



## I. IFO FA COUNCIL MEETING

Thursday, November 12, 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.



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### III. APPROVAL OF AGENDA

### IV. APPROVAL OF MINUTES

- A. Motion: Approve October 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 October M&C on Thursday, October 29<sup>th</sup>: There have been no discussions or planning about reorganization or retrenchment.
- B. As you will see, this is a very full packet. We have been dealing with a large number of important issues, and every month there are carry-over motions from the previous month. This makes it impossible to complete our work each month. I am asking each convener and participant in unit meetings to try to refrain from adding new items unless they are absolutely critical, so we can address all the issues in this packet. If we continue to “run over” with topics, we may need to schedule an additional Council meeting, or extend the time significantly. Thank you.

### VI. CONSENT AGENDA

- A. No items at this time. Consent agenda items will be added as appropriate to the November Council Agenda.

### VII. IFO FA REPORTS & ACTION ITEMS

#### A. IFO Letter to Chancellor Malhotra

IFO President Brent Jeffers sent the attached letter to the Chancellor. In the letter, Brent identifies the varied consequences of the pandemic on faculty, and asks that administration agree to postpone any and all non-essential activities so that faculty can focus their work on our students. Our FA Exec Team has requested a meeting with Administration to discuss ideas for addressing the COVID-related work crisis. Action Item: Please submit your ideas through your unit minutes.

- o [Workload Letter to Chancellor Malhotra](#)

#### B. Bookstore Transition Project

Barnes and Noble College is our new bookstore vendor. In future semesters, there will be a bookstore “portal” where you will submit your book orders. However, this is not yet set up for Spring ’21 courses. Action Item: For Spring courses, please follow these instructions (also sent to you by email). From the new bookstore manager:

“All Spring book orders can be emailed to [SM8384@bncollege.com](mailto:SM8384@bncollege.com), by the due date of November 6. Please include the course information (department, course number, course section), the book information (ISBN, title, author, edition), and whether Required or Recommended. We know that in many cases faculty require students to use online access codes to complete their coursework. Please let us know if you will be requiring this of your students.”

C. The Resource Planning and Alignment Council

The attached Powerpoint was presented at the first RPAC meeting. Please direct any questions or feedback on this presentation, the Council summary report (available on the s:drive), or the work of the Council to co-chair Zorian Sasyk, Library Faculty.

- o [CFD Final Mission Vision Value](#)

D. First 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 first reading during the November faculty governance cycle. Carefully review the attached changes and accompanying rationales and either submit your feedback in your unit minutes, or to Alec Sonstebly, convener of the committee.

Unless the second reading of these proposed changes is waived by Faculty Council at its November meeting, they will be published again in the December packet and voted upon at the December Faculty Council meeting.

Other committee members include Michael Green (COS), Rebecca Church (CF Caucus), Tom Atchison (CLA), Gary Starr (CCSPA), and Ramin Daghigh (COS).

Action Item: Please provide feedback to the Ad Hoc Committee

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



- E. Administrative Updates: These updates were provided at our last M&C on October 29th. Unless otherwise noted, these updates do not require a response (although responses are always encouraged and welcomed). Please see attachments.
- a. University Council Summaries Schedule. As you may know, the co-chairs (including one faculty member) of each University Council are creating a meeting summary which includes dissenting views. Meeting summaries can be found in the s:drive. The path is: metro/IFO/FY21 Meet and Confer. Then, find the month you're interested in and you will find the council meeting summaries. If you are interested in an overarching schedule of all eight university councils, please see attached.
    - [2020-2021 Council Schedule](#)
  - b. Administration has provided a large number of reports. For clarity and convenience, I have reordered the documents according to the issue area. I've noted below whether a response is expected from the IFO. As always, responses are welcome, whether or not administration requests a response. All documents can be found on the s:drive (same path as above)

