Minnesota State has provided guidance to campuses on how the CRRSA funds may be used. This guidance is incomplete. But it will give you a sense of the general parameters for the uses of these funds (Metro received approximately \$10.5M).
Action Item: the Administration has indicated that they would like to hear specific ideas about how faculty who have been particularly affected by the pandemic might use some of these funds to meet professional development and/or university priorities. Please share any specific ideas that you have.

VI. CONSENT AGENDA

- A. No Items at this Time

VII. IFO FA REPORTS & ACTION ITEMS

- A. Retirements Reminder: If you are retiring this year, please be sure to be in contact with Dick Kaspari at the IFO office to ensure that you are taking the correct steps in preparation for retirement. Please notify the FA executive as well so that the IFO can advocate on your behalf.
- B. 2020 Delegate Assembly. The 30 Metro Delegates have been appointed. However, if you are interested in serving as an alternate and attending as a non-voting member, please volunteer. Having alternates is important in case one or more delegates are unable to attend for some or all of the DA. The DA Agenda will be provided in the April packet.
- C. Treasurer's Report. Following up on the February discussion of the budget, what follows is the revised FA Budget for your review and approval.

The revised budget does not impact any existing or currently planned activities. Specifically, the proposed changes (in column “F” of the attachment) are summarized here:

- reduce FA organizing budget from \$2k to \$1k
- reduce the CF organizing budget from \$2k to \$1k
- reduce technology line from \$1k to \$500
- reduce equity caucus and E&D funding from \$2.5k to \$2k
- increase website maintenance from \$4k to \$7.5k

Action Item: At Council, please be prepared to vote on approving the revised budget (with or without amendments).

- [Metro FA revised budget draft 030121](#)

D. Summer '22 Calendar. As you recall from the February packet, Administration is proposing changes to the summer schedule which would result in a reduction of summer semester from 14 weeks to 12 weeks. At the February meeting, the FA Council asked the Faculty Issues Committee to examine the issue and provide their recommendation. What follows below is both the FIC recommendation and the diversity of perspectives from February (highlighted below). Please examine both the FIC recommendation and all colleagues’ comments. Action Item: We will be making a formal recommendation to administration at our March Council meeting.

FIC Recommendation: Change the summer schedule to 13 weeks, with summer start 1 week after the end of spring duty days, while still allowing for flexibility for individual program needs as determined by the programs.

Please note this committee motion: The Graduate Programs Committee supports the motion that was made in Faculty Issue Committee.

- CCSPA Concern about impact on mental health, importance of a separation between semesters, and stress associated graduate course studies. We also wish to better understand how the proposed calendar change aligns with evidence-based research
- CF Concern: Concerns over how we can teach a semester of material in even shorter time.

- CIS Motion: support the change, but our preference is option A.
- CLA Motion: recognizes the need to accommodate the schedules of students transferring from community colleges. At the same time, we are concerned that limiting our courses to 12 weeks will lower the quality of education and require large reductions in course content that will create disadvantages for students who take courses in the summer vis-à-vis those taught in an academic year. We are also concerned about how this impacts the workload of COL.
- CNHS: Motion: We do not support shortening of the summer semester at this time due to concern over the impact of all other nursing programs. We are interested in further exploring the rationale and data for this suggestion to explore alternative solutions. Concerns: What is the evidence that this is happening? Our internal data doesn't align with the 800-student estimate in the rationale section. What is meant by "continuously enrolled"?
- COM: Rather than a university-wide policy shortening the summer calendar, the COM FA suggests that it should be done at a college or dept. level to meet the needs of particular students and programs.
- LIB: Option B would be preferred; however, would support whichever option works for the majority of Metro State faculty.
- UED: agrees with the proposed calendar adjustments. Not only will this change benefit enrollment, but it will also provide seamless transitions and support the management of articulation agreements with other institutions. We, the UED, favor the 12 week summer course option be adopted.

