

SUMMARY OF COLLEGE/UNIT MINUTES – March 2022

I. IFO FA COUNCIL MEETING

Thursday, March 17, 2022 (10-12p)

The Zoom information for our remote meeting:

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

Meeting ID: 360 986 6173

Passcode: 831316

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 compiled by Exec to ensure meeting efficiency. We will not be doing formal introductions.
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.
 - c. Please use the “raise hand” feature of Zoom to participate in discussion. 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 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.

III. AGENDA

- Call for additional agenda items or reordering the agenda.

IV. APPROVAL OF MINUTES

- Motion: Approve February 2022 IFO FA Council Minutes (always available on our website: www.metrostatefa.org)

V. REORGANIZATION & RETRENCHMENT REPORT FROM MEET & CONFER

- According to President Arthur, there has been no discussion, conversations or planning about reorganization or retrenchment.

VI. CONSENT AGENDA

- Not at this time

VII. IFO FA REPORTS & ACTION ITEMS

1. 2022 Delegate Assembly

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As noted in previous packets, the 2022 Delegate Assembly (DA) will be held on March 25-26, 2022 on Zoom. The Metro Delegates will be meeting in mid-March to prepare for DA. As well, if you (plus at least one other IFO member) have a resolution that was not already passed by FA Council, you may submit it here: <https://www.ifo.org/delegate-assembly-resolution-form>

LIB Comment: Noted.

2. IFO President Candidate Forums

The IFO will be electing a new president this year. There has been one candidate nominated: Jenna Chernega, Professor of Sociology at Winona and currently Winona's FA President. The election will be held immediately after Delegate Assembly. You must be an IFO member to vote. In advance of that election, there will be at least two IFO President candidate forums. The first forum will be for Metro faculty, and will be held on Zoom:

Topic: IFO President Candidate forum -- Metro State
Time: Mar 3, 2022 03:00 PM Central Time (US and Canada)

Join Zoom Meeting
<https://minnstate.zoom.us/j/97613587829>

Meeting ID: 976 1358 7829
Passcode: 417268

The second candidate forum will be held at the end of Delegate Assembly on March 26th. Specific time and zoom link will be shared late. This forum will include faculty from all seven campuses.

LIB Comment: Noted.

3. Metro FA Executive Nominations and Candidate Forum

March Update from Nominations Committee:

The following faculty have been nominated for officer and representative positions, for a term from July 1, 2022, to June 30, 2024:

Metro State Faculty Association (FA):

President: Cindy Harley, Nantawan Lewis
Vice President (RF): Gary Starr, Victoria Sadler
Vice President (CF): Alvaro Plachejo
Secretary: Lesli Blair
Treasurer: Allen Bellas

Statewide IFO representatives:

Negotiator: Gary Starr, Robyn Gulley
IFO Board Representative: Scott Cooper, Nadine Haley

Elections for *Metro State FA offices* will be held in late March or April. Specific dates TBA. All IFO members at Metro State are eligible to vote.

Statewide IFO representatives will be appointed by the Metro State Faculty Council during its April meeting.

Candidate statements will be posted at <https://www.metrostatefa.org/fa-candidate-statements>.

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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

Each candidate will be given 2-3 minutes to make a statement at the forum, followed by an open question-and-answer period for all candidates. Questions will be limited to 1 minute and responses will be limited to 2 minutes per candidate.

Questions can either be submitted during the webinar (via the chat or Q&A functions), or beforehand using [this form](#). Questions should be addressed to all candidates for a position, and not toward a particular candidate.

Information about the duties of the FA officers is found in Chapter 7 (pp. 9-10) of the [FA operating procedures](#); information about the duties of the statewide representatives can be found in Chapter 8 (IFO Board) and Chapter 13 (Negotiator) of the [IFO operating procedures](#). You may reach out to current officers and representatives (listed at the end in this packet) for additional questions regarding the duties of each position. The FA President traditionally receives 16 credits of release time annually and the Resident Faculty VP receives 2. The CF VP is paid a stipend valued at 4 credits.

Per Metro FA operating procedures, members of the Nominating Committee are college/unit conveners, two members from the IFO Equity and Diversity Committee, and one non-voting representative from the current executive committee. Current members of the nominating committee include: Lesli Blair (CCSPA), Richard Bohannon (CIS), Rebecca Church (CF Caucus), Larry Bryant (UED), Loi Nguyen (Equity and Diversity Committee), Barbara Beltrand (COM), Michelle Filkins (LIB), Cindy Harley (COS), Brian Goodroad/Dina Khaled (CNHS), Kathleen Cole (CLA), and Nantawan Lewis (non-voting ex officio rep from the Executive Committee).

LIB Comment: Noted.

4. Special Project Proposals

The 2021-22 FA budget includes \$2,000 in funding for “special projects” of the Faculty Association. These projects may be proposed by individual faculty, by committees, caucuses or colleges but should serve the interests of the faculty association as a whole. The FA Council will make final determinations about the approval of any projects and expenditures. Action Item: Please evaluate the following ideas and make recommendations for Council.

