



Packet for October 2020

I. IFO FA COUNCIL MEETING Thursday, October 8, 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. AGENDA

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

IV. APPROVAL OF MINUTES

- A. Motion: Approve September 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. REORGANIZATION & RETRENCHMENT REPORT FROM MEET & CONFER?

- A. September M&C is Wednesday, September 30, 2020. As a result, the FA President will report back verbally at the Council meeting whether or not there have been any discussions or planning.

VI. CONSENT AGENDA

- A. No Items at this Time

VII. IFO FA REPORTS & ACTION ITEMS

- A. Computer Replacement Program. All computers issued directly to faculty are part of the Faculty Computer Replacement Program. These computers are scheduled for replacement every three years, although this timeline has not been met over the past few years. Faculty have been asking for years for a published list of all faculty who have a university computer and the replacement schedule for that computer. This list is now published and posted on the portal. Please contact FA President Matt Filner if there is an error for your listing.

Please see this link:

<https://my.metrostate.edu/article/1266?destination=/node/16/content>

- B. Searchable Website. In response to numerous inquiries and a FA Council motion from September 2020, the FA asked our website administrator to look into costs associated with making our website searchable. The main barrier to having a searchable website is the entire website is password protected. We therefore have several options:
- We could move some content outside of the password-protected area. That would allow us to use free search engines—such as Google—to conduct searches of only non-password protected documents.
 - We could hire a company such as AddSearch for \$1600 annually. This company would allow us to keep the password and would provide us with search tools unique to our website. There may be other companies that can do the same work for a lower price.
 - Google also has a free feature that would allow us to maintain the password, but it would require more sophisticated search skills that most of us don't have. We could do a training for the best way to search, and/or create a document with a clear explanation of how to search. It would not be simple to implement, but it would be very low cost.

Please discuss and share your unit's recommendations.

- C. Law Enforcement Training Program Reforms: In response to the police murder of George Floyd, Minnesota State and the Minnesota Board of Peace Officer Standards and Training (POST) are exploring reforms of the law enforcement training program. Several Metro faculty members are involved in this work, including James Densley (as a member of the Law Enforcement Planning and Advisory Commission at MinnState), and Raj Sethuraju and Bryan Litsey (as members of the Advisory Committee on POST Board Rules Overhaul).

This is a multi-faceted project, but there's a good summary on the MinnState website: <https://www.minnstate.edu/le/index.html>

Please contact our colleagues for more information.

- D. Bookstore Transition Project. As you may know, Barnes and Noble College is taking over our Bookstore. Please see attached for more information. Also, please note that we need to (re)appoint colleagues to the Bookstore Advisory Committee. Alec Sonstebly and Marcia Hagen worked on this committee previously, and have agreed to serve on a temporary basis until they are formally appointed, or someone else volunteers. Their initial work was to provide input for the new contract with a vendor. Now, the work is to provide input for the transition to the new vendor, B&N.

Please see Section VIII of this packet to volunteer or recommend Alec and/or Marcia.

Also, please see attached for a Bookstore Update (from admin)

- o [2020 Sept. IFO Bookstore Update](#)

- E. Center for Online Learning Plans (submitted by DLIP)

The Center for Online Learning is planning to offer the following programs:

- o Targeted Teaching Online Institute:

Based on an upcoming need-assessment survey's findings, COL will provide faculty (who are new to online teaching) with the skills and best practices needed for online and hybrid instruction. Some trainings will offer stipends to faculty who complete the required assignments.

- [Teaching Enrichment Series \(Topic Webinars and Academic Technology Workshops\):](#)
COL will host Enrichment Series webinars and workshops based on the needs-assessment survey findings.
 - [Strategic Course Review:](#)
There will be no course reviews in fall semester. The Strategic Course Review process will resume in Spring '21. Here are the relevant dates:
 - Spring Semester application deadline is 2/15/2021.
 - Spring Semester Provost approval/denial 3/1/2020
 - Course Reviews must be completed before 6/15/2021.
 - Reviews of individual courses will take about 2-3 weeks, with the goal of completion by the end of the fiscal year, June 30, 2021.
 - COL is still working with ITS to develop the needs-assessment survey. Expected roll-out of the survey is early October. Faculty are asked to participate in this survey to help COL ensure that trainings are best suited to aiding faculty in preparation for their Spring '21 courses.
 - Faculty are encouraged to send questions regarding this process to Dr. Alejandra Estrin Dashe, Course Development Coordinator, at Alejandra.Estrin@metrostate.edu.
- F. Administrative Updates: These updates were provided at our last M&C on September 2nd. Unless otherwise noted, these updates do not require a response (although responses are always encouraged and welcomed). Please see attachments.
- a. [Director/Coordinator Reassigned Time Report](#)
 - b. [Advising Update \(please see related motions from Advising and Student Issues Committee in the New Motions Section below\)](#)
 - c. [Search Update](#)
 - d. [HR Update On COVID Policies, Procedures and Follow Through](#)
 - e. [Enrollment and Budget update](#)
 - f. [Provost's Update](#)

