April 22-23 IFO Board Meeting Notes

Equity and Inclusion Coordinator update. At the February IFO Board meeting the Board approved 24 credits of release time to be split between two coordinators. Alternatively, a stipend could be paid to faculty with adjunct or community appointments. The Joint Equity Committee developed a search committee and conducted a search for the two coordinator positions. They recommended and the IFO Board approved that the IFO offer Ann Fischhaber (from St. Cloud State) one of the coordinator positions – 9 credits in fall and 9 credits in spring. In the absence of a second candidate, a fall call will be put out to try and fill the second position.

Kim Park Nelson tendered her resignation as Equity and Inclusion Coordinator on April 22, 2021.

The Joint Equity Committee will consider having Kim Park Nelson serve as an Equity and Inclusion Coordinator in the fall for 3 credits to give continuity and training and bring any recommendation they have to the IFO Board.

IFO Board worked through numerous Delegate Assembly resolutions, discussed them, and had invited guests speak to them. Then, the Board voted whether to support each one.

Academic Affairs Reps gave brief update at end of Board meeting. Their written report is given below.

IFO Academic Affairs Board Report
Submitted by IFO AA Liaisons Jenna Chernega & Sara Fier
4/22/21

Academic Affairs Council
The next meeting is 4/26/21.

Academic Equity Committee
At its April 7 meeting, the AEC began drafting recommendations to be sent to the Academic Affairs Council. Some of the proposed recommendations include insistence that the system office act upon the Equity 2030 Chancellor Fellow reports and recommendations with documented evidence of implementation, that retrenchment guidelines provided to campus administrations be revised to include impact on Equity 2030 goals as a consideration that should be included in retrenchment decisions, and requesting a report on how recent retrenchments have affected campus’ abilities to achieve Equity 2030 goals.

ASA Policy Council
Assessment for Course Placement Committee
Equity & Inclusion Council
Faculty Development Committee
SO Faculty Development Committee

Goal 7 Workgroup

The final meeting of the Goal 7 workgroup will be April 30th. The IFO reps on the group have been soliciting feedback on proposed Goal 7 language through open forums for the last few weeks. There is a significant difference of opinion among the faculty about whether the work is happening too fast or not happening fast enough. Some FA’s (Winona and SMSU, for example) have passed resolutions asking for MinnState to extend the timeline of the working group so that final draft language can be presented (and perhaps commented on or further revised) in the fall before the October roll-out to other constituent groups. At the previous meeting of the workgroup, the group began editing the SLO language, even though we were still gathering feedback on said language from IFO constituents.

Global Education Committee

Graduate Education Committee

No updates.

Learning Environment Committee

Learning Management System RFP Workgroup
(submitted by Craig Upright)
4/9/21

The LMS-RFP workgroup met for (most likely) the last time [on April 9]. A contract extension with D2L (Brightspace) has been negotiated and will be formally presented to the Board of Trustees at their May 18-19 meeting. We are assuming that the Board will accept this. If not, something has gone seriously awry and the system office will need to start paying out for summer duty days so that we can reconvene and figure out the next steps. We don’t anticipate that taking place.

While I am still not at liberty to provide the finer details of the proposed contract extension, Scott Wojtanowski has composed a summary of where we stand and encouraged the workgroup members to distribute this to our various constituencies. I am including that below. With this note, I am assuming that the only additional future update from me will be passing on the results of that May 18-19 board meeting.

One last reminder: the system office included in the contract an expectation that D2L/BS will begin having regular meetings with separate faculty groups designated by the IFO and MSCF unions — these are intended to discuss current concerns and provide updates on previously identified issues. See item (3) below. These meetings would occur twice per semester and would not necessarily involve representatives from the system office. Each union will have to determine how to proceed with that process; the specific mechanisms were largely left up to the unions to decide. I’m sure that Scott would help facilitate these if asked.

1) Term and Funding -

Representatives from D2L and Minnesota State have agreed in principle to a cost schedule and contract
term. The amended contract term is proposed to expire August 31, 2028. In addition, Minnesota State may exercise two, one-year optional extensions ending on August 31, 2029 and August 31, 2030, respectively. This agreement is pending the review and approval of the Board of Trustees expected at their May 18-19 meeting. Collective bargaining unions and student organizations should not consider these terms complete until an amended contract is approved and executed by Minnesota State and D2L.

(2) How Brightspace is Funded -

As a reminder, funds collected by the Minnesota State financial assessment to campuses for online courses pay for 2/3 of the total licensing costs for the learning management system (D2L Brightspace), the remaining 1/3 is paid for by the system office ITS budget. [Please note: the system office Academic and Student Affairs (ASA) Technology Council reviews and recommends to the Senior Vice Chancellor for ASA how the funds from the financial assessment should be allocated.]