E. 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; 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 15th.

- The adoption deadline for fall courses is April 16th. (*Community Faculty deadline will be extended, but please send in adoptions as soon as possible to allow adequate time to source materials.*)
 - [AIP_Site_Live_Campus_Letter](#)
 - [AIP_User_Training_Guide_Faculty](#)

F. IFO Graduate Programs Committee:

The IFO Graduate Programs Committee seeks approval of the attached policy and procedure to guide the operations of graduate programs at Metropolitan State University.

For years, our graduate programs have operated without specific direction and under a patchwork of analogies drawn from undergraduate procedures and ad hoc practices. We offer these documents as a first step toward more perfect operations of our graduate programs.

While these are described as a policy and procedure for graduate programs, they primarily address the functioning of masters programs and graduate certificates as both of our doctoral programs have very specific requirements that are well-described in their respective documentation.

Action Item: Please review and comment on the attached draft Policy and Procedure. Please note: Draft Policies and Procedures can be submitted by any unit, and, if supported by the FA, will be sent to the Policy Council.

- [GraduatePolicies-Approved-210219](#)

G. Conversations on Branding. As you may know, the marketing staff have begun a rebranding process. They have asked the FA to answer the following questions:

Why does the world need Metro?

What three words best describe the culture and spirit of Metro?

What's the biggest improvement Metro Could make with regards to branding, marketing and advertising?

Action Item: In order to provide broad and deep input, please provide any comments in your minutes. As well, please attend one of the "Conversations on Branding" that Denise Williams, VP of RF for the Faculty Association, will be hosting:

- Topic: IFO Listening Sessions on Metro Branding
Time: Mar 4, 2021 04:00 PM Central Time
<https://minnstate.zoom.us/j/95705806953>
Meeting ID: 957 0580 6953
Passcode: 669499

- Topic: IFO Listening Sessions on Metro Branding
Time: Mar 18, 2021 04:00 PM Central Time
<https://minnstate.zoom.us/j/97069008593>
Meeting ID: 970 6900 8593
Passcode: 401625

H. 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.

- [ICES-ADP Community-Engaged Scholarship RFP FY22](#)

I. Safety and Security Task Force: The task force is looking for feedback on the attached Propriety Security Analysis. This document explores the relative merits of moving to "in house" safety and security, rather than hiring a security company. Action Item: Please review the attached document and provide any feedback in the form of motions that can be conveyed at Meet and Confer.

- [Metro State Proprietary Security Analysis 2020](#)

- J. Faculty Web Pages. As you probably know, the university relatively recently introduced faculty webpages to the university website. These webpages, however, are incomplete. To address some of the shortcomings (e.g., our disciplines are not listed), IT has agreed to create a “staging page” where faculty can see what their updated webpage would look like and request any changes. The staging pages will be in place from March 1-29. After that time, the staging pages will convert to live pages. Action Item: Please visit your page and follow the attached instructions to make any changes.
- [Faculty Profile Page Update - Major/Minor Field 20210226](#)
- K. Seniority Roster. Attached is the March seniority roster, presented to the FA 2x per year. Action Item: As always, please double check the seniority roster to make sure your seniority is listed correctly. The correction form is attached if there is a mistake.
- [IFO Seniority Roster for March 1, 2021](#)
 - [SeniorityRosterCorrectionForm](#)
- L. Academic Affairs Committee:

The Metro State IFO Academic Affairs Committee met last week and discussed the decision by the chancellor to approve a Pilot Program Request submitted by St. Cloud State University, to use ALEKS PPL as an alternative to ACCUPLACER for math placement at SCSU. In general, we heard support for this pilot and for the use of ALEKS in general. After much discussion, we determined that the best course of action would be for this item to be put into the packet as an information agenda item to allow faculty in all units the opportunity to review.

