**KANSAS WESLEYAN UNIVERSITY**

**Division Council**

**June 16, 2020  
11:00-1:00PM – Backstrom**

**Minutes**

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

**Excused:**

**Call to Order:** Kraft called the meeting to order at 11:00am / Opening prayer by Backlin

**Unfinished Business:**

* Minutes from 5/26/20 were approved as distributed

**Old Business:**

**New Business:**

1. Brad Salios from MARCOM talked to the council about how they want to increase stories on current students and graduates from KWU. MARCOM is looking for unique stories that will help bring students to KWU. The council recommended several students.
2. Backlin talked to the council about the Diversity Survey that KWU sends out. The survey has been tweaked a little since the last time it was sent out. Currently this is a voluntary survey that is only being sent out to faculty and staff. It will be sent out the first past of September after the fall semester starts. Backlin will send a copy of the survey out to the council to be looked over to see if any changes need to be made.
3. COVID-19 Update: MWF schedule had to be tweaked just a little to add a couple minutes to class each day in order to get enough time per class for the semester. Transition time between classes may need to be adjusted as well. Due to the time changes with courses, all syllabi will need to be adjusted to show the time due to federal regulations. The fall schedule will be finalized by the end of June. Face coverings will be required in all classrooms, for both faculty and students. When students arrive on campus in the fall they will all receive a face guard and thermometer. If a student has a temperature over 100.4 they won’t be able to attend class. Starting in the fall every classroom will have some form of camera and mic for teaching virtual.
4. Key dates for the upcoming academic year were discussed:  
   Faculty Retreat – August 4, 2020, 9-12pm  
   Fall In-service – December 9, 2020, time TBD. Topic: Tools of the Trade  
   Spring In-service – March 22, 2021, 3-5pm  
   Group Advising – February 15, 2021 @ 3pm
5. Committee assignments for AY 2020-2021 were distributed and agreed upon.

**Next Meeting:** TBA

**Adjournment:** Meeting was adjourned at 12:55pm

Respectfully submitted,

*Jill Koster*

Minutes Recorder