
IFO Metro FA SUMMARY OF COLLEGE/UNIT MINUTES – May 2022

As of 5/2/22 at 5:30 p.m. SUMMARY LACKS MINUTES FROM:

- CF Caucus
 - CNHS
 - UED (did not have a meeting; convener provided perspective on syllabus use issue)
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I. IFO FA COUNCIL MEETING

Tuesday, May 3, 2022 (10-12p) Please note the Tuesday schedule for our final meeting of the spring.

The Zoom information for our remote meeting:

<https://minnstate.zoomjoin.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

- Call for additional agenda items or reordering the agenda.
 1. Constitutional Amendment Ballot Results
 - Yes 80% 73 votes
 - No 15% 14 votes
 - Abstain 4% 4 votes

IV. APPROVAL OF MINUTES

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

V. REORGANIZATION & RETRENCHMENT REPORT FROM MEET & CONFER

Our April Meet and Confer will take place on April 27th. We will report verbally during our May Council meeting.

CCSPA Motion (May): CCSPA requests clear and direct communication regarding the fiscal deficit and any consideration of retrenchment

CLA Motion (May): FA empowers our outgoing and incoming presidents to negotiate with administration to avoid disparities in cuts and establish priorities for cuts.

VI. CONSENT AGENDA

No items until after our unit meetings.

VII. IFO FA REPORTS & ACTION ITEMS

IFO FAC COUNCIL REPS [CARRY-OVER FROM PRIOR MONTH]:

AY 23 Reps to Council:

- **CCSPA (May):** supports **Jessica Blaxton** as CCSPA Council Rep, and **James Densely** as CCSPA Council Alternate
- **COM (May):** 4 reps: Jun Li and Marcia Hagen (co-conveners) + Donnamaria Culbreth + Becky Evan + Mehmet Koseoglu [revision of April 2022 volunteers]
- **COS (May):** 3 reps: Mark Asplen (convener) + Mike Green + Mike Stein

1. Summer 2022 Grievances are Held in Abeyance.

Any grievances of contract violations are held in abeyance until Fall 2022. However, a grievance must still be filed within 30 days of the occurrence of a contract violation. Contact current FA President Matt Filner up to June 30, 2022, and incoming FA President Cindy Harley on and after July 1, 2022, so that a timely filing can be made. Please contact any member of the Grievance Committee for more information or to consult about a possible grievance through the last duty day.

COM (May): Noted. No action.

LIB (May): noted.

2. IFO FA Authorized check signers

The minutes of the May 3, 2022 IFO FA Council meeting must incorporate the following resolution, which must be provided to Affinity Plus Federal Credit Union in order to transfer the authorized signers to the new members of the IFO FA Executive Committee. Action Item: Please pass the following resolution in your units.

Resolution of the Inter Faculty Organization (IFO) Faculty Association (FA) of Metropolitan State University Council

The IFO-FA Council of Metropolitan State University authorizes, on May 3, 2022, date of the IFO FA Council meeting, the following signers on the Affinity Plus Federal Credit Union checking account and savings account:

1. Cindy Harley, President
2. Allen Bellas, Treasurer
3. Lesli Blair, Secretary

CCSPA (May): supports.

CIS (May): approve

CLA (May): support

COM (May): support

COS (May): support

LIB (May): support

3. Draft 2022-23 FA Calendar

The draft 2022-23 [FA Calendar is linked here](#). On this calendar you will find proposed dates for the monthly packet deadline, unit meetings, council meetings, pre-M&C, and M&C.

4. Faculty Issues Committee Update (including 7 motions):

- a. In response to Council's request that FIC explore the issue of resident faculty office space, FIC has offered two motions for consideration:
 - i. Motion: Request that the Provost survey all Resident Faculty about their willingness to share their offices.

CCSPA (May): supports.

CIS (May): approve. We do not support faculty sharing offices. Every RF should have their own office.

CLA (May): failed.

