

Packet for September 2020

I. IFO FA COUNCIL MEETING

Thursday, September 10, 2020 (10-12p)

The Zoom information for our remote meeting:

Join Zoom Meeting: <https://minnstate.zoom.us/j/99759863593>

Meeting ID: 997 5986 3593

Password: 867344

Audio Only: +1 312 626 6799

II. COUNCIL MEETING RULES AND INFORMATION

1. Our IFO FA Council meetings are open to our IFO FA *members*. Voting members are determined by appointment by our respective colleges and caucuses.
2. Attendance will be conducted via the Zoom “waiting room.” To ensure meeting efficiency, we will not be doing formal introductions. We will learn about our colleagues as we work through the agenda.
3. We will always follow Robert’s Rules of Order and the FA Operating Procedures.
4. Zoom rules and etiquette:
 - a. Please mute upon entry and stay muted until you are called on to speak. If you have a point of order or other permissible reason, you may interrupt the speaking order with the words “point of order.”
 - b. If there is a breakdown of video transmission, please stop your video until you are speaking.
 - c. Please use the “raise hand” feature of zoom, or, if your video is on, raise your hand. The Executive committee will do our best to maintain an accurate speaking order.
 - d. Feel free to add a question to the chat. Please avoid using chat for commentary. Instead, join the speaking order and express your perspective.
 - e. Voting will be verbal unless there is a contested result. If so, we will vote via the Zoom poll feature.
5. Our IFO FA Executive Team will share a screen to allow all participants to follow the agenda easily. The IFO FA Secretary will be taking minutes off line for your review after the meeting.

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AGENDA

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

III. APPROVAL OF MINUTES

- A. Motion: Approve August 2020 IFO FA Council Minutes (located at metro-ifo.org, left pane, “Council Minutes”)
 - a. Please note: Colleges should approve their college minutes, which can be found at the FA website under “college minutes.”
 - o [August IFO FA Council Minutes](#)

IV. REORGANIZATION & RETRENCHMENT REPORT FROM MEET & CONFER?

- A. Every month, the IFO asks at M&C whether there are any discussions or plans for reorganization or retrenchment. As of today (August 31, 2020), there is nothing to report because M&C is September 2, 2020. As a result, the FA President will report the answer to this question verbally at Council meeting.

V. CONSENT AGENDA

- A. No Items at this Time

VI. IFO FA REPORTS & ACTION ITEMS

- A. Budget. The FA Treasurer, and the Exec, present this draft budget for your review and potential approval.
 - o [Draft Budget 2020-2021 IFO Metro FA](#)

Budget Narrative:

The proposed budget for the Metro Faculty Association for 2020-2021 reflects three important assumptions about the needs of the FA in this year: 1) we will not have in-person meetings this year, 2) we may have some additional technology costs related to our operations while working remotely and 3) we want to make deep investments in equity, anti-racism, and organizing.

Based on those assumptions, the proposed budget varies from past years' budgets in a few ways worth noting:

- I. There are no expenses included related to in-person meetings like our college meetings, the tenure and promotion workshop or the Spring Faculty Conference.*
 - II. We will allocate some funds for anticipated (though not yet identified) technology needs (line 24).*
 - III. We will invest in the Faculty Association's efforts to advance our approved equity plan and boost anti-racism efforts by allocating resources to the E&D Committee and by making resources available to the equity caucuses (line 19).*
 - IV. We will invest in building the FA through organizing and outreach efforts, including targeted outreach to community faculty (lines 17 and 18).*
 - V. Other areas, including gifts for retiring faculty, support for our FA president and two vice presidents, and funds for our web support person all remain similar to past years' budgets.*
- B. Center for Online Learning. Colleges have expressed concern about the lack of university investments in the COL during the pandemic. Specifically, from CCSPA: "With the pandemic, COL has been tasked with dramatically expanding their capacities. At the same time, vacated positions (e.g., instructional design specialist, media specialist) are not filled and some services are at risk (e.g., closed-captioning/transcriptions and, possibly later this year, Turnitin integration). They are doing a really good job and are not getting the support they need to continue it." We will entertain motions related to COL staffing and support services at this time.

