

March CF Agenda Caucus  
February 5, 2022, 3:30-5:30

**Next FA Council:**

**\*\*Thursday\*\* March 17, 2022 (10-12p) Happy Saint Patrick's Day!**

**Join Zoom Meeting**

<https://minnstate.zoom.us/j/3609866173>

Meeting ID: 360 986 6173

Passcode: 831316

**New Metro FA website: [Metrostatefa.org](http://Metrostatefa.org)**

**Attendees: Marcia Anderson, Jane Stevenson, Bilal Dameh, Alejandra Estrin Dashe, Hong Qu, Kris Frykman, Mousumi Munmun, Robert Shumer, Victor Cole**

**Guests: Cindy Harley, Nantawan Lewis, Gary Starr**

The CFC agenda for March 14, 2022:

**Key:** highlight= of special interest to CF;

**BOLD=information that should go in FA Council Agenda (motions, comments, etc.) or Packet Item#**

- 1) Meet Metro FA Candidates: Cindy Harley at 3:35, Nantawan Lewis at 4, and Gary Starr at 4:15.
  - a) Metro FA Candidate Forum: A candidate forum for all positions will be held on **Monday, March 21, from 4:30 to 6:00pm**, as a Zoom webinar: <https://minnstate.zoom.us/j/91871068399>  
Passcode: 381293
- 2) Delegate Assembly, on **Zoom, March 25-26**- We will be able to compensate delegates again this year. We need alternate delegates to fill in for absences on Friday morning and Saturday. Rebecca will put out a general call.
  - a) **Metro Delegates prep: Thursday, March 17<sup>th</sup>, 4:30-6pm**
    - i) **CF delegates: Kris Frykman, Alejandra Estrin Dashe, Erik Westgard, Jane Stevenson, Robyn Gulley, Mousumi Munmun, Alvaro Plachejo**
    - b) CF Delegate prep meeting? We will organize a meeting of cf delegates to go over resolutions we want to support.
- 3) We have \$2000 budget this year for cf organizing, thoughts, ideas on how to use? To be continued next month; we could ask for more organizing money
  - a) Spring social--tbd
  - b) Phonebanking to cf on voting—need volunteers
  - c) DA stipends: \$100/day x 5 delegates= \$1000. I've excluded Alejandra (FT), Robyn (paid as negotiator), and myself (paid as CF VP)
- 4) CF Workgroup update—see Provost's update below.
- 5) Committee opportunities
  - a) FA Council community faculty reps still needed (we have 21 seats). Please volunteer, it's a good way to get to know Metro, other faculty, and governance. Next meeting Thursday, 10-noon on zoom.
  - b) University council seats:
    - i) Still need person for CF workgroup from CNHS
- 6) Packet (**Item # in brackets and bold**)
  - a) Proposed Metro FA Special Projects: (**VII 4 A-D**)
    - i) From Library: Hire an external parliamentarian to assess the use of Robert's Rules and opportunities to use the rules more effectively and efficiently as an FA.
    - ii) From CCSPA: Hire expert for training on strengthening our union.
    - iii) From CCSPA: Invest in membership phone calls to encourage deeper engagement in IFO.

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- iv) From Exec: Create an “emergency fund” to support IFO members financially in emergency situations (e.g., payroll errors, immigration barriers, loss of job, death in family)
- v) Ideas?
- b) Compensation for CF in leadership roles (VII 8) see packet, p.5
  - i) **CFC supports the OP language with one small change as follows:**
    - (1) **Motion: Amend to add an asterisk after XVI C 3 a. ‘credit equivalents’ and add ‘\*or duty days equivalents, if appropriate,’ at the bottom of the section.**
- c) DLIP Motion (VII 9 A)
  - i) Make pilot peer mentor and instructional technologist program permanent by funding within the budget-
    - (1) **CFC supports with addition of Instructional design program to the motion.**
  - ii) DLIP has made changes to the Intellectual Property Policy 2110 and procedure 211 and consent form—please review
    - (1) Feedback on these should be given to  
carolyn.whitson@metrostate.edu; Alejandra.Estrin@metrostate.edu; Bilal.Dameh@metrostate.edu
- d) FIC Motions (VII 10)
  - i) SGTF explore and discuss issues raised in PACE survey data, especially institutional structure climate factors
  - ii) Low level staff satisfaction with advancement opportunities a concern so ask that admin explore and report out ways this issue can be addressed within the relevant contracts.
  - iii) Low score on administrative processes are clearly defined, ask that admin explore and report out ways this issue can be addressed
  - iv) Request a report on PACE data that breaks down responses by full and part time faculty separately to share with the Metro FA.
  - v) Administration share with the FA all of the PACE Qualitative Report of all favorable and unfavorable comments about Metro organized by climate factor.
- e) LIB Motion (VIII 2 a) on Salary “cost savings” in necessary operational areas is having an adverse effect on the university. Critical areas need to be identified for future hiring priorities.
- f) Provost’s update (VIII 3 A-K) **NB:** The Provost has provided a **huge amount** of written material for one governance cycle. It appears unlikely that the faculty will be able to respond to all items. If you are able to read and respond as a unit, please do so. If, however, you do not have ample time to read and respond, please indicate that with a motion. It will help the M&C team to know whether a non-response is due to acceptance/support, or simply due to lack of time.
  - i) Responses to motions (VIII 3 A a-g)
    - (1) FDIS rates and grad multiplier
    - (2) Office space for RF and CF
    - (3) Flex office space on all campuses
    - (4) CF Compensation for COVID teaching adjustments
      - (a) Less than half of those eligible completed the survey
      - (b) We grossly underspent amount apportioned because of that
      - (c) **Motion: Provost’s office should make adjustments to compensation opportunities in the future so we don’t underspend and we get the money to the CF who are eligible. For example:**
        - (i) **Make the awards to a limited number of cf and make them larger;**
        - (ii) **Make decisions on the amounts after we receive applications and divide up all the money;**

