**KANSAS WESLEYAN UNIVERSITY**

**Division Council**

**February 11, 2020**

**2:30-3:30pm in PH #320**

**Minutes**

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

**Call to Order:** Kraft called the meeting to order at 2:35pm.

**New Business:**

There was discussion about online courses and programs.

A. Oversight and whom to contact: Reminder about 24/7 support from Canvas. Dr. Kootz is the Director of Graduate Education and oversees the MBA. She also serves as on-ground support for Canvas.

B. Online classes populating too early. Recommendation to reserve a certain number of seats in online classes for online students. Dr. Backlin will take this to the Online Committee for input and then potentially on to full faculty as a recommendation.

C. There is a need for separate infrastructure (budgeting, etc.) for online. General agreement on this from the group.

D. Assessment:

**Other:**

1. Reminder to provide Registrar’s Office with any additional scheduling updates so that the schedule is ready for Group Advising.

**Adjournment:** Meeting was adjourned at 3:15pm.

Respectfully submitted,

Damon Kraft

Minutes Recorder