CLA (May): CLA Council reps will vote as delegates (i.e., following the instruction of *CLA unit meeting*), not using their own personal judgement (i.e., as trustees). Passed in IFO FA CLA meeting.

COM (May): support

COS (May): support

LIB (May): support, with the understanding that the survey will be anonymous.

- ii. Motion: Request that the Provost propose an office expense reimbursement plan to the FA for faculty who are willing not to have an on-campus office or who are willing to share their office.

CCSPA (May): supports.

CIS (May): approve. We do not support faculty sharing offices. Every RF should have their own office

CLA (May): Motion to amend as follows: Request that the Provost propose an office expense reimbursement plan for faculty who are not being provided office space and forced to use their own spaces as offices.

COM (May): failed

Rationale: There is nothing in our contract about office space. Furthermore, there are savings and costs/benefits associated with both types of work arrangements (commuting to the office vs. working remotely)

LIB (May): failed

LIB (May): Oppose A ii. out of concerns that any request for compensation for home office expenses may not be equitable for individuals driving to campus and to CF without offices and may serve as a wedge issue with other bargaining units

- b. [The Faculty Issues Committee \(FIC\) developed an optional Department Policy and Procedure Agreements template](#) that can be used for making decisions about how to fulfill departmental obligations and keep an accessible record of those decisions for departmental use. This document is not required. It is intended as a helpful guide for developing departmental policies and procedures. The tool was developed to address the motion below from IFO Council. [Motion: requests that the note: “Department Governance--a message from the Grievance Committee” be sent to the Faculty Issues Committee and the Grievance Committee to better define the parameters of the contract and give suggestions for a wide variety of ways a Department could meet the contractual obligations, as Departments do and can fulfill these obligations in different ways.]

The goal was to define the parameters of the contract and help departments determine how they would like to meet the contractual obligations by answering some questions listed on the template. FIC did not create a wide variety of ways the department could meet contractual obligations, but we did suggest that department chairs could contact other department chairs for examples.

COM (May): noted.

LIB (May): noted.

- c. Shared Governance Motions

- i. Motion: Support the revised University Task Force Charter for the Joint Task Force on IFO Shared Governance.

CLA (May): support

COM (May): support.

LIB (May): support.

- ii. Motion: Ask the Shared Governance Task Force faculty members to consider meeting more regularly as a group separate from the joint meetings with administration.

CLA (May): support

COM (May): failed

Rationale: We don't need more meetings.

LIB (May): support.

- iii. Motion: Request that administration implement a 360 degree review process to give faculty the opportunity to provide feedback on administrators (e.g., faculty provide a review of their Dean).

CCSPA (May): supports with a proposed language revision: Request that administration implement a 360-degree review process **of administrators** to give faculty the opportunity to provide feedback ~~on administrators~~ (e.g., faculty provide a review of their Dean).

CIS (May): Support.

CLA (May): Support

COM (May): Support.

- d. Motions re: the Rubric to Evaluate the Health and Sustainability of Academic Programs

- i. Motion: That the Academic Innovation, Planning, and Quality Improvement Council add criteria on the rubric that include a more holistic assessment of program health, including program climate (e.g., PACE data) and administrative support (e.g., how well does Marketing market the academic program under review, what resources were provided to the program)?

CCSPA (May): supports

CIS (May): support.

CLA (May): support

COM (May): support

COS (May): support

- ii. Motion: That the Council revise the rubric to take into account the educational credentials and scholarly achievements of a program's Community Faculty.

CCSPA (May): supports

CIS (May): support

CLA (May): support

COM (May): support

COS (May): support

5. Academic Affairs Committee

The AA Committee has provided a response to Council’s request for feedback on the Annual Program Reflection and the Program Health and Sustainability Rubric

Academic Affairs Committee response: We found that the proposed process does not violate, duplicate, or undermine our work as a committee, but it does not strengthen it, either. We found that the rubric measures and criteria are not generalizable across programs, which will complicate program evaluation and comparison. We raised questions about the sustainability of process over long-term. We have questions about the “silos” of our various units and programs: in what ways will colleges/programs be expected to overlap with others or discouraged by doing so by these evaluation processes?