VIII. STANDING AGENDA ITEMS – CALL FOR IFO VOLUNTEERS

A. Conveners:

- Please communicate with faculty who were appointed by vote during our IFO FA 9/10/20 Council meeting (turquoise highlighting)
- FA Council will formally appoint faculty who have been nominated by email (red font)
- Finally, please seek new volunteers (light yellow highlighting) from your college/academic unit

B. IFO FA Committees (appointed by IFO FA Council) – v5 now posted.

- Please note: there are four IFO Standing Committees with currently openings that require only a Metro FA Council appointment:
 -
 - Academic Affairs Committee (Laura McCartan's two-year term is completed)
 - Government Relations Committee (2nd rep needed; Kathleen Cole is the other rep)
 - Action Committee
 - Salary Equity Committee (Kathleen Cole has been nominated to serve a second three-year term)
-

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) – v5 now posted.

- Please note: Bookstore Task Force requires (re)appointments.

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. Security. Tabled by the FA Council in September.

Motion: In keeping with Metro’s anti-racist mission and commitment to strong community ties, and in response to Allied’s history of poor training and harm to people of color, unhoused people, and women, Metro must end contract with Allied and develop a Metro-run campus care and community safety program that centers the well-being of Metro students, faculty, staff, and neighbors.

Rationale: Please visit the following news links that investigate Allied’s history of poor training and harm to people of color, unhoused people, and women.

<https://www.abc10.com/article/news/local/sacramento/wrongful-death-lawsuit-golden-1-center/103-f691ae8a-1905-4a28-ae0b-049140a4aa7a>

<https://gothamist.com/news/jfk-security-worker-claims-male-supervisors-turned-airport-into-abusive-sex-fest>

<https://www.denverpost.com/2020/04/14/rtd-allied-security-raverro-stinnett-union-station/>

B. Tuition Increase: Submitted by UED

Motion: Opposes the Spring ‘21 tuition increase. Faculty need to speak up for students.

Please note: The tuition increase taking effect this spring was adopted by the Minnesota State Board of Trustees. We may want to bring concerns to statewide M&C.

C. Service Industry Unionization: Submitted by CFC.

Motion: FA should make a statement in support of the unionizing efforts in the service/hospitality industry in the Twin Cities, including the recent moves to unionize by workers at Spyhouse Coffee and Surly Brewing.

D. Internet Connectivity Costs: Submitted by CFC

Motion: Request reimbursement for internet connectivity costs.

E. Layoff of Community Faculty. Submitted by CLA and CFC

Motion: Name the reduction of course offerings in Fall '20 and Spring '21 as a de facto layoff, and put the CF caucus in control of demands for redress from the administration.

Rationale: CF reductions this fall occurred throughout the university and many more are planned for spring. The faculty have not received a full accounting of the total number of sections cut across the university this fall, the total number of community faculty who were not hired this fall as a result of the cuts (CF who had zero credits this fall), and the total number of credits that community faculty did not earn as a result of those cuts (CF who had fewer credits this fall).

F. CF Work Assignments: Submitted by CFC

Motion: Request that departments make criteria and process for work assignments decisions transparent, and as a courtesy to CF notify instructors of changes in course offering or assignment in a reasonable timeframe, especially in this time of shifting to online teaching in a pandemic.

G. IDEA Question Revision: From CLA

Motion: CLA supports the requiring the IDEA Implementation Task Force to develop new student evaluation survey questions for use in IDEA, to replace the pre-loaded questions. Once developed, the new survey questions would require formal governance review and approval.

Rationale: Although the FA voted against using IDEA as our student evaluation tool multiple times, the administration disregarded our votes and pushed ahead with the using IDEA. As a result, departments and colleges have been refusing to use IDEA. The University is wasting money on a tool that faculty explicitly advise students to ignore in favor of instruments they have developed in their departments and colleges. Much, though not all, of the faculty resistance to IDEA has to do with the poor quality of the questions used in the IDEA instrument.