- A. 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.

COM Motion: Support.

LIB Motion: Support.

- B. From CCSPA: Hire expert for training on strengthening our union.

- C. From CCSPA: Invest in membership phone calls to encourage deeper engagement in IFO.

- D. 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)

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CIS Motion: Support D – emergency fund to support IFO members for emergency situations (recognize this is taxable income).

CLA Motion: Support emergency funds.

LIB Motion: Support.

UED Motion: Acknowledges and supports items A, B, C

UED Comment: Would like clarification to item D; such as who can access the funds, what is the criteria, additional clarification of the examples offered.

5. Recommendations from Website Task Force (Queen Booker, Andrew Carlson, Richard Bohannon and Rebecca Church) **[PLEASE NOTE: RECOMMENDATIONS WERE IN THE FEBRUARY PACKET BUT WERE NOT ACTED ON BY FACULTY COUNCIL. NO ACTION REQUIRED AT UNIT MEETINGS—ONLY AT COUNCIL. FEBRUARY RESPONSES PROVIDED BELOW]**

Recommendation 1: Create an appointed new position (Website Coordinator) to maintain/administer the website. Duties would include assisting with the document workflow and management. This person would also be the designated person to work with IFO staff or a paid consultant should major changes to the website be required.

Recommendation 2: Unit minutes would be password protected unless a unit decided to opt out. Monthly packets would remain searchable and not password protected. If there are carryover motions in the packet, the motions would be password protected in a separate document.

Recommendation 3: Utilize IFO staff to assist caucuses with the design and maintenance of respective webpages.

Recommendation 4: Documents archived on the previous website will remain archived and password protected.

Rationale: When the documents were created, they were created under the assumption that documents would remain private.

CFC Motion (March governance cycle): Support.

LIB Motion (March governance cycle): the FA use special projects funding to hire a contractor to move older packets and minutes from metro-ifo.org to metrostatefa.org in order to make them searchable

CIS: Support the motions.

CLA: Support (as a slate).

CNHS: Support. (as a slate).

COS Motion: It is good to keep our documents password protected.

LIB Comments:

- Recommendation 1: The Website Coordinator become an *ex officio*, non-voting member of the Executive Team. If adopted, this will require an amendment to Article V, Sec. 2, of the FA Constitution.

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- Recommendation 2: Monthly packets should be password protected, along with the other content in this recommendation.

6. General Education Committee Statement on Goal 7 Changes

The General Education Committee met this week and agreed on a statement related to the proposed system changes to Goal 7. The statement will be submitted during the public comment period. Action Item: The statement is provided in the link below so all faculty who desire to do so may add their names:

 [Statement on Goal 7 Changes.docx](#)

CIS Motion: Do not supporting changing Goal 7.

LIB Comment: Noted.

UED Comment: UED faculty will individually elect to participate

7. Item From Faculty on the Student Success Council – Request for Feedback

Over the last several months, the Student Success Council has been working on the development of a new/updated student orientation process. Twenty-seven options have been identified as possible modules to be included in Student Orientation. Action Item: Please help us prioritize the content that will be included by completing the following survey:
https://metrostateie.co1.qualtrics.com/jfe/form/SV_1XrBdkDkP0tfqrs

LIB Comment: Members are encouraged to complete the survey

UED Comment: Request additional time to read and respond.

8. Compensation for CF When Serving in Exec Roles

Motion from Metro FA Exec: In response to a referral to the Executive Committee in November 2021, the Executive Committee recommends the following changes to our FA Operating Procedures in order to provide compensation for community faculty in leadership positions in the FA.

CHAPTER XVI: FISCAL POLICIES

C. Other Policies and Procedures

3. The FA shall compensate Community Faculty in Officer, Statewide Board Representative, and Negotiating Team Representative roles for carrying out the duties and responsibilities of those offices.

- Community Faculty will be compensated in credit equivalents and this compensation shall be divided evenly and paid out over the course of a standard academic year.
- The credit amounts recommended below are subject to budget availability. The FA Council can override the credit equivalents in the process of the annual budget setting process. (See XVI A above).
- Credit equivalent payments of no more than:

Role	Credits
Community Faculty Vice President	4
Secretary	3
Treasurer	2
Statewide Board Representative	3

Original text of XVI C 3:

3. The FA shall compensate the Community Faculty Vice President the equivalent of four (4) Community Faculty credits annually for carrying out the duties and responsibilities of that office. This compensation shall be divided evenly and paid monthly over the course of a standard academic year.

CFC Motion: supports the OP language with one small change as follows: 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.

CIS Motion: Support CF credit equivalent.

CLA Motion: Support compensation for CF.

COM Motion: Move that the IFO FA NOT pay community faculty to participate in Faculty Association executive roles.

LIB Motion: support compensation for the CF VP

LIB Motion: Propose changes to compensations as follows Treasurer 1. Board 2, Negotiator 2

UED Motion: Supports.