1. Budget/Financial Items
  - a. [2020 Oct Budget Update \(Feedback Requested\)](#)
  - b. [2020 Oct. Parking Ramp Snow Removal Update](#)
  - c. [FY22-24 Budget Timeline](#)
  - d. [Response to IFO's October Parking Motion](#)
2. Academic Items
  - a. [Provost's Update](#)
  - b. [Fall 2020 Course Cancellations and Impact](#)
  - c. [Update on ILOs \(Response Needed\)](#)
  - d. [Update on Online Teaching](#)
  - e. [Update on Academic Planning \(According to the Provost, faculty provided little or no feedback to the Task Force. If you have feedback, please provide it asap\).](#)
    - i. [APTF 2020 Overview Schematic](#)
    - ii. [Academic Planning Tool 2020 Final](#)
  - f. [Update on Academic Advising](#)
  - g. [Update on Faculty Positions. Please see attached for the rationale on new/replacement faculty positions.](#)
    - i. [When the Provost sent out the email version of this document, I asked for the data she used to make these decisions. Please see attached for the dataset.](#)
  - h. [Update on Program Review \(Feedback Requested\)](#)
    - i. [Template for Academic Program Review Plan \(Feedback Requested\)](#)
3. [Campus Operations Update](#)
4. [Marketing and Recruitment Update](#)
5. [Security Task Force Request – NB: this report is in response to two IFO motions and seeks to develop a more comprehensive campus safety approach. Action Needed: Two Volunteers to serve on this Task Force](#)
6. [Equity and Inclusion Update: Please see the attached response from the Interim VP for Equity and Inclusion. The M&C Team has the following questions for your consideration and addition or modification:](#)
  - Was there a conversation between the Interim VP for Equity and Inclusion with the organizing committee to explore these recommendations and campus wide implications? If not, should there be a collaborative conversation?
  - How does the response plan address the five categories of the recommendations? Is it adequate?

#### **F. Online Course Review Process**

DLIP and COL are re-crafting the online course review process and seek IFO discussion of strategies to ensure a fair, non-retaliatory environment for non-tenured faculty (including Community Faculty, fixed-term faculty, and junior faculty). Problems include chairs pressuring non-tenured faculty to make



changes in their online courses and coercing sharing of faculty-created course materials that may influence pedagogy and employment for non-tenured faculty.  
Action: Please provide feedback to DLIP directly or through your college minutes.

**G. Implementation of Equity and Inclusion Plan (Submitted by the E&D Committee)**

The E&D committee wishes to inform the FA of the implementation plan under Focus # 2 priority 1 in the Metro-IFO E&I plan. Please see attached for this implementation plan, as well as supporting documentation including: definitions of key concepts, the previously adopted (2019) Equity and Inclusion Plan, and the more recently adopted Equity and Inclusion Action Plan.

- [ED&I definitions](#)
- [Focus2e&i implementation plan](#)
- [Metro FA E&IPlan2019](#)
- [Metro FA Equity and Inclusion Plan](#)

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

**A. IFO FA Committees (appointed by IFO FA Council) – v7 now posted.**

○

Please review the committee list carefully and volunteers for all open spots. We will list only the changes in our Council agenda and review/approve only those changes.

○

○

**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) – v7 now posted.**

○

Please review the committee list carefully and volunteers for all open spots. We will list only the changes in our Council agenda and review/approve only those changes.

In addition, please volunteer for the security task force (see above for explanation).

Finally, there is one new addition to the list: President Arthur has established a 50<sup>th</sup> Year Celebration Task Force. The FA is invited to nominate one person to serve on the Task Force, chaired by the VP for Marketing and Communications.  
Action: We need one volunteer.



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

Academic Affairs: As of the publication of the November packet, we still do not have a volunteer to serve on the statewide IFO Academic Affairs Committee. According to the IFO website, the Academic Affairs Committee “is devoted to facilitating a broad and open exchange of ideas, responding to local and national academic issues, and promoting collegiality and understanding of all institutional perspectives.” All seven university campuses have a representative and Metro is currently the only campus without a volunteer. If you have an interesting in working on academic affairs across the MinnState system, and you are looking to build your service work, please consider volunteering. Action: Please volunteer for the AAC. Send any questions to Matt Filner [matthew.filner@metrostate.edu](mailto:matthew.filner@metrostate.edu)

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



## IX. MOTIONS – CARRYOVERS

- A. University Councils Communication:** This motion was submitted by the Library faculty and was in the October packet, was discussed at units, and was never addressed at the FA Council. No action by units is needed unless opinions have changed.