Action Item: Please provide any feedback that the FA Exec committee will pass along to the Academic Affairs Committee

Here in the original email from the System office:

Colleagues,

The chancellor has recently approved a Pilot Program Request submitted by St. Cloud State University, to use ALEKS PPL as an alternative to ACCUPLACER for math placement at SCSU. To facilitate this pilot, the Chancellor has exempted St. Cloud State University from adhering to Part 4, Subpart B in System Procedure 3.3.1 Assessment for Course through Spring 2023. That section

requires colleges and universities to use the ACCUPLACER as the system-endorsed placement instrument. The details of the request may be located by navigating the left margin links on the Pilot Program request site at <https://mnsu.sharepoint.com/sites/SO-PilotPrograms/SitePages/Home.aspx>. Please log in using your **[StarID]@minnstate.edu** and your **regular password**. All Pilot Program Requests are submitted, viewed and managed through this site.

Any questions on the Pilot Program Request can be referred to Gary Hunter at gary.hunter@minnstate.edu or 651-201-1659.

Additional pilot program information is found in [Board Policy 1A.1](#) Minnesota State Colleges and Universities Organization and Administration and [System Procedure 1A.1.2](#) Pilot Programs.

Please forward this e-mail to interested parties.

Thank you,
Ron

For more information on ALEKS PPL, see:
<https://www.mheducation.com/highered/alekspl.html>

- M. Administrative Updates: There are many documents provided to the FA at our M&C in February. I have done my best to prioritize them, give a brief introduction, and clearly state when there is a specific action item.
- a. Policies and Procedures:
 1. Administration has agreed that Policy 5200 (Reasonable Accommodations in Employment) and Procedure 520 will be returned to the Policy Council for further review.
 2. Volunteer P&P. We requested additional time to review this P&P. Please provide any feedback (Council decided to ask FIC to review it as well, which is forthcoming)
 - a. Policy 5xxx (Volunteers) – new
 - b. Procedure 5xx (Volunteers) – new
 - c. Volunteer Agreement and Release – new

- d. Volunteer Form – new
- b. Provost's Update. There are several updates from the Provost.
 - i. General Update
 1. Please note the “process missteps” in announcing appointments for the Dean of CIS and the Assistant Provost and Dean of Graduate Studies
 - [IFO Provost's Update 022421](#)
 - ii. Academic Advising Project Manager Position.
 1. Please review the position description and provide feedback.
 - [Update Items NB Academic Advising Project Manager 022421](#)
 - iii. Program Review Procedure and Template. Overview memo.
 1. Please review and provide comments on the Program Review Procedure
 - [Academic Program Review Procedure draft February 2021](#)
 2. Please review and provide comments on the Program Review Template
 - [Template for Academic Program Review Plan Revised Draft February 2021](#)
 3. Please review and provide comments on the draft Program Annual Reflection
 - [Program Annual Reflection DRAFT 022321](#)
 - [Update Items IFO OB Program Review 022321](#)
 - iv. Fixed Term Positions. According to the Contract, Administration must notify the FA of planning for fixed term positions. See attached.
 - [Fixed Term Memo for IFO 022421](#)

- v. HLC Evidence. The Provost is asking our FA committees to provide documents that could be used for an HLC report due this summer. Please review the request and let us know what documents can be shared (e.g., agendas, meetings summaries, minutes?).
 - [Update Items IFO Consent HLC Evidence 022321](#)
 - vi. Senior CF Process. The Provost has provided a summary of the plans to notify CF who have achieved Senior CF status.
 - [Senior CF Process](#)
 - [Update Items IFO OB Senior Community Faculty Process 022421](#)
 - vii. Course Delivery. The Provost responded to our motion about who controls the course delivery decisions.
 - [Update Items IFO OB Course Delivery 022321](#)
 - [Update Items IFO OB Academic Planning Task Force Update 022321](#)
 - viii. Academic Planning Task Force Update. An update from the Provost and the members of the Academic Planning Task Force.
 - ix. Prison Education. A response to our motion about the Prison Education Program and a request for volunteers.
 - [Update Items IFO PrisonEducation](#)
- c. Equity and Inclusion Updates
- i. Summary from the Interim Sr. Director of Equity and Inclusion
 - [EOD IFO update Feb. 2021](#)
 - ii. NOV for Permanent VP of Equity and Inclusion
 - iii. Position Description for Permanent VP of Equity and Inclusion
 - [Metropolitan State University Portal Vice President of Equity and Inclusion NOV](#)