Operating Procedures XVI A Establishment of the budget

1. At the beginning of each academic year, the Treasurer shall gather planned spending requests from each governance unit, including but not limited to, FA academic unit meetings and FA standing committees.
2. Such information will be summarized in a budget document and moved through the governance process for approval at academic unit meetings.
3. Final approval must be provided by Faculty Council.

Rationale: the recommended credit equivalents were arrived at by looking at the relative workloads of each position, assuming the 4 credits currently paid to the CF VP as a maximum. The credit equivalents are upper limits that could be adjusted downward in the event that we had multiple community faculty in leadership roles in a given 2 year term. Flexibility is needed because our FA annual budget is limited. Those decisions should be made as early as possible so that compensation can begin for leadership roles as close to the beginning of the academic year as possible.

9. Distance Learning and Intellectual Property Committee Proposals

- A. Motion: DLIP moves that administration make permanent the current “pilot” program for peer mentors and instructional technologists and fund these positions from institutional budget.

Rationale: Support for online learning is fundamental to our ability to compete as a university, increase enrollment, and provide “best in class” education. The modalities we have are not going away and we must support faculty and the institution’s ability to offer them. Also, disarray in faculty instructional support will have a direct impact on retention.

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Training and mentoring need to be institutionally funded if they are to be functional/successful. This has been institutionally funded in the past; it has been working; people appreciate what we have been doing. Data is available supporting these points.

The three training areas identified as key/critical/desired by faculty are:

- a. Instructional strategies
- b. Communication strategies
- c. Assessment strategies

CCSPA Motion: Supports DLIP Motion A [Pilot Program], as stated.

CFC Motion: Supports with addition of Instructional design program to the motion.

CIS Motion: Support [It would be helpful to have data on the ongoing response to the pilot.]

CLA Motion: Support.

CNHS Motion: Support.

COM Motion: Support.

LIB Motion: Support.

UED Motion: Support.

B. Intellectual Property Policy 2110 and Procedure 211 and Consent form

The DLIP Committee has drafted a revision of Intellectual Property [Policy #2110](#) and [Procedure #211](#) and [a consent form](#) for faculty to use when sharing their intellectual property. The [preamble and rationale](#) provide framework for these documents. Action Item: Review and (potentially) approve of the policy, procedure and consent form.

If you have questions before the March unit meetings, I encourage you to consult with Carolyn Whitson, co-chair of DLIP.

CIS Motion: Support. [We support the policy and procedure, recognizing that faculty have the choice of using the consent form. (That this policy/procedure do not limit faculty choices to share IP.)]

CLA Motion: Support.

CNHS Motion: Support.

CNHS Clarification Requested: Ask if consent must be given for sharing of syllabi for HLC and department (CCNE) accreditation. Also, when student's call requesting old syllabi be sent to them, is the department prevented from doing unless instructor consent is provided.

COM: Approve the policy, procedure and consent forms as submitted by the DLIP committee

LIB: Support.

LIB Motion (March governance cycle): That IFO legal review the Intellectual Property Policy 2110 and Procedure 211 and Consent form before final implementation.

UED Motion: Acknowledge and support.

10. Faculty Issues Committee Responses:

FA Council tasked FIC with several reviews over the past few months. Action Item: Here are their recommendations/motions for your consideration:

Motion 1: Ask that the Shared Governance Task Force explore and discuss the PACE survey data, focusing especially on the Institutional Structure climate factors as these relate to shared governance. Faculty reported lower scores in the Institutional Structure category than they did in 2018 while administrators reported a large jump.

Motion 2: Faculty are concerned by the low level of staff satisfaction with advancement opportunities at Metro and ask that administration explore and report out about ways this issue can be addressed within the bounds of current contracts.

Motion 3: Faculty are concerned by the low score on “*administrative processes are clearly defined*” on the PACE survey and ask that administration explore and report out about ways this issue can be addressed. (See survey climate factors #4 and #44.)

Motion 4: That administration generates a report based on the PACE data to compare results between faculty who are full-time and faculty who are part-time and to share that report with the Faculty Association.

Motion 5: That administration shares with the FA the PACE “Qualitative Report,” which “consists of all favorable and unfavorable comments about Metro State organized by climate factor.”

CCSPA Motion: support FIC motions as stated.

CIS Motion: Support five faculty issues PAC Survey motions.

CLA Motion: Support all 5 as a slate.

CNHS Motion: Support all motions.

COM Motion: Support all 5 motions.

LIB Motion: Support Faculty Issues motions.

UED Motion: Support all 5 motions.

Notes for Shared Governance Task Force:

- Diversity and inclusion:
 - Faculty observed that African American or Black respondents (all employees) reported lower satisfaction on Institutional Structure factors than in 2018, while Asian and White respondents reported higher satisfaction.
 - Is the feeling of a decrease of diversity since 2018 new or is this something that is related to changes in diversity of faculty and staff?
 - In the “Racial Diversity Subscale Report” there was a statistically significant decline among all survey respondents on the item “people of different racial/ethnic backgrounds are well-represented among faculty” (see p. 10). The mean score is 3.303, compared to 3.831 in 2018. It’s also lower than the mean of all institutions and just 4 years.