One of the more contentious issues within the FA regarding participation in University Councils is how meeting information is relayed back to the wider faculty. The Library IFO unit proposes the following motions to alleviate this concern by providing more concrete guidelines for faculty serving on these councils to maximize communication back to the wider union:

*Motion #1: Faculty co-chairs will post approved Council meeting notes/minutes to the faculty list-serv as soon as available*

*Motion #2: A Council meeting shall not be held unless both co-chairs are present.*

CF Motion: **supports both motions**

CLA Motion #1: **CLA supports the Library motion (Motion #1) in spirit, but prefers the faculty co-chair sends their notes soon after the meeting, followed later by the approved council minutes.**

CLA Motion #2: **CLA supports motion #2**

CIS Motion: **support both motions.**

CNHS Motion #2: **Support.**

COM Motion #1 & #2: **Both motions failed.**

LIB Motion #1 & #2: **Supports.**

LIB Motion (new): **If one or both of these motions are adopted by Faculty Council, refer to the Constitution and Operating Procedures Committee to codify in our operating procedures.**

UED Motion: **Support these two motions**

- B. Onboarding of New Faculty with Regard to Advising:** This motion was submitted by CCSPA, discussed at unit meetings, and tabled by the FA Council. No action is needed at the unit level unless opinions have changed. Council may decide to bring forward this motion for a vote at the November Council meeting.

Motion: We ask that administration supply a plan regarding how the academic units will be supported in creating and implementing faculty advisor onboarding.

*Rationale: We believe that further discussion is needed with regard to the need for onboarding of new faculty regarding advising, especially now that there is no longer a Director of Advising Effectiveness and its associated duties.*

**CLA Motion:** Supports the CSSPA motion.

**CIS Motion:** Support.

**CNHS Motion:** Support.

**UED Motion:** Support. Discussion included other topics such as technology, platform possibilities, Center for Faculty Development.

**C. FACULTY SALARY FREEZE. This motion was passed during a unit meeting last month and is now for consideration by all units.**

**CCSPA MOTION:** We direct the IFO Board and negotiating representatives to be more engaging and transparent with the membership specific to contract negotiations, providing regular updates.

*Rationale: IFO membership was surprised and disappointed by the negotiating stance of our leadership and the decision not to ask for pay increases. Rather than focusing on secrecy and doing their work in executive session, we want them to engage the membership in open discussions about our priorities.*

**D. Pandemic Effects. This motion was passed during a unit meeting last month and is now for consideration by all units.**

**CF Motion #1:** we request data on how students' performance and progress (how many dropping, student satisfaction, etc.) has changed over the past few semesters as a result of the pandemic.

*Rationale: we are concerned about the ability to deliver quality education to students in these trying times. If possible, any surveying to produce this data should come through faculty/classrooms.*

**CF Motion #2:** in addition, particularly during the pandemic, we request that the administration reduce the size of online classes or add faculty, TA's, graders to make sure students are getting the help and feedback they deserve and need, so we can maintain the quality of education and access to faculty they have with in-person classes.

**E. Internet Connectivity for Students: This motion was passed during a unit meeting last month and is now for consideration by all units.**

**UED Motion:** Students should be reimbursed for internet connectivity costs.

*Rationale: Students are now forced to take courses online and have difficulty paying the costs of adequate internet service.*

**F. Cuts to CF Credits: This motion was passed during a unit meeting last month and is now for consideration by all units.**

**CF Motion:** In the interest of shared governance, the faculty ask that when cuts to community faculty credits, on an annual comparison by semester basis, exceed 5% either overall or in a department that the administration notify all faculty of the potential of these cuts as soon as they are identified, and that the justifications for the cuts are laid out in detail, so that faculty can collaborate on the best solution.