(3) Engagement Schedule -

D2L and Minnesota State representatives are detailing an engagement schedule by which key users (faculty, students, staff) of D2L Brightspace will hear about the short/long term development of the product and for these key users to provide feedback/concerns to D2L product developers. Details on the schedule of engagement opportunities and invited audiences is still under negotiation. Minnesota State will work within existing governance councils and committees for guidance on how to accommodate the diverse needs of different audiences (e.g. students, college faculty, university faculty, technology staff, campus administrators, etc.). Minnesota State representatives will continue to stress the need to, not only provide feedback, but to have a report on the progress of (or lack thereof) said feedback.

(4) Additional Products that can extend the LMS –

With the workgroup unable to review how the products of other LMS providers perform, the workgroup will rely on existing governance groups (e.g. Learning Environment Committee/ASA Technology Council) to explore possible products that campuses may consider to complement functions of D2L Brightspace that are unsatisfactory in meeting the needs of faculty, students, and staff. Examples of two such projects that are already underway include an alternate artificial intelligence discussion board tool (Packback) and a content authoring tool (H5P) able to provide learners with immediate feedback and adaptive learning options.

(5) Adjournment of the Learning Management System (LMS) Request for Proposals (RFP) Workgroup –

In Minnesota State, workgroups are formed in order to complete a time-limited charge and dissolved upon completion of the charge, the LMS RFP workgroup will be considered dissolved following the successful approval of an amended contract with D2L by the Board of Trustees. Shared governance of areas related to the management of the learning management system will continue to be provided by existing standing committees (learning environment, online education, etc.) and councils (Technology, Academic Affairs, etc.) within Academic and Student Affairs.

Media Management and Web Conferencing Committee
Online Education Committee  
(submitted by Laura Schwarz)

We have met twice thus far this spring.

We have explored what the OLC and QM say about:

- Student Support Service
- Faculty Support Services
- Human Resources / Finance / Information Technology

We are currently exploring the available benchmarks provided by QM and OLC with the intention of our committee eventually making a recommendation to the Vice Chancellor as a tool that campuses can use to measure their support for online education.

Policy Council  
(from Barbara Beltrand)

At our last MnState Academic & Student Affairs (ASA) Policy Council meeting on 4/15/21, we continued with the review and editing of Policy 3.21, Part 7 and Procedure 3.21.1 Transfer of Undergraduate Courses, Credit, Associate Degrees and the Minnesota Transfer Curriculum.

The review of policies & procedures is an ongoing task. The review of Procedure 3.21.1 will resume in the Fall of 2021. The "Summary of FY21 Policy Council Reviews" provided for our 4/15/21 meeting is available in Appendix A. We accomplished much this academic year -- and there is more work to be done!

A major theme that undergirded our work this academic year was bringing an equity lens to the review. There was some discussion of the meaning of an equity lens. Some participants noted such a lens should focus on racial justice and undoing systemic racism. Others noted that the task of revising system policies & procedures had a wider perspective on equity to serve our students who are 1st generation college & university students, immigrant students, students from challenging socio/economic backgrounds, etc.

PSEO Workgroup

Next meeting is 4/26.

Student Affairs Council  
(submitted by Aaron Peterson)

It was mostly wrapping up conversations on topics covered throughout the academic year and thanking Axel and Hamisha for stepping up in a huge way.

Teacher Education Committee  
(submitted by Sonya Vierstraete)

The group was introduced to Dr. Latrice Eggelston-Williams as the new Interim Director of Accreditation and Assessment.
There were updates regarding MEDA (Prepared to Teach Financial Burden Survey and the SKEEP project), Assessment Task Force (the assessment directors from member institutions), Transfer Pathways (much continued dialogue about what is still needed for Education – considering the logistics for the universities and reporting), and legislative updates. There is also ongoing, continued work with the TEC strategic plan.

The next meeting is scheduled for April 30th; TEC will be meeting with MEDA – Minnesota Education Deans Alliance at that meeting.

Textbook Affordability

Technology Council

Transfer Governance Team

We heard a presentation on math requirements in different majors. A researcher from a firm in Texas and a math professor from MSCF presented about how frustrating it can be for students to know which math gen ed course to take. Many majors require a specific math gen ed course, such as Statistics or, most frequently, College Algebra. Math is one of the most common reasons for students getting stuck in their educations, so being in the right math course and not having to take more than what is relevant is important. While College Algebra has long been a standard gen ed requirement, the researcher from Texas described that it is no longer the most relevant course for most majors and is only really useful when students are going to be taking calculus as part of their major. For majors that don’t require calculus, courses such as Finite Math or Applied Statistics may be more useful and less frustrating for students. It was a compelling presentation.