- [VP Equity and Inclusion Position Metropolitan State 2.11.2021](#)
- iv. Timeline for Search Committee for Permanent VP of Equity and Inclusion (pay close attention to this if you are interested in serving on the committee – see below for volunteering)
 - [VP Equity and Inclusion Search timeline](#)
- d. Chief Financial Officer.
 - i. Budget Update, including the announcement of Spring budget forums:
 - 1. Spring Budget Forums are planned for March 15th from 1:00 – 2:30 p.m. and March 19th from 9:00 – 10:30 a.m. Discussion will focus on FY22 budget development to date and next steps. For meeting times and Zoom links, go to the Financial Management group on My.Metro.
 - [2021 Feb Budget Update](#)
 - ii. University Tuition Study. The CFO has provided detailed information about the tuition study, which explores eliminating the tuition differential for online courses (and would raise tuition slightly for regular classroom courses)
 - [2021 Feb Proposed New Tuition Strategy](#)
 - iii. Campus Operations. Information on facilities, and other operational issues.
 - [2021 Feb Campus Operations Update](#)
- e. Marketing and Recruitment, including rebranding update.
 - [Marketing and Recruitment Updates MeetConfer Feb2021](#)
- f. 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.
 - [Monthly Council Summary - February 2021](#)

- g. Search Updates. Please confirm the details of any search that you are serving on.
- h. COVID Update. A summary of the cases in the Metro State Community. This update was also sent out by email.
 - [MetroSafe Update February 18](#)
- i. CIO Update
 - 1. General Summary
 - [IFO CIO's Update February 24 2021](#)
 - 2. Multi-Factor Authentication (MFA). We have already expressed our concerns about the lack of accessibility of MFA. We have been assured that it will be fully accessible by the time all of us are asked to start using in (by November '21). Some of you have already begun using it, and have feedback. One response is in a motion below. Please provide addition feedback in the form of motions.
 - [MFA Leadership Communication 20210202](#)

VIII. STANDING AGENDA ITEMS – CALL FOR IFO VOLUNTEERS

- A. IFO FA Committees (appointed by IFO FA Council) – v11 now posted. For your convenience, we have provided a summary of the open volunteer seats. 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) – v11 now posted.

1. Faculty Representation on Equity by Design Coalition Team

Context: Interested faculty met with Interim Sr. director, Office of Equity and Inclusion, Josefina Landrieu and Assistant Provost Roberta Anderson on Thursday, Feb 11, 2021 to discuss faculty

participation in Equity by Design project. It was agreed that the project should have wider participation from faculty and that the composition of faculty serving on EbD coalition team reflects the diversity of students we serve.

Currently the following faculty are interested in serving: Kathleen Cole, Rebecca Evan, Nadine Haley, Elena Izaksonas, James Robinson, Larry Bryant, Denise William and Reynold Galope.

Motion: Appoint the above-mentioned faculty to serve on EbD coalition team.

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. Graduate Education Committee
(2-year term)

Metro rep needed

2. Global Education Committee
(2-year term)

Metro rep needed

3. Student Affairs Council
(2-year term)

One representative needed

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

Up to Four representatives needed

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

One representative needed

IX. MOTIONS – CARRYOVERS

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

X. MOTIONS – NEW

- A. **Motion (from GPC):** GPC requests that Metro State administration lobby the MinnState system office for a more permanent and systemic solution to the issue of overlapping and inconsistent summer semesters between the community colleges and universities. There is a reason why transfers lag into MinnState schools, and the crux of it is an incompatible semester schedule. Possibilities include starting our fall semester later to be more in line with other universities in Minnesota.
- B. **Motion (From GPC):** GPC requests for the marketing and recruitment plans of graduate programs, specifically related to students from diverse communities.