COM (May): Noted. No action taken

LIB (May): sense of the body: support the response from Academic Affairs

6. Equity and Diversity Committee

- a. Faculty Council asked the E&D committee to evaluate administration’s response to the Faculty of Color Safety Workgroup recommendations. The [attached document](#) could be adopted as a single motion for presentation to administration, or could be divided into multiple responses. Action Item: Please offer recommendations on what to present to administration.

CCSPA (May): strongly supports

CIS (May): support. It’s important that people fail safe on campus and feel supported when they submit a bias incident.

CLA (May): Support

COM (May): Noted. No action taken.

COS (May): Motion to forward entire document and request Admin address these issues.

- b. Two months ago, administration provided a [draft Bias Incident Support, Advisory and Resource Team proposal](#). Council requested that the E&D Committee review this proposal, which was done and comments were included in the April packet ([reattached here for your convenience](#)). Administration is waiting for FA to respond with our feedback. Action Item: Please read the E&D comments and formalize a response that could be presented to administration. Comments could be adopted in full or in part as feedback.

CCSPA (May): strongly supports

CLA (May): Support

COM (May): Support

COS (May): Support

LIB (May): Sense of the body: In addition to the issues identified by E&D we identified several others related to the Bias Incident Support, Advisory and Resource Team proposal.

- Mental health language is unclear
- The composition of the team is listed as “may” and does not specify the number of faculty or their roles.
- Faculty should be appointed to this group through Council, and not chose for “expertise” in an extra procedural process.
- The relationship of this team to other university teams/committees is undefined. For example, if a bias incident is also a violation of the student conduct code, how will this team interface with BIT and how will this situation be addressed and adjudicated?
- We request that administration table this until Fall so there is more time for conversation, given the important of tis team and the role as a first response for incidents.

7. Travel per diem for Faculty Professional Travel

Some faculty have reported that the business office has been telling faculty that the per diem rate is fixed at \$44/day for faculty. This is not accurate. Faculty are reimbursed for professional development travel at the [GSA-established rate by location](#). [Please see the official reimbursement matrix maintained by Minnesota State](#) (IFO is the right-hand column; professional travel is the bottom row).

COM (May): Noted. No action taken.

LIB (May): noted.

8. Message from 2022-24 Exec

Dear Metro State FA members,

We, the incoming members of the executive committee, would like to express our thanks to the outgoing leadership team and to the entire membership for supporting us in the most recent election.

The outgoing executive committee led our union through unprecedented challenges for our members, our students, and our university. They navigated the pandemic, related safety issues, enrollment challenges, changing demands on our members, and two delegate assemblies. We are grateful for your work and your leadership.

We are thankful to all of our faculty association members for your dedication to our union. We are committed to representing all of our members over the next two years and assuring fair treatment consistent with the contract as well as the health, stability, and sustainability of our programs and our university.

In solidarity,

Cindy Harley, Tori Sadler, Alvaro Planchejo, Allen Bellas, Lesli Blair

COM (May): Welcome new FA Exec team.

LIB (May): Noted.

9. East Side Freedom Library Event

The East Side Freedom Library in Saint Paul will be hosting an online book event on May 11, 2022 at 7pm to discuss the book, *Power Despite Precarity: Strategies for the Contingent Faculty Movement in Higher Education*, with the authors, Joe Berry and Helena Worthen, and a panel including two community faculty from Metro’s History Department, Jacob Jurss and Rebecca Church. The book details the history of organizing faculty in the California State University system from the 1970’s to present that resulted in the strongest contract in the nation for contingent faculty. It goes on to outline the strategies used and how to apply them in the present moment of union resurgence. Visit the ESFL event website for more details:
<https://eastsidefreedomlibrary.org/events/>

COM (May): Noted. No action taken.

LIB (May): Noted.

