**KANSAS WESLEYAN UNIVERSITY**

**Division Council**

**Thursday, September 12, 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.

**Call to Order:** Kraft called the meeting to order at 11:33 am. Minutes from 9/5/19 were approved.

###

**Old Business**

Program Prioritization

* The 9/11/19 meeting did not have any attendees.
* The qualitative data has been divided into 3 sections for review. Backlin is reviewing assessment, Hedlund is reviewing high-impact practices, and Hanna is reviewing the mission.
* Backlin will reach out to those who have provided their documents if there is a need for a revision or submission of additional information.

SOAR

* Some faculty mentioned they were not in agreement with a supplemental contract unless it was mapped out with specific expectations with hours clarified, etc. This would also include that it would not be assumed that just because the faculty member is on campus does that mean they will be available to do “more”.
* Taking Stock survey was taken today in WE and the results were discussed.

2020-21 Schedule

* We will keep WE and WH at the TR 8-9:15 time slot.
* The 2020-21 schedule will be provided to faculty next week for their review.
* A breakdown of LS times will be discussed before finalizing the schedule.

**New Business**

High-Impact Practices

Please provide information to the Provost via email.

* The goal is to get a sense of what is important and out of the top 4 which of those could be adaptable to each area.

Discussion:

* Chairs asked if there will there be some style of Program Prioritization done on staff.
* Chairs requested a “Whom do we contact” list?
* Chairs discussed committee meetings and if attendance is mandatory for committee members. What is considered a mandatory meeting and what is not? Kraft suggested that committee chairs should reach out to members to ask why they did not attend.
* Chairs requested an overview on WJ be shared for new faculty
* Chairs were requested to submit faculty workloads; both semesters on 1 form due September 27, 2019.
* Request a report from the Registrar’s Office stating what course conflicts were submitted for FA19.
* Chairs discussed how attendance is taken. Coaches have raised concern with their student athletes being marked absent when they are excused. Chairs shared that coaches are unable to see the badge.

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

Respectfully submitted,

Kristan Hernandez

Minutes Recorder