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- (iii) Make the application timeframe more open ended or cyclical so more people get an opportunity;**
- (iv) Contact people in multiple ways to make sure everyone hears about funding opportunities;**
- (v) If it is possible, we should open up the covid funds again to people who weren't able to apply last year.**

- (5) Aligning Metro calendar with Community Colleges
- (6) Fix Pre req errors
- (7) FAQ doc in response to faculty objections to annual program reflection
  - (a) Motion: CF support RF's concerns and objections to the new annual reflections program. A process without faculty buy in will be meaningless and put additional strain on the RF that CF most depend on, department chairs. This may be something that can't be centralized and made uniform and we encourage the Provost's office to work with chairs and program directors to find a meaningful compromise on this issue.

- ii) Provost will meet with chairs of Grievance and FI Committees to discuss difference over summer assignments. CF have been relegated to unequal participants in summer assignment process by the Metro FA proposal and administration raised an objection to this at M&C.

**(1) Motion: Grievance and FI Committee chairs should offer to remove the narrow definition of 'faculty' as only those with a ¾ appointment in the revised summer teaching assignment procedure so that CF are treated as department members for the purpose of granting the contractual 'equal access' to summer teaching described in .**

- (a) Rationale: while CF support the faculty's right to assign summer teaching based on curriculum needs and qualifications of faculty and NOT on cost, CF do not support enshrining a single restrictive clause (*only defined in the contract in Article 20 Section A in regard to voting rights in certain department decisions*) as the interpretation of the contract regarding who is considered a member of a department in the summer teaching clause, Article 13, Section D which defines how summer teaching should be assigned. Instead, the procedure should outline that curriculum needs and qualifications of the instructor should determine who is offered summer teaching, with equal access to summer teaching for all department faculty.**

- g) Provost's proposed procedure for 10J funds for course development\*: **(VII 3 E)**

- i) 1) Community Faculty who are assigned an existing course for the first time are eligible to apply for these funds.
- 2) The awards will be \$500 for 1 or 2 credit courses, or \$1000 for 3 or 4 credit courses.
- 3) Normally, the deadline for the course development awards should have an earlier deadline each term than the Professional Development Grant awards (that will not be possible for this spring).
- 4) If needed, funding will be prioritized for community faculty who have not received any funding (course development or professional develop grant) in a given fiscal year.
- 5) A community faculty member could be awarded both course development and professional development funds in one fiscal year, if funding allows.
- 6) We are committed to a round of funding this spring and will make improvements as needed for subsequent terms.

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- (1) \*this is only for existing courses; for development of an entirely new course, compensation should be higher and come from other sources.
- ii) **CFC Motion: supports the general approach but would like the compensation amounts in number 20 to be minimums so that applicants can ask for more compensation based on the amount of work involved because it does not always line up with the number credits.**
- h) **(VIII 3 F)** Provost's monthly update addresses retention only by sharing recommended readings.
- i) **Comment: while we appreciate the provost sharing material she finds helpful, we look forward to a more substantive and broader discussion of how faculty and admin can improve our falling student retention.**
- i) Program Health and Sustainability Rubric: comments requested **(VIII 3 H)**
- j) **FY23 Strategic Plan work: feedback requested (VIII 3 I a-e)**
  - i) Do we need more time for this volume of important material? Are there committees that should divide up the info and address? Do we want to divide up and report back to group on recommendations?
    - (1) **CFC Motion: We need more time to review these documents in detail; we will have feedback in April.**
    - (2) CFC will divide up the work and provide analysis and reporting on the provost's documents by 3/28/22, as follows: Rebecca will report on documents a & c, the original 2019 strategic plan and the academic plan activities document; Marcia will report on b & d, draft planning document for academic advising and high impact practices planning document; Mousumi will report on e, student journey map planning document.
  - ii) First, Provost proposes to keep reduced schedule for FY23—any increases will need to be approved by Provost
    - (1) Does not address the correlation between reducing the schedule and reduced enrollments
    - (2) CFC does not support reducing the schedule and would like more time to provide more detailed feedback next month.
  - iii) Second, Provost proposes restricting hybrid classes to one of two set schedules so classes can share a classroom, but it does not accommodate hybrids that don't alternate weekly
    - (1) Seems overly restrictive for little benefit
    - (2) **CFC is concerned with the lack of flexibility.**
  - iv) Cuts to the schedule will be maintained
  - v) Hybrid classes must conform to one of two schedules
  - vi) Motions:
    - (1) CCSPA we do not support continuing restrictions in curriculum or reduced flexibility in scheduling
    - (2) CIS don't accept hybrid schedule due to lack of flexibility
    - (3) CLA oppose reductions to curriculum and hybrid schedule change
    - (4) CNHS: oppose restricting schedule
    - (5) COS: oppose hybrid schedule restrictions
    - (6) LIB Comment: noted that there is a decrease in enrollment, and the number of scheduled courses is reflective of enrollment. Having early info is favorable to late cancellations
    - (7) UED: does not support restrictions on curriculum
    - (8) UED: supports the hybrid schedule restrictions
    - (9) **CFC does not support the restrictions.**
- k) Withdrawal Survey Motions: **(VIII 3 K)**