VIII. MOTIONS – CARRYOVERS FROM PRIOR GOVERNANCE CYCLES

1. **CFC Motion (previous):** 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 Article 13, Section D. MOTION TO Table until MAY PENDING CLARIFICATION PASSES (at March Council meeting)

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.

CLA sense of the body/comment (Apr): What CF are asking for has already been reviewed by the grievance committee and was found to be anti-contractual.

COM Motion (Apr): Oppose changing the definition of faculty as stated in the contract.

COM Motion (May): Continue COM motion from April.

Rationale: See CLA sense of the body

LIB (May): support the motions from CLA and COM

UED Motion (Apr): Support.

2. PDP & PDR Deadlines

CCSPA Motion (Apr): We would like to see the PDP and PDR deadlines moved to early fall semester.

CIS (May): support

CLA (May): Support

COM (May): Motion to support. Failed.

LIB (May) Motion: Ask the other FA about their deadlines for PDP/PDR and adopt Metro deadlines accordingly. Failed.

3. Department Administrative Duties

CCSPA Motion (Apr): We would like the Provost to provide departments a list of administrative expectations with dates and resources for completing these expectations for each academic year.

CIS (May): support

CLA (May): support

COM (May): Motion to support. Failed.

COS: (May): support

LIB (May): support

4. Time of IFO FA Council Meetings

CFC Motion (Apr): Change the time of the Metro FA Council meetings to an afternoon or evening rather than the middle of the morning, a time that is hard for those who work other jobs.

Rationale: To increase CF participation and consequently union membership, we should change the meeting times to better accommodate the schedules of cf. Increased cf membership will enhance the voice of Metro within the IFO

CIS (May) Comment: Wouldn't support moving to IFO meetings to the evening because so many classes are held (for both RF and CF):

CLA (May): Motion to table to December 2022 IFO FA cycle so that we can survey CF to see what the best time would be to hold Council meetings to ensure greater CF participation.

COM (May): Motion to support. Failed

Rationale: Majority of face-to-face classes are in afternoon and evenings and want to ensure student focus when planning union logistics

COS (May): Motion to *not* support change in IFO FA Council time.

LIB (May): Motion that the CF conduct a survey of membership to determine potential times when CF would attend Council and CFC reports out findings prior to further deliberation on changing Council times.

5. FA Constitution and Operating Procedures

LIB Motion (Apr): Direct the FA Constitution and Operating Procedures Committee to draft a proposal for the FA operating procedures that would require FA Council to meet twice in February in a year in which a Delegate Assembly is scheduled.

Rationale: An additional meeting would provide the FA Council time to debate and endorse DA resolutions while reducing the likelihood of a backlog of carryover motions in the spring packets during DA years.

CCSPA (May): supports motion as stated

CIS (May): support

COM (May): support

COS: (May): Move to *not* support this proposal in the LIB motion.

Rationale: FA President can always call a 2nd meeting.

IX. NEW MOTIONS

1. **CFC (May packet):** The Constitution/OP Committee should update the duties for the Metro FA VP's in the OP in ways that create parity of power and representation, and reflect the current practices. For example, the CF VP currently attends the pre-M&C meetings and the Bargaining Unit Leader meetings with the President and RF VP. The RF VP responds to inquiries of RF as needed. None of these are currently listed in the OP.

CIS (May): support

COM (May): Direct the Operating Procedures committee to develop the language to present a first reading at our first IFO meeting in the fall. Failed.

CLA (May): Support.

COM (May): Follow our current Operating Procedures (and long standing practice) in which CF-VP does **not** participate in Pre M&C despite the practice during the last 2 years.

LIB (May): motion to TABLE.

Rationale: Faculty are going off contract and the operating procedure committee will not be meeting. The issue can be undertaken in the Fall.