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- There was an even more significant decline for the item “people of different racial/ethnic backgrounds are well-represented among senior administrators.”
- Potential solutions:
 - Do we need to advertise job openings more widely to find a more diverse pool of candidates? This may require a higher advertising budget and changes in our timeline.

COM Motion: Advertise job openings more widely to get a broader diverse pool. This may mean increasing the advertising budget.

11. Women’s Equity Caucus – COVID Survey

The Women Equity Caucuses and the Statewide Feminist Issues Committee are interested in understanding the impact of COVID on faculty, with a particular interest in the impact on caregivers. If you have a story or experience you would like to share, please contact Queen Booker at queen.booker@metrostate.edu to share your experiences. All experiences will be held in confidence and will only be shared in a general sense. The committees are trying to ascertain how the IFO can better respond to faculty needs should similar situations arise in the future that require massive or significant changes in work and access.

LIB Comment: Noted.

12. Community-Engaged Scholarship Mini Grant

Greetings Metro Faculty,

If ever there were a moment when the call to bring community voice to our understanding of and actions toward achieving racial, social, economic and environmental justice in our communities, we are in one now. How might you strengthen your scholarship, teaching and learning, and service to community in this way? Might the Community-Engaged Scholarship Small Grant program support your efforts to enhance the public good?

Faculty in all disciplines are encouraged to consider submitting a proposal for the FY23 Community-Engaged Scholarship Small Grant Program. Proposals are **due by 4 pm CST on Friday, April 8, 2022**. No exceptions will be made for late or incomplete submissions. This year, priority will be given to projects that tie community-engaged projects to the university’s commitment to becoming an anti-racist learning institution. Applicants who are selected will be notified in late April for projects that could begin as early as July 1, 2022; all must be completed by early June, 2023.

Proposal requirements, as outlined at the top of page 3 of the [attached RFP](#), require advanced planning, including:

- A letter of support from your community partner
- A letter of support from your dean, indicating willingness to administer the grant *after a brief initial meeting involving ICES staff, the faculty grantee and the designee of the faculty member’s Dean* to review/finalize project budgets and clarify expectations regarding administration of the grant.

We encourage you to be in conversation with your community partners now about ways to co-create and share knowledge, skills and action plans aimed at advancing the well-being of our region.

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Questions?

Institute staff and Faculty Advisory Committee members would be happy to discuss proposal ideas in advance of the submission deadline, including sharing proposals and reports of successful past projects. Please contact either:

- Jodi Bantley, Associate Director: Civic and Community Partnerships, Institute for Community Engagement and Scholarship (Jodi.bantley@metrostate.edu)
- Your college representative to the Institute’s Faculty Advisory Committee (FAC), who is listed on the RFP. If your college has not designated a representative for the current year, contact either Jodi Bantley or an at-large IFO member of the FAC.

This opportunity is sponsored by the Institute for Community Engagement and Scholarship and the university’s American Democracy Project (ADP). We look forward to supporting the success of creative, meaningful community-engaged scholarship projects in the year ahead!

Institute for Community Engagement and Scholarship

Community.engagement@metrostate.edu

651-793-1285 general

LIB Comment: Noted.

VIII. ADMINISTRATION UPDATES.

1. Undergraduate Admissions Policy (2000) and Procedure (200) Revisions

Administration is contractually required to present any proposed revisions to policy and procedure at M&C for feedback. They are proposing a revision to the [Undergraduate Admissions Policy and Procedure](#). They have also provided [a brief explanation of the revisions](#). This revision has already been examined by the Policy and Procedure Council. We have one month to provide feedback, at which time these revisions will be adopted (unless we agree to further modifications). Action Item: Please read the linked explanation, policy and procedure and provide comments and/or approval.

CLA Motion: Support.

COM Motion: Support.

LIB Comment: Noted.

UED Motion: Acknowledges and supports.\

2. HR Update.

a. The [monthly search update](#) is linked. If you are chairing a search committee, please double check the update to make sure the information is correct.

NB: The following motion was offered in February, but Council did not consider it. Units should offer a response in preparation for the March Council meeting.

LIB Motion: Salary “Cost savings” in necessary operational areas of the university have had an inverse effect on the success of the university. Critical areas of the university need to be identified for future hiring priorities.

CCSPA Motion: support LIB motion.

CIS Comment: We need more clarification of the rationale for this motion.

UED Motion: support.

3. Provost's Update.

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.

A. In response to IFO motions, the Provost has provided the following responses:

- a. Regarding FDIS rates and the graduate multiplier, [the Provost has begun a cost assessment and expects to provide a full response in March.](#)

COM Motion: Support the increase in FDIS compensation, within constraints to keep it fair and equitable.

- b. Regarding permanent and available office space, [the Provost asserts that they will “not promise” individual office spaces for resident faculty and “shares the goal” of providing space for community faculty.](#) **Action Item:** Please provide your response to the Provost's answer to our motions.

CLA Motion: Refer to Faculty Issues Committee.

CNHS Reminder: that people working remotely might be willing/able to give up office space if remote work will continue to be acceptable.

