**KANSAS WESLEYAN UNIVERSITY**

**Division Council**

**Thursday, August 22, 2019**

**11:30 am – 12:30 pm in PH 320**

**Minutes**

**Present:** Bill Backlin, Dorothy Hanna, Steve Hoekstra, Janeane Houchin, Damon Kraft (Chair), Barbara Marshall Nickell, Kristy Rodriguez.

**Excused:**

**Call to Order:** Kraft called the meeting to order at 11:35 pm. Minutes from 8/6/12, 8/9/12 and 8/12/19 were approved.

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**Old Business**

Program Prioritization Timeline

Council discussed the updated timeline and the adjustments.

* Division Council involvement
* DC will look at the recommendations of the APR Team from September 30-October 8, 2019.
* On October 9, 2019, DC’s recommendations will move on to IDC.
* We will receive feedback from EAB (Educational Advisory Board) as an outside prospective by early November.
* Dr. Backlin is looking to revamp IARC to have members that are more versed on statistics which would help with the prioritization.

Program Prioritization: Evidence for Item A

Mission Element

* Discussion ensued about type A level of evidence.

**New Business**

Copiers

Dr. Kraft shared some information on the copiers.

* The use of department codes was compromised and abused in most locations and has become ineffective (people use other department codes or just guess until they get a code that works).  We are now charging the copies and copier costs based on location and weighted average of previous departmental use.
* Color copies are available but they are $.05 per copy Color copies will be an separate charge that will be tied to that particular copier and will be spread as part of the cost of that copier.
* Scanning is available by selecting the envelope icon on the screen.  All full time faculty and most staff should be on the email address list.  If any are missing, please contact IS.  Any email address can be manually entered for scanning.
* Scanning is limited to 10 pages and may need to be adjusted

Questions:

What is the limit on scanning (50, 100?)

Is there an institutional cap on colored copies?

Stapling issue with Nursing copier.

Double sided printing – Nursing needs help

Peer Review Process

Dr. Kraft provided reminders for the peer review process.

* Peer review committee meetings need to be completed by October 21, 2019.
* Be aware of fall break. These are business days.
* All observations must be completed prior to peer review meetings.
* First year faculty will need to review the four pillars of how you will be evaluated and these should be guide the reflection statement.

Online Course Offerings

Concerns about number and ability for online students to get priority status. We will address when looking at 2020-21 schedule at the beginning of September

**Adjournment:** Meeting was adjourned at 12:31 pm.

Respectfully submitted,

Kristan Hernandez

Minutes Recorder