2. **CCSPA New Motion (May minutes):** CCSPA plans to participate in the completion of the annual program reflection (APR), and we request further information regarding the use of the rubric
3. **CCSPA New Motion (May minutes):** The faculty agree to participate in the annual program review (APR) on the current (or extended) timeline but continue to have serious concerns about the process and the rubric. We will approach this as a pilot project, knowing that improvements will have to be made, and we will offer additional feedback based on our experiences this year.
4. **CCSPA New Motion (May minutes):** supports the language from M&C (and in a current grievance), that “the IFO expressed the strong commitment to faculty control of the curriculum, which is reaffirmed in the HLC standards, and the view that this memo (and the Deans’ actions) violates academic freedom (Article 4 of the IFO Contract).”

5. **CLA New Motion (May minutes):** CLA reminds administration that faculty control curriculum. Any demands from a dean to alter the curriculum is a violation of academic freedom (article 4) and the Higher Learning Commission’s express ethics. Administration cannot change curriculum content that has gone through the curriculum approval process and they cannot hold the budget hostage to force programs to offer, create, or cancel courses based on any dean’s choice.

Rationale: A dean changing curriculum by telling departments what courses to create and offer and canceling high-enrolling courses in order to shift budget to this new direction is problematic and represents an administrative violation of the contract, of university policies, and HLC ethics. Curricular matters originate with the faculty and in the democratic processes of the departments. Faculty members have the right of academic freedom over the disciplines in which they have expertise. From the IFO 2019-2021 Contract: “In the exercise of academic freedom, a faculty member may, without limitation, discuss the subject matter of the courses the faculty member is assigned to teach in the classroom.” (Article 4, Section C. Faculty Rights, Responsibilities, and Obligations). From University Policy 2510, Procedure 251, Policy 2580, and Procedure 258: In each policy, the creation of and/or change to programs and courses originate among the faculty of departments. From the *Higher Learning Commission Policy Book*, February 2022: Criteria for Accreditation: **Criteria 2. Integrity: Ethical and Responsible Conduct 2B.5:** “The governing board delegates day-to-day management of the institution to the institution’s administration and expects the institution’s faculty to oversee academic matters.”
https://download.hlcommission.org/policy/HLCPolicyBook_POL.pdf

6. **CLA New Motion (May minutes):** In response to administration’s attempt to control CLA curriculum, CLA requests more resources, including hiring BIPOC resident faculty and collaborating with upper-level administration and management to undergo anti-racism training side-by-side with faculty to support our shared goals. We support actions to make the curriculum more equitable in ways that do not violate the faculty’s rights and are guided by (and do not circumvent) the recommendations of the extant Equity by Design committee.

Rationale: Recent attempts by admin to shift the content, growth, and direction of CLA curriculum are worrisome. The CLA faculty has long urged and recommended the hiring of BIPOC faculty to provide disciplinary expertise and leadership as our college and university pursue equity goals. Faculty are already in place and working in the Equity by Design committee to forward the goals that both administration and faculty share for our students, programs, and institution. We remind administration that their actions should not circumvent this ongoing work. And we also cordially request that higher administration and management (president, provost, deans, vice presidents) and faculty undergo anti-racism training together so that we can emerge with up-to-date and shared best practices to move the institution closer to its goals. The faculty of CLA urges an intentional and academically sound approach to equity, decolonization of the curriculum, and diversity beginning with hiring BIPOC faculty members with disciplinary expertise, and joint antiracism training with faculty, administration, and management as part of necessary, large scale structural changes. A strong and long-term approach to diversifying our curriculum cannot be accomplished by circumventing faculty committee work on the Equity by Design committee.

7. **CLA New Motion (May minutes):** Empower exec to develop a survey of all IFO members to determine the best time to hold IFO meetings and particularly Council meetings.
8. **CLA New Motion (May minutes):** Direct the Direct the FA Constitution and Operating Procedures Committee to draft a proposal for the FA operating procedures that would require Metro delegates to Delegate Assembly to vote for the resolutions that are approved by the FA council when attending Delegate Assembly as representatives of our FA.

9. **COM New Motion (May minutes):** Sense of the body is to continue to support the mascot idea motion going to M&C.

Rationale: Supports the identify development and environment of employees and students (comradery).