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- i) CIS support developing a withdrawal survey
- ii) CNHS support provost working on withdrawal survey
- iii) LIB questions are too leading and do not address roles of other service points at U. Shorter, open-ended survey would be better, and sensitivity to students is needed.
- iv) UED good idea but how will data be used, who will access, will it be 'high-stakes', will data be de-identified?
- v) CFC supports LIB motion.**
- l) IT update (**VIII 5 a**)
  - i) LIB comment: IT org chart is non-transparent;
  - ii) Look at department websites and give feedback on faculty links
    - (1) CFC comments:**
      - (a) It would be nice if there was room to put description of faculty on the page with the links—maybe after title;**
      - (b) The title is a hyperlink to a non-relevant page listing other faculty—the hyperlink should be removed;**
      - (c) The email address should be a hyperlink to sending the faculty member an email.**
- m) Enrollment (**VIII 6 a-b**)
  - i) Very little on retention, incomplete data on enrollment—seems out of touch with our situation
  - ii) Branding is presented in detail but seems disconnected from our current situation
- n) CFO report (**VIII 7 a-d**)
  - i) CFC: More time needed. Review and feedback in April.**
- o) Pandemic travel feedback (**X 1**) see packet, p. 13.
  - i) CLA and CIS motions: Request rationale for why working out of country briefly not allowed and why does admin requests info on faculty working remotely outside Minnesota.
- p) (**X 2**) CCSPA motion requests IFO ask faculty to refrain from using email listserves to advertise their classes
  - i) CF Comment from January: Do not support CCSPA motion. We need more institutional support for ways to increase enrollments as CF are particularly vulnerable to adverse effects from low enrollments.**
- q) (**X 3**) CCSPA motion: Academic Affairs and Grad Programs Committees distribute lists of new courses and programs approved at their meetings.
  - i) Support?
- r) (**X 4**) CLA motion: opposes the denial of sabbaticals because this has an important and undue impact on faculty professional development and departmental plans which use sabbaticals to achieve goals. Rationale: Sabbaticals should be judged on their merits, and the importance for professional development and departmental planning, rather than simply the number of years since the last sabbatical.
  - i) Support?
- s) (**X 5**) CLA motion: request provost provide the faculty with a detailed cost analysis/cost savings of sabbatical and longer sabbatical windows.
- t) New Motions:
  - i) CCSPA Motions:
    - (1) Would like to remind administration that there is a contract that guides summer teaching assignments which allows for 16 credits to be assigned to a resident faculty.
    - (2) Information that is requested from administration through the annual reflection should be consistent from year-to-year, and that there is an established deadline with feedback

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returned to programs. We also request that IR send departmental data to chairs prior to including it in the report.

ii) **Community Faculty Caucus Motion:** The Metro FA requests that administration provides a list of all CF who have received a higher per-credit compensation than the minimum stipulated by the contract over the past year. Administration must also explain the criteria used to award those increased rates, the process required to obtain such increased rates, and why this opportunity has not been openly and transparently communicated to all CF. If there is no documented process or criteria, a process should be developed in consultation with the CF workgroup.

**(1) Rationale:** It has recently come to light that some CF are receiving a higher per-credit compensation than the minimum stipulated by the contract, even though most CF receive the contract minimum per-credit rate and are unaware that a higher rate is possible. In the interests of **consistency**, fairness, and transparency, the administration must explain their criteria and processes so that all CF can have equitable access to fair pay.

iii) **CFC amends their motion to change 'equity' to 'consistency' in order to avoid confusion with Equity by Design and Equity 2030 goals.**

u) Website Task Force recommendations: **(VII 5)**

- i) 1. Create a new appointed position, website coordinator, to maintain the website. Duties include assisting with document workflow and management and work with IFO staff or a paid consultant on major changes as needed.
- ii) 2. Unit minutes will be password protected unless a unit decided to opt out. The monthly packet would not be password protected but the carryover motions would be in a separate document and password protected.
- iii) 3. Utilize IFO staff to assist caucuses with the design and maintenance of respective webpages.
- iv) 4. Documents archived on previous website remain archived and password protected.

v) **CFC supports.**

v) Other items? Adjourned at 5:40pm