**KANSAS WESLEYAN UNIVERSITY**

**Division Council**

**March 3, 2020  
2:15-3:15pm in PH #320**

**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 2:19pm.

**Unfinished Business:**

* Minutes from 2/11/20 & 2/18/20 were approved

**New Business:**

1. Norton Fund Application for Julie Conley for the Kansas Teacher of the Year Awards Banquet & Conference fall 2020 & spring 2021. Total request of $715.00.   
   *The Council recommended approval. M/S/C*
2. Mike Bell asked for an extension on turning in his Woodworth Fund application due to personal reasons.

*Request was granted by Kraft.*

1. Peer review for Gassmann. No concerns.   
   *The Council recommended approval of process. M/S/C*
2. Peer review for Calvillo. No concerns.   
   *The Council recommended approval of process. M/S/C*
3. SOAR – Planning meetings are starting and it was suggested to have 2 faculty from each division to help at each SOAR day.
4. First year advising – Lots of conversation on this subject, but it was brought up to maybe have certain faculty members be first-year advisers only. It was asked of each division to see if anyone in their division would be interested in taking on this title. Would be approx. 20 freshmen for each advisor.

**Next Meeting:** Tuesday, March 10, 2020. Time TBD as it’s spring break, but needing at least a 30-minute meeting/conference call to review process of more peer reviews.

**Adjournment:** Meeting was adjourned at 3:12pm

Respectfully submitted,

*Jill Koster*

Minutes Recorder