10. **Motion from IFO FA President Filner (May via 4/27/22 email to conveners)**

Syllabi and course content may not be used by administration in scheduling decisions. See email and M&C document below.

COM (May): support.

LIB (May): Sense of the body: The concise language from the Board policy that the Provost uses to establish administrative rights in regard to syllabus use is noted. However, the faculty also will not give up their rights around the limitation of syllabus [use] rights. We await the findings of the current grievance.

UED (May) Message from convener (UED did not have an IFO FA meeting for the May 2022 governance cycle:

Regarding, the Provost's memo: *"Administration not prohibited from using information in course syllabi for curriculum development and review, and such activities may influence discussions and decisions about the particular courses offered in a given term, the frequencies of course offerings over an academic year, and program curriculum"*; The UED does not agree with the Provost's statement regarding the collection of course syllabi and using that information to "influence" decisions regarding course offerings, content, structures, and/or delivering. The UED stands firm with the IFO commitment that curriculum is a function of the faculty – *"the IFO expressed the strong commitment to faculty control of the curriculum, which is reaffirmed in the HLC standards, and the view that this memo (and the Deans' actions) violates academic freedom (Article 4 of the IFO Contract)"*. The UED views the Provost's memo as language towards distrust and an effort to suppress the freedoms provided to and for faculty to engage the academic curriculum from the standpoint of their professional knowledge, research, and experience. In addition, the integrity of faculty's academic freedom is subjugated by an agenda of the administration/Dean. Thus, UED unequivocally disagrees with any action that oppresses the faculty's right to develop, update, and control the curriculum.

4/27/2022 email from Matt Filner to IFO FA College/Unit conveners

Conveners,

I'm writing to call your attention to a response from the Provost at today's M&C. We presented a Council motion about syllabus use and the faculty control of the curriculum, and the Provost responded in the attached memo. Many of us at M&C consider the response, though not surprising, alarming at the implications for faculty rights and academic freedom.

The memo articulates a role for the Deans in reviewing the content of syllabi and deciding to cancel (or not offer) courses based on that content review. At M&C (and in a current grievance), the IFO expressed the strong commitment to faculty control of the curriculum, which is reaffirmed in the HLC standards, and the view that this memo (and the Deans' actions) violates academic freedom (Article 4 of the IFO Contract).

Normally, we would simply include this response in the IFO packet for discussion and possible motions. However, the May packet is already published and we are preparing for unit meetings tomorrow, Friday and Monday. I'm asking you as conveners to share this response

with the faculty in your units and offer a unit response. If units can offer concrete motions, Council will be able to consider those ideas next Tuesday.
Please let me know if you have any questions. And thank you for your help.

Regards,
Matt
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IFO MEET AND CONFER
Update

- 1. Title of agenda item:** Old Business: Syllabus Use Policy
- 2. Submitted by:** Amy Gort
- 3. Date of Meet and Confer:** April 27, 2022
- 4. Type of action requested:** X Please put in Packet Please Provide
Feedback by:
 Other (please specify):

Summary of agenda item: Motion: Syllabi and course content may not be used by administration in scheduling decisions.

Rationale: the faculty control the curriculum.

Response: Faculty have the responsibility to develop courses, programs, and the authority to review and approve the curriculum. The administration also has a role in administering the curriculum in consultation with the faculty. After a department proposes a course schedule, the dean approves the final course schedule and may take into account many factors including the curriculum represented by the proposed offerings, past enrollment data, information about the role of a given course in a program (or multiple programs), faculty availability, and the overall schedule of offerings of a given course.

The university collects course syllabi for every course that is taught each term as allowed by Minnesota State Board Policy 3.22. According to that policy, faculty shall provide a copy of current syllabi in response to the University's request. The board policy also articulates the appropriate uses for course syllabi by the administration, "Course syllabi may be used for accreditation purposes, program review, curriculum development and review, licensure applications/updates, performance evaluations, student grade appeals, or other similar institutional uses that respect the intellectual property rights of faculty members (Minnesota State Board Procedure 3.22.1, Part 2, Subpart D)."

