**KANSAS WESLEYAN UNIVERSITY**

**Division Council**

**April 14, 2020  
2:30-3:30pm Webex**

**Minutes**

**Present:** Damon Kraft (Chair), Bill Backlin, Dorothy Hanna, Steve Hoekstra, Janeane Houchin, Barbara Marshall, Phil Meckley

**Call to Order:** Kraft called the meeting to order at 2:30pm / Opening prayer by Backlin

**Unfinished Business:**

* Minutes from 4/7/20 were amended in New Business C to state ‘there would be no change with financial aid if students drop below 12 hours’ and in Discussions D ‘there is no severance package’.   
  *Minutes have been amended and approved as corrected.*

**Old Business:**

1. 170 students still are not enrolled in fall classes. Kraft asked each division to reach out to their faculty members to help with registering students. It was discussed with these uncertain times students are saying they may not want to register for fall if classes are going to be online again. Kraft encouraged faculty to enroll the students and then notify KWU Cares so that we know it might be a “soft enrollment”. Also ask students if they have a back-up plan if classes are online in the fall. Why are they reluctant to do online classes? Hoekstra requested a new updated advisee list due to any changes from the start of the semester so no student is missed. When reaching out to student they need to be reassured that these times will not affect their scholarships.

**New Business:**

1. Internship fees are paid at a different rate than directed studies and independent studies, and this needs to be revised to be consistent with the other payments. This will be the case for 2020-21. Hanna also brought up if we need to revisit the part-time fees. Right now KWU is competitive with other colleges around the state with these fees.

**Other Discussions:**

1. Hanna asked if the date when grades are due can be extended even if it is by just a few extra days? Houchin asked if this would delay transcripts?
2. Hanna asked if finals can have a mandatory date/time? Kraft said we can’t mandate an exact date/time due to time differences and student’s personal situations.
3. Online vs On-ground classes for Fall 2020 is out of our control. How to prepare for fall? Prep for online or on-ground? Kraft hopes we will be on-ground by fall, but maybe plan for the first 2 weeks of classes for online just to have a back-up plan. Right now classes are planned to start August 18th.
4. It was asked who will release information about faculty/staff leaving the university. Rose – retirement / Tim – resignation. Kraft said the Provost office will send out an e-mail.
5. Houchin reported that the 4 nursing seniors would like to have their family members at the pinning ceremony. Ceremony has been moved to August following commencement.

**Next Meeting:** Tuesday, April 21, 2020 @ 2:30pm. – Webex

**Adjournment:** Meeting was adjourned at 3:20pm

Respectfully submitted,

*Jill Koster*

Minutes Recorder