**Rationale:** *Significant cuts to classes/sections offered affect our students, majors/minors, and programs. The cutting of Community Faculty classes happens usually without any notification or discussion, but affects students, Community Faculty, and their colleagues. Requiring advance notice and comparative data will allow a meaningful discussion, that is, shared governance, before cuts are finalized when the cuts are over a certain threshold—the threshold may need to be adjusted by department or program as needed.*

**G. CONTINGENT FACULTY HIRING POOL: This motion was passed during a unit meeting last month and is now for consideration by all units.**

**CF Motion:** The faculty request that a means of maintaining a hiring pool for contingent faculty who have had their classes cut that would allow them to see potential classes they might be qualified to teach and for department chairs and deans to see if there are Community Faculty available that would fit their needs.

**Rationale:** *Community Faculty who have had their classes cut in one department could be retained, preserving their institutional knowledge, stabilizing their income, and maintaining continuity for students if information was easily available on teaching opportunities across the university. Other MinnState schools, like Saint Cloud, already use such hiring pools for adjunct labor and we could perhaps model ours on other programs.*

**H. SENIOR CF STATUS: These motions were passed during a unit meeting last month and is now for consideration by all units.**

**CF Motion #1:** Faculty requests that the administration communicate a process for awarding Senior Community Faculty status to qualifying Community Faculty, as per the recently ratified contract, and present it to faculty for review in the November governance cycle.

**Rationale:** *The title of Senior Community Faculty for faculty with 10+ years of teaching at Metro was ratified with the most recent contract. As of yet, there has been no communication to faculty outlining the process for conferring this title on qualifying Community Faculty, or what to do if you feel you are qualified.*

**CF Motion #2:** request a short-term task force with CF representation be set up by administration to establish recommendations for benefits base on community faculty senior status.

***Rationale:** CF retention is important to fulfilling metro's mission, as cf are a knowledge pool that is often lost, recognition of years of service with benefits will improve retention and access to that knowledge.*

**I. DETERMINATION OF COURSE REDUCTIONS. This motion was passed during a unit meeting last month and is now for consideration by all units.**

**CLA Motion: Deans should consult with faculty and department chairs in determining course reduction in spring and in future semesters. Criteria for making such decision shall be developed in a consultative and collaborative manner with affected faculty.**

**X. MOTIONS – NEW**

**A. Center for Faculty Development (Submitted by the Teaching, Learning and Faculty Development Committee)**

The Teaching, Learning and Faculty Development Committee met yesterday and affirmed a revised mission, vision and values for the Center for Faculty Development (see attached).

Motion: That the Metropolitan State University Faculty Association endorse the revised Mission, Value, and Vision for the Center for Teaching and Learning and it commend it to administration.

**B. **Compensation for CF for training: Submitted by the CF Caucus****

**Motion 1:** CF must be paid a stipend for training required by the University or the State.

***Rationale:** CF are only paid for teaching their classes. Requiring training without compensation is requiring uncompensated work.*

**Motion 2:** CF who want to develop their online learning delivery skills by taking courses offered by the COL should be compensated for the training.

***Rationale:** CF are only paid for teaching their classes. Improving the skills and expertise of CF in online course development and delivery is a benefit to the University and its students. Compensation for training for CF should be offered.*



**C. Student Workers: Submitted by the DLIP Committee**

**Motion:** DLIP requests that the University immediately begin a process of hiring additional student workers in each department with the skills necessary to support faculty in delivering online courses.

**D. Administrative abuse of syllabi: Submitted by the DLIP Committee**

Motion: DLIP reminds Administration that any use of a syllabus beyond HLC requirements must be approved by the faculty owner in writing and that the use may not deviate from the purpose stated in the request. Requests for use of syllabi must be time limited and must be affirmatively agreed to by the faculty owner.

**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	

**A. 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  
1/7/2020  
2/4/2020  
3/4/2020  
4/1/2020  
4/29/2020 [5<sup>th</sup> Thurs]

**Inter Faculty Organization (IFO)**  
**Faculty Association (FA)**  
*At Metropolitan State University – a MnState institution*

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**B. 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

**C. 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

**D. 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)

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

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. December Packet items due by November 25, 2020 at 4pm (please note this is the Wednesday before Thanksgiving). Packet items should always be sent to [Matthew.Filner@metrostate.edu](mailto:Matthew.Filner@metrostate.edu)
4. Conveners: send monthly minutes to:

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

*At Metropolitan State University – a MnState institution*

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- [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

### **F. 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”**

### **G. 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>