Administration not prohibited from using information in course syllabi for curriculum development and review, and such activities may influence discussions and decisions about the

particular courses offered in a given term, the frequencies of course offerings over an academic year, and program curriculum.

Motion: Request that the Provost meet with the IFO FA DLIP committee to review the 2018 syllabus memo to refine conditions for use and to clarify procedures.

Response: I am willing to meet with DLIP. However, I will not agree to any modifications of the syllabus use agree that limit the appropriate use of course syllabi that is articulated MN State Board Procedure 3.22.1, Part 2, Subpart D).

Response:

Notes or attachment:

Posted to S Drive: Yes

X. ADMINISTRATION UPDATES.

Please note: the April M&C is not until April 27, 2022. Therefore, materials that administration will provide at that meeting are not in this packet. Since we do not have another month to discuss these items, faculty are asked to refer to the s: drive for M&C materials and look for the August/September packets for discussion items. The items below were provided in advance of M&C or are carryovers from prior months.

COM (May): Noted. No action.

1. Withdrawals of Policies and Procedures

[Administration is proposing withdrawing the attached policies and/or procedures.](#) These recommendations (in yellow) have been thoroughly reviewed by the Policy and Procedure Council – they are policies or procedures that are outdated or otherwise no longer appropriate. The original list included 5 additional proposed withdrawals (in red), and the P&P Council pulled those additional withdrawals for further review. The P&P Council, including the IFO members on that Council, recommend these withdrawals.

COM (May): Support the withdrawals of policies & procedures as presented by Administration.

LIB (May): Noted.

2. Provost's Update

[See end of this section for IFO FA college/ unit motions that do not specifically refer to 2a., 2b, 2c, 2d, or 2e.]

a. Reassigned Time Report

The Provost has provided the [linked reassigned time report for FY23](#). If you have any reassigned time (e.g., chairs, program coordinators, etc) or assigned duty days, please check the attached spreadsheet for accuracy. Action Item: Please share any errors in your unit meeting notes or directly to FA President Matt Filner

COM (May): FA requests the formula and data for the calculation of reassigned time for past 3 years be provided to the FA.

b. FACULTY PERSONNEL MATTERS DRAFT – FY 23

Please read the attached [draft Faculty Personnel Matters for FY23](#). Action Item: Please provide any necessary edits in your unit minutes.

CLA (May): On page 14: Plan for equitable distribution of IFO funds must be submitted to the dean by 9/23. Direct exec to ask why administration is asking for this new requirement.

c. **SUMMER '23 CALENDAR**

In March, the IFO presented a motion at M&C indicating that we support aligning our summer calendar with community colleges. Last month, the Provost provided a response that was in our April packet. We did not respond to that memo. However, there are implications to our academic calendar which are detailed in her memo, [which I have reattached here](#). Action Item: Please provide a response to the Provost's memo indicating whether or not we support a change in the calendar for Summer '23.

CIS (May): support

CLA (May): support moving to a 12-week summer session to align our calendar with community colleges.

COS (May): *Sense of the body:* The possibility of asynchronous content could lower some of the content burden, but there are still concerns whether or not students can handle an accelerated pace. Also, faculty with alternative schedules to Fall-Spring will have difficulty meeting their contractual duty days

LIB (May): *Sense of the body:* To align summer calendars assuming it does not impinge on accreditation requirements. Ideally, the entire system would work together to develop student oriented calendars.

d. **BOOKINGS**

The Provost has provided [a memo](#) and [advising examples](#) about the appointment software Bookings.

CLA (May): reminds administration that the contract does not require faculty to use Bookings or other appointment software. This adds another cumbersome step in communication between faculty and students.

e. **FDIS MOTION RESPONSE**

Last month, the Provost provided a response to our motion about the graduate multiplier for FDIS's with graduate students. [Please see her memo, reattached here for your convenience.](#) Action Item: Please provide any feedback on her response.