COM Motion: Support individual onsite workspace.

UED Motion: Do not support the Provost's intentions to not promise individual office spaces.

- c. [Regarding flexible spaces on every campus.](#)

CCSPA Motion: Any resident faculty being asked to share an office space be provided \$3850 annually.

CLA Motion: Wrap this with (b) above and send to Faculty Issues Committee.

- d. [Regarding CF course modification during the pandemic.](#)

(a) **CFC 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;
- (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.

e. [Aligning Metro’s academic calendar with community colleges.](#)

CCSPA Motion: Refer section Ae. (Aligning Metro’s academic calendar with community colleges) for review by the Calendar Committee.

CLA Motion: Refer to Calendar Committee

Rationale: Some programs have external requirements that specify contact hours/content. This may negatively impact those programs

COM Motion: Support the alignment of calendars.

f. [Regarding Pre-requisite errors.](#)

COM Motion: Support exploring how the College of Science has addressed this issue and reduced the number of overrides required.

g. [Regarding the Annual Program Reflection, a FAQ document.](#) Administration has ignored the IFO’s motions about refusing to participate in the annual program reflection requirement. Faculty are encouraged to refuse to participate, unless and until admin agrees to modifications to address our concerns.

CIS Motion: That the new annual reflection be postponed for at least one year and referred to the Shared Governance Taskforce.

CLA Motion: Refer to both academic affairs and Shared Governance Task Force committees

CNHS Motion: all IR data must be made available by stated deadlines and that this Program Review process should be a pilot with a small number of programs in order to work out these issues that are of concern.

Rationale: IR data was promised to be made available on 3/1 in order to assist in the program evaluation process. As of this meeting, no data has been provided to any CNHS programs. Additionally, consistent with any quality improvement process, using a PDSA cycle to help develop the process (and the rubric) is helpful. The process is consistent with first implementing the method with a small number of programs to develop the best process.

LIB Motion (March governance cycle): The statement “Administration has ignored the IFO’s motions about refusing to participate in the annual program reflection requirement. Faculty are encouraged to refuse to participate, unless and until admin agrees to modifications to address our concerns” ***should be struck and programs should be encouraged to participate in the annual program reflections.***

Rationale: The program reflection process was developed with faculty input. Programs will not be helped by faculty refusal to participate.

- B. [The Provost has agreed to meet with the chairs of our Grievance and Faculty Issues Committees to discuss differences in our proposed summer assignment procedures.](#) The Provost did acknowledge that the policy of differential course minimums was an error that resulted in several course cancellations (and our successful grievance) and commits to not doing that again.

CFC 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 .

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.

- C. [The Provost provided a summary of the responses to the Faculty of Color Safety Workgroup’s Recommendations.](#)

CLA Motion: Refer to E&D Committee

- D. The Provost and the faculty co-chairs have provided a [Shared Governance Task Force Update](#) as well as a [revised charter for the SGTF](#).

CLA Motion: Refer to Faculty Issues Committee.

- E. The newly approved contract provides additional funds in Article 10J for community faculty to apply for new course development. [The Provost met with the Community Faculty Workgroup and has provided the attached proposal for implementing this new aspect of 10J.](#)

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

- F. The [Provost has provided a monthly update](#) primarily focused on retention.

CFC 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.

CLA Motion: Faculty accept that we have a responsibility to work to improve retention. We are alarmed that she is exclusively focusing on faculty, as if only faculty are responsible for students who stop out. There are multiple reasons students stop out—many unrelated to students’ experiences in courses (personal/familial obligations; work loss; loss of housing; curricular cuts, as examples). We agree we all have a responsibility for creating a welcoming community for students feel they belong. We request an update from the Provost about how every department/unit is working to improve retention.

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- G. The [Provost has provided an initial written response to the CNHS request to create a new category of “affiliate faculty” for preceptors.](#)
- H. The Provost has provided a [Program Health and Sustainability Rubric](#) for review and comments. [The rubric is explained in the linked memo.](#) Action Item: Faculty should review and provide detailed feedback in order to ensure that the faculty perspective is addressed.

CCSPA: We ask for more time to review H (Program Health and Sustainability Rubric).
CCSPA: Move item H to Faculty Issues Committee for further review.

CLA Motion: Refer to Academic Affairs Committee & Faculty Issues Committee.

COM Motion: Request one more month to discuss this matter.

UED Motion: Request additional time to consider the Provost’s rubric.

- I. The Provost has provided [a memo outlining her plans for FY23 work on the Strategic Plan.](#) This memo includes references to:

- a. [The original 2019 strategic plan](#)
- b. A [draft planning document for academic advising.](#)

CLA Motion: Refer to Advising & Student Issues Committee

- c. A draft [academic plan activities document.](#)
- d. A [high impact practices planning document](#)

CLA Motion: Refer to Advising & Student Issues Committee

- e. A [student journey map planning document](#)

CCSPA Motion: We ask for more time to review I (FY23 work on Strategic Plan).

CCSPA Motion: Refer the FY23 Strategic Plan Memo to IFO Committees as determined by Council.

