**KANSAS WESLEYAN UNIVERSITY**

**Schedule & Delivery Task Force**

**April 30, 2020  
1:00-2:00pm Webex**

**Minutes**

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

**Call to Order:** Kraft called the meeting to order at 1pm / Opening prayer by Backlin

**Old Business:**

1. None

**New Business:**

1. The Schedule & Delivery Task Force is to come up with the best option for KWU to kick-off the Fall 2020 school year.  
   *Plan A*: KWU Goal to start on ground on August 18th   
   *Plan B*: Two week delay and start on September 1st with no fall break. M-W-F classes will be short a little seat time so an adjustment of some kind will need to be made.   
   *Plan C*: Block schedule – 2 classes first 8 weeks and 2 classes second 8 weeks with a fall break in between. This will meet seat time and would be more adaptable. It was questioned how would this work with certain departments for music, theatre, private lessons, and labs? Right now our students are having a hard time only concentrating on 1 or 2 classes. Due to so many students already enrolled for fall will it be hard to change the format of the fall semester into the block schedule?  
   *Plan D*: Start the fall semester online – this is NOT the option that KWU wants to lean towards.  
   *Plan E*: Hybrid delivery – could we do on-ground and online at the same time?   
   *Plan F*: Fall semester late start which could extend the semester to after Christmas break.  
     
   While discussing these option KWU will keep consideration to accreditation standards with departments. Committee members are reaching out to peers at other universities to see how they are planning for the fall semester. Will share those findings at the next meeting.

**Next Meeting:** Thursday, May 7, 2020 @ 1:00pm. – Webex

**Adjournment:** Meeting was adjourned at 1:40pm

Respectfully submitted,

*Jill Koster*

Minutes Recorder