**KANSAS WESLEYAN UNIVERSITY**

**Division Council**

**April 7, 2020  
2:30-3:30pm Webex**

**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 2:32pm / Opening prayer by Marshall

**Unfinished Business:**

* Minutes from 3/31/20 were approved

**Old Business:**

1. None

**New Business:**

1. Melissa Calvillo submitted a formal request to transition to a tenure-track contract. This was sent through peer review and was highly supported. Calvillo wants to move forward with her education and work towards a doctorate degree which would be beneficial to KWU. Administration is also supportive of her transitioning to tenure-track. Her contract would be modified for the AY 20-21.  
   *Division council was supportive of her request. M/S/C*
2. Course evaluations were discussed regarding if formal evaluations need to be sent out this semester. Meckley wanted to know if the evaluations could be modified for departments or if a department wanted a survey could they do their own. Marshall & Hanna were both concerned as faculty are nervous enough right now and don’t need the extra stress of the surveys. Kraft noted that these surveys would not be used against anyone in a future peer review.   
   *Division council agreed upon if departments must have evaluations due to accreditation or if certain faculty wants a course evaluated to contact the Provost office and evals will only go to those certain courses*.
3. Drop date was discussed to extend the date to May 1st. Concern was if a student drops below 12 hours will this affect their financial aid? It was stated that there will be no financial aid penalty. Right now there are a number of students who are just checking out due to being at home, things going on with family, their job, just all the life changes that are going on right now. KWU is trying hard to still get students the resources they need.   
   *Division council was supportive of moving the drop date to May 1st.*

**Other Discussions:**

1. Kraft asking for help from DC to get students registered for fall 2020. Still several students are needing to be registered. It was asked if the Business Office could override any holds that aren’t allowing students to be registered.
2. Houchin reported that the juniors in Nursing are following up their clinicals online as they are not allowed in the hospitals. There are only a few seniors left before they are completely done with clinicals. She also announced that the nursing department will be doing a virtual Pinning Ceremony in May with very limited personal attending. Nursing Department has been working with many other departments on campus to make this special event happen for their seniors.
3. Meckley brought up the question if Teacher Education still needs to go through the CAEP accreditation? As of right now no decision needs to be made until December 2021.
4. Hoekstra asked about severance pay in the contracts. At this time there is no severance package. He feels like right now the morale with faculty is low and having a hard time with such uncertain times. He did suggest that everyone have some kind of continuity plan just because there are so many unknowns with the future.

**Next Meeting:** Tuesday, April 14, 2020 @ 2:30pm. – Webex

**Adjournment:** Meeting was adjourned at 3:38pm

Respectfully submitted,

*Jill Koster*

Minutes Recorder