CFC MOTION: We need more time to review these documents in detail; we will have feedback in April.

CLA Motion: Refer to Advising & Student Issues Committee

- J. In February, the Provost provided an update on the FY23 Schedule.
- i. Continued reductions in the curriculum. At the February M&C, the Provost clarified that the proposal would reflect the Fall ‘21 schedule after cancellations.
- ii. Restrictions on the types of Hybrid schedules. Hybrids that meet for several weeks in a row will be prevented, instead requiring hybrids to meet only on even or odd weeks.

CFC Comment: concerned with the lack of flexibility.

CFC Motion: do not support the restrictions.

NB: The following motions were offered in February, but Council did not consider them. Units should offer any responses in preparation for the March Council meeting.

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CCSPA: We do not support continuing restrictions in the curriculum or reduced flexibility in scheduling.

CIS: We don't accept the proposed hybrid schedule using alternating weeks. It lacks needed flexibility, due to holidays and curricular needs that can call for different schedules. We would support an alternative model that asks faculty and schedulers to work collaboratively in scheduling hybrid classes

CLA: Oppose the proposed reductions to curriculum.

CLA Rationale; "Draft schedule" is not defined which could make a large difference in course enrollments.

CLA: Oppose the hybrid schedule.

CLA Rationale: This is an overstep to faculty decisions about our classes – some weeks lend themselves better to face to face vs. online learning, we need to be able to teach our curriculum in the order in which it makes most sense, sometimes professional development (like conferences) may fall on weeks when we could otherwise be online, etc.

CNHS: Oppose the 2nd part for restricting the schedule, as the curriculum should guide when classroom space is used.

COS: While the Provost's plan may work for some disciplines and pedagogies, we strongly oppose the one-size-fits-all proposal.

Rationale: This will not work for lab science course, or for courses that meet more than once per week.

LIB Comment: – noted that there is a decrease in enrollment, and the number of scheduled courses is reflective of enrollment. Having early information is favorable to late cancellations.

UED Regarding 2Ea (course Offerings for FY23: Does not support restrictions on the curriculum. The UED is in favor; would like to respond to any action that restricts UED's curriculum.

UED Regarding 2eb (structure course schedules for hybrid courses): Support.

K. In February, the [Provost proposed a student "Withdrawal Survey."](#)

NB: The following motions were offered in February, but Council did not consider them. Units should offer any additional responses in preparation for the March Council meeting.

CIS: Support developing a withdrawal survey.

CNHS: Support Provost on working on the student "withdrawal survey"

LIB comment: While data from a Withdrawal survey could be beneficial, the proposed model includes questions that are too leading, and do not address the roles of other service points at the university, such as registration, advising, financial aid, Gateway. A shorter survey with open ended questions would be more helpful. Any survey should be administered with extreme sensitivity to students.

UED: Although a good idea, however, UED will consider supporting this motion if certain considerations are added such as:

A. how the data will be used?

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- B. who will access to the data?
- C. will the data be high-stakes?
- D. will data be de-identified?

CFC Motion: Support the library motion.

CLA Motion: support the withdrawal survey and ask that students who stop out and fail the course but don't withdraw also receive the survey.

4. The Equity and Inclusion Office

- a. Admin is working to create a [bias response team](#), a group of people working to prevent bias incidents on our campus. Action Item: Please read the proposal carefully and offer any specific suggestions for improving the proposal.
- b. An [Equity and Inclusion Update from VP Landrieu](#)

CCSPA: support the Equity and Diversity Committee in moving forward with the review and creation of a Bias Response Team.

LIB Comment: Noted.

UED Motion: Request additional information regarding the formation of the bias response team, the composition, membership, and other demographics.

5. Information Technology

- a. In the [CIO's Update](#), there is description of a new feature of the website: listing faculty names and links on departmental and program pages. Action Item: Please view your department's page to make sure the response to a prior IFO motion is what you need.

NB: The following motion was offered in February, but Council did not consider it. Units should offer any responses in preparation for the March Council meeting.

LIB: The IT Org chart is non-transparent and does not attach names to functions and thus is of limited utility to the end user

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.

UED Comment: concerns regarding UED web page (e.g., incorrect names, missing program data, broken links)

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6. Enrollment and Marketing

- a. [Some incomplete enrollment data is provided](#), despite the worst enrollment declines in the past decade.
- b. By contrast, [substantial information is provided about the new logo and branding effort](#).

CCSPA Motion: We are excited about the new marketing efforts; however, we feel that when this information is presented at Meet and Confer, enrollment data must be presented separately, and in addition, we wish to see a concrete, proactive enrollment plan.

CCSPA Motion: The Enrollment Task Force should begin meeting immediately

LIB Comment: Noted.

7. CFO Reports

- a. Although no narrative is provided, the new CFO (Stephen Kent) has provided [a detailed budget document](#) that shows the current state of Metro's finances. **Action Item: Please read the budget document carefully.**

UED Comment: Acknowledges the budget

- b. [The CFO has provided a facilities update](#).
- c. As well, the CFO has provided a [cost summary](#) for potential facilities expansions/renovations.
- d. Without a narrative explanation, the CFO provided the [linked update on various federal COVID funds](#)—see item 7a.