- C. Closures due to protests at the DOC at Midway: From CCSPA:
“Two protests have been held at the Department of Corrections office at 1450 Energy Park Dr. The purpose of these protests has been to keep pressure on the DOC commissioner to release many incarcerated people to lower their risk of COVID-19. This is a just cause and the protesters were engaging in peaceful disruption. In both instances, the university closed down the Midway campus for “security” reasons. Risk to university personnel was negligible to nonexistent. Metro should be supporting such protests, not buying into the DOC’s narrative that the protesters intend harm rather than action. These unnecessary actions run counter to our commitment to anti-racism.” We will entertain motions related to campus closures in response to peaceful protests.
- D. Discrepancies in class lists. There have been some problems with class lists not matching in the various systems we use. For example, some faculty have reported that their class list on e-services differs from the class list on the portal. The CIO has asked the FA to report any discrepancies in your class lists so we can assess the breadth of the problem. There is a delay (up to the next day) for D2L updates, so those discrepancies are normal. Of course, class lists also change when students add/drop. But if you have experienced discrepancies in your class lists beyond the normal registration changes, please put in an IT ticket and/or contact FA president Matt Filner at matthew.filner@metrostate.edu.
- E. Academic Continuity and Innovation Planning Team
1. This summer, President Arthur created the Academic Continuity and Innovation Planning Team as a subsidiary to the Recovery Planning Steering Committee. As noted in the charter, the purpose of this group is: “To develop and recommend plans for continuity of operations and academic innovation that protect the health and safety and meets the academic needs of students, potential students and employees during the ongoing COVID-19 pandemic.”
 - Academic Continuity and Innovation Team Charge

2. Among other things, this team has been working on compensation for faculty participating in online course prep as well as the decision to move entirely online in the fall. Currently, we are developing a recommendation about spring semester (whether or not to be almost completely online again).
3. At the time, the FA Exec nominated current FA President Matt Filner to serve over the summer. As well, Community Faculty member and Assoc Director of the Center for Faculty Development Travis Sands also has been serving. The FA needs to decide whether or not to continue to participate, and whether FA President Matt Filner should continue in this capacity.

F. Academic Planning Task Force (APTF)

4. The Academic Planning Task Force is looking for feedback on its work the previous academic year. Please provide feedback and any motions through your colleges/caucuses.
 - [The APTF Charter](#)
 - [The Update to be presented at M&C on 9/2/20](#)
 - [The Planning Tool version 3 \(feedback requested\)](#)

G. Institutional Learning Outcomes.

- VI. *Last Year, we discussed Institutional Learning Outcomes. Due to the pandemic, this discussion was halted. Please look at the draft from February (see attached) and provide any new input. If you have motions from then that you would like to resubmit, please direct Exec to those motions.*
 - [Update Item Institutional Learning Outcomes](#)

VII. STANDING AGENDA ITEMS – CALL FOR IFO VOLUNTEERS

- A. Conveners: Please read the committee lists carefully and solicit volunteers for all open committees/task forces/councils listed below. Open seats are indicated clearly in the lists below..
- B. IFO FA Committees (appointed by IFO FA Council)
 - [IFO FA \(Metro\) Committee Reps 2020-2021 v2.xlsx](#)
- C. IFO FA nominations for IFO FA appointees to *Metro University* Councils and Affiliated Committees, Search Committees, Task Forces, etc. (appointed by IFO FA Council)
 - [University Councils Commtees - IFO FA Appointees v 2.xlsx](#)

Please note one addition: the **Student Directed Learning (SDL) Advisory Committee**. This is a University-wide Committee chartered as part of [Procedure 215](#).

There are seats for one representative from each college, plus one IFO faculty member at large.

In 2020-21, the SDL Advisory Committee will likely meet twice in Fall Semester (September and November), and three times in Spring Semester (January, March, and April). Meetings are scheduled after reps are selected, via poll to see what day/time best fits members' availability.

- D. IFO FA nominations for *statewide* IFO Committees (appointed by statewide IFO Board of Directors): *no updates. Filled in Spring '20.*
- E. IFO FA nominations to Search Committees: *updates to follow.*

VIII. MOTIONS – CARRYOVERS

- A. The following new motion was approved at a college meeting in August. It is here for your consideration in September.

Parking Fees. “UED supports pro-rated refunds for parking fees paid by faculty, staff and students in Spring 2020 due to campus closure due to the pandemic, and to give consideration to a method for faculty this term - until COVID is resolved.”