COM (May): Support.

Pertains to X. 2 in general:

CLA Motion (May): Refer provost to DLIP and SGTF for their guidance/response. The rationale that the provost provides for syllabus use conflates faculty driven processes (e.g., program review, curriculum review) with administrative processes. Three potential responses DLIP may consider: Faculty only submit course outline that doesn't include content; we could take action about credentialing; we could put a pause on new program and course development.

Pertains to X.2 in general:

CLA Motion (May): The faculty strongly rejects the provost's interpretation of the section of the board policy that references "information in course syllabi for curriculum development and review" can be used to alter content, cancel courses, or refuse to schedule courses due to their content. Program review and curricular review are academic activities wholly originating in faculty processes referenced in the contract, university policy, and HLC ethics

3. IFO Responses to Admin Reports from Previous Months.

In the remaining sections of Administrative Reports, motions and unit responses are reprinted from the March and April packets. These items have not yet been considered by Council. If time allows, the May Council will consider these items.

a. CF Compensation for Newly Assigned Courses – Additional 10J Funds now available

Two months ago, [The Provost provided a memo describing the plan to meet the new addition to 10J uses in the IFO contract.](#) Units provided feedback at the April unit meetings, but Council did not take up these motions.

UED comment (Apr): Acknowledges/agree and have no specific feedback at this time.

CCSPA Motion (Apr): Support this CF compensation.

CFC Motion (Apr): Make the deadline for fall course applications later to accommodate the course prep work that occurs up to the first day of classes

Rationale: the deadline proposed is in July, but a syllabus is requested as evidence of completed work so work. This doesn't match reality, especially when faculty are new hires only onboarded sometime in July or August.

CFC Motion (Apr): Pertains to previous month Provost Update, which included a partial report on CF Compensation for COVID teaching adjustments and they showed that the money was significantly underspent due to low participation.

CFC Motion: Provost's office, with help of CF Workgroup, should make adjustments to CF compensation opportunities [procedures] in the future so we don't underspend and we get the money to the CF who are eligible. For example:

- (1) Make the awards to a limited number of cf and make them larger;
- (2) Make decisions on the amounts after we receive applications and divide up all the money;
- (3) Make the application timeframe more open ended or cyclical so more people get an opportunity;
- (4) Contact people in multiple ways to make sure everyone hears about funding opportunities;

- (5) If it is possible, we should open up the covid funds again to people who weren't able to apply last year.

Rationale: Less than half of those eligible completed the survey and we, consequently, grossly underspent the amount apportioned for cf compensation.

CLA Motion (Apr): requests that new hire paperwork for fall is processed prior to the application deadline so that new CF preparing courses are eligible for funds over the summer

UED Motion (Apr): support.

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

CLA Motion (Apr): Support.

COM Motion (Apr): Oppose the CFC Motion.

COM (May): No further action. See Apr motion.

Rationale: Consequence of this motion may discourage CF hiring, which could stall efforts to diversity the pool of CF.

b. IT Update

CFC Motion (Apr): Regarding Department website faculty lists: (a) request description of faculty (teaching, research areas) 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.

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.

CLA (May): support.

COS Query (Apr): Regarding IT issues with UED webpage: Are these issues still going on?

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

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

c. The [Provost 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.

UED MOTION (APR): Support and want to ask the Office of the Provost to provide transparent information and hard evidence detailing all efforts and resources provided exclusively to address student retention efforts

d. Enrollment and Marketing

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.

CLA (May): Support.

XI. IFO FA ANNOUNCEMENTS

- A. **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.

B. 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.

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

Inter Faculty Organization (IFO) Faculty Association (FA)
At Metropolitan State University – a MnState institution
Metro FA Council SUMMARY OF MINUTES May 2022

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
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 Sonstebly	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. August Packet items due by August 15, 2022 at 4pm. Packet items should be sent to cindy.harley@metrostate.edu
 3. Conveners: Upload monthly minutes to the Metro FA Website as directed above

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 FY22 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>