CFC Motion: More time needed. Review and feedback in April.

LIB Comments: Noted.

8. 50th Anniversary Task Force

- a. The [Task Force has provided an update](#) regarding its plans for spring.

LIB Comment: Noted.

9. University Councils

- a. The President's Office has provided a [summary report of the work of the University councils](#).

10. University Staffing

- a. The President has provided the linked [staffing update](#) addressing the many university vacancies.

LIB Comment: Noted.

IX. STANDING AGENDA ITEMS – CALL FOR IFO VOLUNTEERS

1. IFO FA Committees (v13) AND University Councils/Committees/Task Forces (v26)

Although it is late in the academic year, there are still remaining volunteer opportunities, denoted with **bright yellow highlighting**. If you wish to volunteer, please put your name through your IFO FA college/unit/caucus minutes for appointment at our next IFO FA Council meeting on March 10, 2022. If you notice any errors, please email our IFO FA Secretary, Barbara Beltrand (COM) at her personal email: BarbaraBeltrand@minn.net

X. MOTIONS – CARRYOVERS FROM PRIOR GOVERNANCE CYCLES

Please note: Prior month motions are highlighted in green and unit responses are highlighted in yellow.

1. **In response to HR's document about pandemic-related travel, units provided the following motions for your consideration.**

Note from FA President: There seems to be some confusion reflected in motions and responses about what work faculty can and cannot do out of the country. Faculty cannot teach from outside the country, even for a short time period. Anyone needing to leave the country over a teaching day will have to take paid or unpaid leave (e.g., sick or bereavement leave). However, faculty can meet other work requirements embedded in the five criteria. For example, faculty can go on a research trip during the semester, as long as the trip does not interfere with teaching. Non-teaching duties for faculty are specifically exempted from state regulations on working abroad.

CIS Motion: Request that the statewide IFO provide a rationale for not allowing work by faculty who are briefly out of the country.

CLA Motion: requests a rationale for why administration requests information about “working remotely from outside Minnesota.”

CIS Comment: Sustain inquiry on these requests.

COM Sense of the Body: Existing State regulations do not permit a State employee to carry out any work at all remotely from outside the country. We support the administration's efforts to persuade State authorities to allow for an exception to this rule for brief periods of personal foreign travel especially when undertaken for emergency reasons.

COM: Continues to support this sense of the body.

Rationale: The relaxation of this rule would not merely help out the faculty member involved, but also spare the department the trouble of finding a substitute instructor to take over the course for a period of time and thus minimize any resulting disruption to students.

UED: Supports CIA Motion and CLA Motion – Nowadays more and more people work remotely, which is “progress” and innovation. If there is a policy denying this progress, the policy should not move forward.

2. **CCSPA Motion:** We request that the IFO union ask individual faculty to refrain from using email listservs to advertise their classes.

CF Comment: Do not support CCSPA motion. We need more institutional support for ways to increase enrollments.

CIS Motion: Reject – there is not a good alternative to get the word out about courses.

CLA Motion: Oppose.

UED: does not support. The expectations to recruit and populate courses and programs, the efforts used to engage listservs is a viable means to advertise and market courses and programs

COM: No action.

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LIB comment: Wasn't this addressed at February Council?

Secretary response: Feb minutes (draft) do not indicate any discussion or action on this topic.

3. **CCSPA Motion:** That the Academic Affairs Committee and Graduate Programs Committee distribute lists of new courses or programs approved after their meetings.

CIS Motion: Approve.

CLA Motion: Support.

COM: No action.

LIB Comment: We would like to see the rationale for this motion.

LIB Sense of the Body (Feb governance cycle): This information is already available through committee reps, minutes, etc.

UED: Supports. The UED suggest disseminating a list of newly approved courses and programs and the end of the fall and spring semesters

4. **CLA Motion:** Opposes the denial of sabbaticals. 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.

UED: Support.

COM: No action.

5. **CLA Motion:** Request that the Provost provide the faculty with a detailed cost analysis/cost savings of sabbaticals and longer sabbatical windows.

COM: No action.

XI. NEW MOTIONS

1. **Motion (from CCSPA Feb governance cycle):** We 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 member.

CLA Motion: Support.

CNHS Motion: Support.

COM: No action.

LIB Comment: Noted.

UED Motion: Support.

2. **Motion (from CCSPA Feb governance cycle):** Information that is requested from administration through the annual reflection should be consistent from year-to-year, and that there is an

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

CLA Motion: Support.

COM Comment: No action.

LIB Motion: Support.

UED Motion: Support.

- Motion (from Community Faculty Caucus Feb governance cycle):** 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.

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 equity, fairness, and transparency, the administration must explain their criteria and processes so that all CF can have equitable access to fair pay.

CFC Amendment (March governance cycle): change ‘equity’ to ‘consistency’ in order to avoid confusion with Equity by Design and Equity 2030 goals

CLA Motion: Support.