We also looked at the first four programs being evaluated as part of the Transfer Pathway Assessment project. Four pathways (Biology, Psychology, Theater and Business) are being assessed now that they have been in place for a few years. As part of the assessment, the System Office staff asked faculty in the areas to participate in a two day “community of practice” event. They presented a slide show of “recommendations” that were supposed to have come out of the discussions with the community of practice groups. The System Office staff wanted the TGT to vote to support the recommendations. However, there were several recommendations that the IFO reps found concerning including a recommendation to develop common course names and common course numbering. There was a lot of resistance on the part of staff when Gregg Marg and I asked to bring the recommendations back to faculty for consideration before voting to endorse the recommendations, but we were ultimately allowed to do so.
## Appendix A

### FY21 Policy Council

#### Review Summary

*Yellow Highlight* = Completed Reviews  
*Red Font* = If capacity allows  
*Purple Font* = Withdrawn

<table>
<thead>
<tr>
<th>Chapter 2 – Students</th>
<th>Date of Last Board/Chan. Action</th>
<th>Last Reviewed</th>
<th>Up for 5 year review in FY21</th>
<th>ASA Leads</th>
<th>PC Consent Agenda</th>
<th>Anticipated PC Meeting Date</th>
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<tbody>
<tr>
<td>1. 2.1 Campus Student Associations</td>
<td>03/03/16</td>
<td>FY16</td>
<td>X</td>
<td>Paul/Gary</td>
<td></td>
<td>Sept.</td>
</tr>
<tr>
<td>2. 2.9 Financial Aid Satisfactory Academic Progress</td>
<td>05/18/16</td>
<td>FY16</td>
<td>X</td>
<td>Chris/Gary</td>
<td></td>
<td>Nov.</td>
</tr>
<tr>
<td>3. 2.9.1 Financial Aid Satisfactory Academic Progress</td>
<td>04/06/17</td>
<td>FY17</td>
<td>X</td>
<td>Chris/Gary</td>
<td></td>
<td>Nov.</td>
</tr>
</tbody>
</table>

### Chapter 3 – Educational Policies

| 4. 3.1 Student Rights & Responsibilities | 05/18/16 | FY16 | X | Paul/Gary | | Sept. |
| 5. 3.6 Student Conduct | 05/18/16 | FY16 | X | Paul/Gary | | Sept. |
| 6. 3.6.1 Student Conduct | 11/13/19 | FY20 | no | Paul/Gary | | Sept. |
| 7. 3.7 Statewide Student Association | 03/16/16 | FY16 | X | Paul/Gary | | Sept. |
| 8. 3.21 Undergraduate Course Credit Transfer | 06/22/16 | FY16 | X | Marta | | Mar. |
| 9. 3.21.1 Undergraduate Course Credit Transfer | 04/23/18 | FY18 | no | Marta | | April |
| 10. 3.29 College and University Transcripts | 03/16/16 | FY16 | X | Gary | | |
| 11. 3.30 College Program Advisory Committees | 03/17/10 | FY16 | X | Mary/Gary | | Jan. |
| 12. 3.30.1 College Program Advisory Committees | 03/25/10 | FY16 | X | Mary/Gary | | Jan. |
| 13. 3.36.1.1 Course Numbering Conventions | 08/01/07 | FY16 | X | Jon/Gary | Yes* | Mar.* |
| 14. 3.36.1.2 Media Codes | 01/29/18 | FY18 | no | Kim | | Mar. |
| 15. 3.38 Career Information | 05/18/16 | FY16 | X | Mary/Nancy/G | | Jan. |
| 16. 3.38.1 Career Information | 02/16/16 | FY16 | X | Mary/Nancy/G | | Jan. |
| 17. 3.39 Transfer Rights and Responsibilities | 05/16/12 | FY16 | X | Marta | | Mar. |
Appendix A

Board of Trustees Awards for Excellence

Suggested Revisions:

1. "Of the Year"
   - 2 MSCF - 1 CC/1TC
   - 1 IFO
   - 1 ASF

1. Allocations

Use Student FYE for allocations for all awards

2. Financial Award
   - $2500 “of the year” honorarium for MSCF (2) & ASF (1) recipients
   - $2500 department award recognizing the IFO department and communities that supported the work of the recognized individual (clarify language in guidelines; current language identifies individual of recipient of professional development funds instead of actual process of funds to the department)
   - Reduced dollar amounts to $2500 for each award are consistent with being good stewards of funds and still is a significant amount for award recipients.
   - This recommendation is a result of conversation at the last meeting and the philosophical differences relating to financial awards

3. Hardware
   a. Plaques for each institution
      i. Each award
         i. Service
         ii. Teaching
         iii. "Of the Year"
      ii. All names/years
   b. Plaques for individuals
   c. Medals for all? No pins - Yes
      iii. Wear at graduation?
      iv. Wear at Awards Luncheon?