IX. MOTIONS – NEW

- A. Security practices and reporting. From the Library:

In the wake of the killing of George Floyd and the renewed conversations about systemic racism in law enforcement and criminal justice practices in the US, and in the spirit of Metropolitan State University's mission and commitment to being an anti-racist institution, the FA asks administration to provide the following information about the University's Security operations:

- I. Incident log statistics for the last year (AY19/20), broken down by date/time, campus location, affiliation to the university, demographics, and action taken (verbal warning, trespass, etc.).*
- II. Verification by Allied Universal that they do not advocate the use of chokeholds or other forms of restraint similar to what was used on George Floyd.*
- III. Verification by Allied Universal that their personnel do not utilize "warrior training", and to inform the University of any officers currently serving who have received such training.*
- IV. Clarification by Allied Universal concerning the conditions and frequency of reporting incidents to and involving the Saint Paul, Minneapolis, and Brooklyn Park Police Departments.*

X. IFO FA ANNOUNCEMENTS

A. COVID-19 Information

The IFO has compiled extensive information about COVID-19 and its direct effects on faculty. You can find specific information about public health guidance, university policies, and options for changes to your workload/assignments consistent with the contract:
<https://www.ifo.org/covid19-info>.

XI. GENERAL INFORMATION

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

8/17/20	11/25/20	3/26/21
8/28/20	1/4/21	4/23/21
9/25/20	1/29/21	
10/30/20	2/26/21	

B. COLLEGE/UNIT MEETINGS: 1st Thursday, *unless otherwise specified*:

8/20/2020 [3rd Thurs]
9/3/2020
10/1/2020
11/5/2020
12/3/2020
1/7/2020
2/4/2020
3/4/2020
4/1/2020
4/29/2020 [5th Thurs]



**PACKET FOR May 2020 GOVERNANCE
CYCLE**

C. IFO FA CALENDAR Contains:

- Due Dates for Packet Items
- College/Unit meetings – all faculty IFO members – 1st Thurs, *unless otherwise specified*
- Faculty Council – IFO FA Executive Committee – 2nd Thurs, *unless otherwise specified*
- Pre-Meet & Confer – FA President, RF VP and CF VF
- Meet & Confer – FA Executive Committee and Equity Caucus Representative

D. IFO FA Union Officials 2020/2021:

NAME	TITLE	TERM EXPIRES
Matt Filner	President	6/30/22
Denise Williams	Resident Faculty, Vice President	6/30/22
Rebecca Church	Community Faculty, Vice President	6/30/22
Barbara Beltrand	Secretary	6/30/22
Scott Cooper	Treasurer	6/30/22
Robyn Gulley	Appointee to Statewide Negotiating Team	6/30/22
Derrick Crim	Appointee to Statewide Board of Directors	6/30/21
Alec Sonstebly	Appointee to Statewide Board of Directors	6/30/22
Barbara Beltrand	Grievance Officer (two-year term)	6/30/21
Don Eubanks	Grievance Officer (two-year term)	6/30/21
Ruth Zietlow	Grievance Officer (two-year term)	6/30/21
Matt Ryg	Grievance Officer (two-year term)	6/30/21
Mark Matthews	Grievance Officer (two-year term)	6/30/21

E. Social Media & IFO website:

- Like/follow the Metro State FA Facebook page: at:
<https://www.facebook.com/MetroIFO/>
- Like/follow the statewide IFO page at:
<https://www.facebook.com/Interfacultyorganization>
- Statewide IFO website: www.ifo.org

F. www.Metro-IFO.org website:

1. Access
 - Username: union (lowercase)
 - Password: Ask your college/unit convener
2. Includes:
 - Monthly “Packet” for college/unit and Council meetings
 - IFO FA Calendar
 - Constitution/Organizational Documents
 - College/Unit, Council, Standing Committees Minutes
 - Treasurer Reports
 - Other documents – **check-out our website!**
3. October Packet items due by September 25, 2020 at 4pm. Packet items should always be sent to Matthew.Filner@metrostate.edu
4. Conveners: send monthly minutes to:
 - KennyBellew@hotmail.com with a subject line that indicates “draft” minutes or “corrected draft minutes” or “final” minutes
 - BarbaraBeltrand@minn.net Note: personal email address for IFO FA business. Please send these as a Word document to ease conversation to the Council agenda

G. Meet & Confer Minutes

The Meet & Confer minutes are *prepared by Administration* 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

H. Additional Information:

- College IFO minutes archived at: http://www.metro-ifo.org/college_minutes.html
- IFO Committee minutes archived at http://www.metro-ifo.org/college_minutes.html
- Statewide IFO web <http://www.ifo.org>
- Approved Statewide Board & Executive Committee minutes: <https://bit.ly/IFOMinutes>