CNHS Alternate Motion: Administration must explain the criteria used to award higher community faculty pay, the process required to obtain such rates, and why this opportunity has not been openly transparently communicated to all.

COM Comment: No action.

LIB Motion: Support.

- CCSPA Motion (March 2022 minutes):** Moving forward in Metro State faculty and dean hiring searches, a list of relevant websites and publications must be developed by HR and the Equity & Inclusion Office, in order to attract a truly diverse applicant pool to these positions.
- CIS Motion (March 2022 minutes):** Links in the IFO packet be directly in the IFO agenda rather than on My Metro.

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XII. IFO FA ANNOUNCEMENTS

A. SAVE THE DATE: STOP ANTI-ASIAN HATE AND VIOLENCE EVENT

A broad coalition of Metro State employees and students have organized an important event focused on stopping anti-Asian hate. Special guest [Dr. Russell Jeung](#), Professor of Asian American Studies at San Francisco State University will lead a virtual conversation.

[Please see the attached event flyer for registration information.](#)

LIB Comment: Noted.

B. Religious Holidays and Meeting Schedules. Due to the diversity of our faculty, we have faculty celebrating many holidays. Because we do not have duty days during many Christian holidays, we typically do not have to make an extra effort to avoid scheduling meetings over Christmas, Easter, etc. However, for our colleagues who are Muslim, Jewish and other religions, we need to make an extra effort to avoid scheduling meetings during holidays such as Ramadan, Yom Kippur, and others. If you have specific days in which you would ask colleagues not to schedule meetings, please send them to me for inclusion in the next packet. If you are scheduling meetings, please make a conscious effort to avoid these days whenever possible.

CIS Comment: More comprehensive understanding of the holiday schedule and implications. <https://www.diversitybestpractices.com/2021-diversity-holidays>

C. 2019-2021 IFO MASTER AGREEMENT (OUR CONTRACT!)

The 2019-2021 Contract is always available for review on the IFO website: <https://www.ifo.org/>.

The 2021-2023 Contract will be posted as soon as the final text is available.

XIII. GENERAL INFORMATION

Packet Materials Due Dates (by 4:00p):

8/16/21	11/24/21	4/1/22
8/26/21	1/3/22	4/22/22
10/1/21	1/28/22	
10/29/21	2/25/22	

COLLEGE/UNIT MEETINGS: 1st Thursday, unless otherwise specified:8/19/2021 [3rd Thurs]

- 9/2/2021
- 10/7/2021
- 11/4/2021
- 12/2/2021
- 1/6/2022
- 2/3/2022
- 3/3/2022
- 4/7/2022
- 4/28/2022 [4th Thurs]College Meeting Schedule:

College/Unit	Date/Time (Zoom until further notice)	Convener
CCSPA	Thursday, 10:30-12:30p	Lesli Blair
CF Caucus	Monday, 6-8p	Rebecca Church
CIS	Thursday, 10:00-11:30a	Richard Bohannon
CLA	Thursday, 10:00-12:00p	Kathleen Cole

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CNHS	Thursday, 10:00-12:00p	Brian Goodroad and Dina Khalid (co-conveners)
COM	Thursday, 11:30-1:30p	Barbara Beltrand
COS	Thursday, 10:00-12:00p	Cindy Harley
LIB	Friday, 10:00-12:00p	Michelle Filkins
UED	Thursday, 12:00-1:30p	Larry Bryant

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

IFO FA Union Officials 2021/2022:

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
Nantawan Lewis	Appointee to Statewide Board of Directors	6/30/23
Alec Sonsteby	Appointee to Statewide Board of Directors	6/30/22
Alejandra Estrin Dashe	Grievance Officer (two-year term)	6/30/22
Matt Filner	Grievance Officer (two-year term)	6/30/22
Gary Starr	Grievance Officer (two-year term)	6/30/22
Barbara Beltrand	Grievance Officer (two-year term)	6/30/23
Mark Matthews	Grievance Officer (two-year term)	6/30/23
Andrea Mosher	Grievance Officer (two-year term)	6/30/23
James Robinson	Grievance Officer (two-year term)	6/30/23

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

Our Metro FA Website: www.metrostatefa.org:

1. 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!
2. April Packet items due by April 1, 2022 at 4pm. Packet items should always be sent to Matthew.Filner@metrostate.edu
3. Conveners: Upload monthly minutes to the Metro FA Website as directed above

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MEET & CONFER MINUTES

The Meet & Confer minutes are *prepared by Administration* and can be found as follows:

- Go to the Portal link at the bottom of the main Metro web page.
- In the Personal Tools pane, click the Share Drive Access (S:)
- Navigate to the following string of folders: Metro then IFO then FY21 Meet & Confer

Additional Information:

- College IFO minutes archived at: www.metrostatefa.org/MetroFAInfo/Minutes
- IFO Committee minutes archived at www.metrostatefa.org/MetroFAInfo/Committees
- Statewide IFO web <http://www.ifo.org>
- Approved Statewide Board & Executive Committee minutes: <https://bit.ly/IFOMinutes>