**KANSAS WESLEYAN UNIVERSITY**

**Schedule & Delivery Task Force**

**May 7, 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

**Old Business:**

1. None

**New Business:**

1. With no updates submitted from the group in anticipation for this meeting, Kraft requested two items from faculty: 1. Needs in terms of resources if we were to have to shift back to online in the fall. 2. Notice of those who might not be comfortable teaching in a face-to-face environment and specificity related to what would create that level of discomfort (i.e. situation at the county level? state level? etc.).

**Next Meeting:** Thursday, May 14, 2020 @ 1:00pm. – Webex

**Adjournment:** Meeting was adjourned at 1:25pm

Respectfully submitted,

*Damon Kraft*

Minutes Recorder