Rationale: Moving forward, we want the university to institutionalize their marketing efforts to BIPOC communities, recognizing that we have clear institutional DEI goals.

C. Motions (From E&D Committee):

Context: Recognizing the significance of Chancellor Equity 2030 initiative and its alignment with the university’s mission, values and goals, the Equity and Diversity Committee of Metropolitan State faculty association hosted an Equity 2030 forum on January 21, 2021. It was an opportunity for faculty to learn and engage with each other and with guest speakers to better understand the role and accountability of faculty in this important initiative

Forum guest speakers are chancellor fellows, Ruthanne Crapo Kim (Minneapolis College) and Jeffrey Ueland (Bemidji State University) and Teri Hinds, MinnState Sr. Director of Strategic Initiative, Equity 2030. Eighty- three resident and community

faculty registered to attend the event. Sixty-eight registrants were present in the zoom meeting. The forum offered valuable information and broaden faculty understanding of the scope of the initiative.

In light of the Equity 2030 forum, the chancellor fellows' twelve recommendations and an ongoing discussion in various divisions of the university to attain the goal of Equity 2030 initiative, the Equity and Diversity Committee requests that the faculty submits the following motions to the administration:

Motion One: The Metropolitan State faculty are deeply concerned about lack of faculty engagement in the Equity 2030 initiative and especially in light of our role in bridging the achievement gap of our students.

Motion Two:

In the spirit of chancellor's fellows' words, “It is a truism that, reflecting the inequalitarian nature of the society at large, the institutions in the Minnesota State system are also characterized by many inequities. Most significant of these, from the vantage point of our system, is disparities in the educational experiences and outcomes of our students. As we seek to address these disparities meaningfully, with the aspirational goal of Equity 2030, it is important to establish a framework for thinking about, and managing, institutional changes. While we foreground the educational or academic inequities experienced by our students, we acknowledge that such inequities are rooted in overall institutional cultures that have not committed sufficiently to advancing an egalitarian ethos. Therefore, we see the need for nesting the efforts to advance academic equity within processes of deepening egalitarian cultures in our institutions generally.”(Chancellor's Fellow Report, p. 31), we request that the administration provides relevant information to the faculty, in particular the university Equity 2030 plan and implementation timetable with specific measurements of progress.

Motion Three:

Due to the scope of the work of Equity 2030 which includes Equity by Design project, we request that the President creates a joint taskforce to implement the university Equity 2030 plan. The taskforce shall employ the structure of a university wide taskforce, and shall be co-chaired by an

academic affairs officer and a faculty (appointed by the Faculty Association).

- D. Motion: IFO asks IT to come up with a solution to address compatibility problems between MFA and Outlook, Calendar, and other apps, particularly for Mac Users.

Rationale: Electronic access is an essential function for our daily work. Yet a frustrating problem with MFA has arisen that requires an immediate response and fix. It is a problem that could have been anticipated prior to issuing the MFA requirement.

The concerns were communicated to Metro IT. There has been no response in a period of over two weeks. This situation is untenable.

Likely, a Systems Administrator either at Metro or at the State level who handles Outlook needs to turn on the function that allows access through the email client and allows calendars to sync.

Mac users who were forced through Outlook to follow through on MFA have encountered two problems that resulted from it.

1. They are unable to Outlook account via apple mail or g-mail
2. The Outlook Calendar no longer syncs with Calendar apps on phones and iPads. If a user needs to make an appointment with a student, they are unable to see when a conflict occurs in their respective calendars. Many faculty use both university issued computers and personal devices to manage their calendars.

XI. IFO FA ANNOUNCEMENTS

- A. 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 10th. Please see the attached document for registration and participation information.

- o [equity-2030-webinar-series-flyer](#)

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: 1st 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 [5th Thurs]



**PACKET FOR May 2020 GOVERNANCE
CYCLE**

2. 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

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

5. 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. March Packet items due by Friday, March 26, 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

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