According to Institutional Research, the questions in IDEA are fully customizable, we do not have to use the pre-loaded questions and could develop our own and upload them to IDEA.

H. Library and computer Lab Hours: Submitted by CCSPA

Motion: We ask that administration make the library and computer centers available to students by expanding hours so that students and faculty can access computers, printing, internet, and other resources needed for their education.

Rationale: Students and faculty have technology and printing needs that our not met with current hours. Many of our students need these services into the later evening hours. The affects students' capacity, satisfaction and retention.

I. Onboarding of New Faculty with Regard to Advising: Submitted by CCSPA

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.

J. Transfer Courses in Registration System: Submitted by COS

Motion: The university should record the information about student transfer courses into the registration system (not just DARS) so that transfer courses that are equivalent to prerequisite courses are properly recognized by the registration system.

Rationale: Our registration system doesn't recognize prerequisites taken at another university, even though DARS clearly shows the prerequisite has been met. This has led to:

1. Frustration and confusion for students trying to register.
2. Students repeating prerequisites
3. Students failing to get into courses because they repeatedly try to register, and by the time they realize they need an override, the course is full
4. Additional work for advisors, as students contact their advisor to ask why they can't register for a course they clearly have a pre-requisite for.
5. Additional work for department chairs who need to write overrides as quickly as possible so students don't miss the opportunity to register. Often, this requires multiple emails back and forth with the student as the chair needs to check the prerequisite and also needs the student ID#, which are often not included in the student's first email to the chair.

K. Institutional Learning Outcomes. In September, the FA Council passed:

Motion: Given the problematic language of several of the Institutional Learning Outcomes, any action on this tool must be delayed for at least two months for faculty revision and review by the relevant IFO committees and colleges.

If you haven't already, please review the ILOs and provide feedback to your representative to the Assessment Committee which will be revising the ILOs.

- o [Update Item Institutional Learning Outcomes](#)

For your convenience, the ILOs are available as an attachment to this packet.

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. Anti-Racism Recommendations: Submitted by Faculty of Color (FOC) Caucus and the Equity and Diversity Committee

Motion: The President should provide a plan of action and outcomes to address the June 25 Day of Mourning collective action recommendations with input from CRT experienced experts within the university to the Faculty Association in the next governance cycle.

Rationale: On June 25, 2020, the Anti-Racism Coalition (ARC) hosted a Day of Mourning event on campus. The goal of this event was to bring the university community together to formulate Metropolitan State University's response to the murder of George Floyd. In addition, the coalition wanted to recognize and commemorate the Juneteenth racial violence incidents in the history of the United States, the 1920 lynching of three African-American men in Duluth, Minnesota, the 1862 Mankato Massacre, the 1876 Battle of Little Bighorn, and the Black Wall Street Massacre in Tulsa, Oklahoma, in 1921.

It was a unified event co-sponsored by the Office of President, all university divisions, and the five bargaining units. As an outcome of this event, participants put forward an action plan to address racism and efforts aimed at continuing to build an anti-racist community here at Metropolitan State and its surrounding community. The program plan was presented to the President in early July. We are now requesting from the President the institutional implementation plan of our recommendations.

- o [Collective Actions Summary Document](#)

B. University Councils Communication: Submitted by the Library

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

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

C. Equity 2030: Submitted by the Equity and Diversity Committee

Motion: The administration updates the Faculty Association regarding the campus Equity 2030 initiative and the timetable for implementation.

Rationale: The Chancellor has charged colleges and university system-wide to work toward Equity 2030. Early in the initiative, we need to be engaged with our campus plan as we move forward.

D. Advising: Submitted by the Advising and Student Issues Committee

Motion: This committee supports the recommendations made in the MSUAASF Advising Recommendation Highlights 5-26-20 document.

Note: Please see attached for recommendations.

Motion: The Advising and Student Issues Committee supports immediate creation of an advising work group consisting of MSUASF advisors, IFO faculty advisors, and administration to identify advising roles, best practices, and advising expectations.

Rationale: There are a number of issues that arose from the NACADA report and subsequent analysis from the administration. Then the pandemic happened! This is important stuff! We all need to have a voice at the table. We support the MSUAASF work that occurred so far, and we think it would be beneficial to the University if we were all able to work together. If you haven't read the report...please do so. There are a number of items that are being considered on throughout the University.

- o [MSUAASF Advising Recommendations Highlights](#)

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



**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

Inter Faculty Organization (IFO) Faculty Association (FA)

At Metropolitan State University – a MnState institution

F. 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. 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>