

**KANSAS WESLEYAN UNIVERSITY**  
**Institutional Direction Committee Meeting**  
**November 13, 2019**

*IDC is under the expectation of keeping confidentiality about necessary candid conversations to carry out the charge for this committee.*

**Minutes**

**Present:** Dr. Matt Thompson (Chair), Dr. Bill Backlin, CFO Rhonda Bethe, Dr. Dorothy Hanna, Dr. Paul Hedlund, Dr. Steve Hoekstra (by phone), Dir. Janeane Houchin, Dr. Damon Kraft, Head Coach Anthony Monson, Prof. Barbara Marshall Nickell, Dir. Bryan McCullar, Dir. Ken Oliver, Dr. Kristy Rodriguez, EAP Jan Shirk, Dir. John Swagerty, and AD Steve Wilson.

**Absent:** Dr. Melanie Overton and VP Bridget Weiser.

**Call to Order:** Dr. Thompson called the meeting to order at 3:02 pm and Dr. Hedlund offered the opening prayer.

**Minutes:** The Nov. 11 minutes were approved as amended.

**Confidentiality Reminder:** What is discussed in these IDC meetings is confidential.

**Travel Policies – Rhonda Bethe**

The updated travel policy draft was distributed and reviewed with some areas highlighted:

- Airline travel – finding the lowest logical fare does not always mean the cheapest.
- Per diem – this allowance does not mean you automatically get that amount, but that it is the maximum amount allowed.
- Alcohol purchases are not reimbursable.
- IRS regulations require documenting expenses – the who, what, where, why. This can be recorded directly on the receipts, but is also required when posting/uploading the receipt to your credit card account online.
- In case of an accident while on university business, call 911 dispatch to report the accident. **A police report is required for this policy.** It's the first thing the insurance company asks for.
- University owned vehicles can be arranged through athletics or Tama in the Business Office.

***Motion.** The motion to approve the Travel Expense Policy as proposed, was **APPROVED.***

**HR Update:**

- The 2020 benefits open renewal period closes Nov. 15.
- The current online HR training must be completed by Nov. 22.
- The Benefits Survey will be going out in the next couple of weeks. A KICA wellness survey may be added to this HR survey as well.

**Academic Program Prioritization Discussion.**

- IDC briefly discussed the savings for cutting and combining academic programs, how it would affect department budgets, how many people are under each division chair, collaborative benefits of combining departments, and spreading out the personnel review responsibilities.

**Cut:** Any current students in programs on this list will be taught out.

- All stand-alone Liberal Studies courses (courses must also exist within a major)
- Gallery management position

- Speech degree (relabel 3 courses as Communication)
- Honors program
- IDS program
- Music General degree
- Sociology (minor only) – ¼ time release for Institutional Research role
- Psychological Services degree options
- Piano Studies program
- Speech/Theatre Education degree
- Wesleyan Journey budget (50% reduction)

### **Combine**

- Art and Design degrees; 4 to 3-credit hours: IDC discussed the need to have an option for more students to take the art classes – in 3-credit hours, possibly having 1-hour labs, the need to re-think scheduling classes with possible 7:30am-4pm block, and whether the pre-requisites should be reduced for the art classes. The current model has been tried and is not working; it is time to stop and rethink how to better meet the needs of our students. Prof. Nickell will meet with Prof. Ward about this topic.
- **Computer Studies with Math/Physics OR Business:** IDC discussed this option, including the possible benefit of facilitating collaboration and avoiding tunnel vision, whether the blending would change the nature of both departments or be a healthy benefit, and the need to have a person who can teach programming. Consensus was to take this one off the combine list and add it to the realignment list for now. Dr. Thompson asked DC members to get feedback from faculty and come back to the next IDC meeting for a collective conversation.
- Music Theatre and Theatre degrees: Conversations now underway about realignment.
- Philosophy and Christian Leadership (minor only) with oversight of Wesleyan Experience, Wesleyan Heritage, Wesleyan Journey, and Campus Serve.

### **Realignment**

- Academic Departments and Academic Divisions – significantly reduce and realign.
- Art and Design courses back to 3-credit hours and fit within the regular schedule of the academic day.
- History – more service oriented offerings (more courses in Liberal Studies): We are teaching a wide variety of courses when fewer are needed, ending up with classes with very few students. A tighter list of courses is needed, to be a bit more prescriptive (outside of History Ed).
- Liberal Studies review within current structure: We need to bring down the number of courses. Dr. Kraft has the lead on this conversation moving forward.
- Overloads – create a 3-credit hour cap per instructor per semester: This is at the Provost's discretion. Directed study or internships are not included in this as they are outside the actual courses. We should be working to curb the number of directed studies. In the revitalized programs there have been more requests for directed studies. Teacher Ed is not supposed to outsource clinical practice or methods courses. Fixing the overloads is about serving students. There should never be two faculty in the same area where one is in overload and one is struggling to reach load. Our aim is to get the faculty energy and resources to the right places and this will likely be a year's process. This conversation will happen at the same time as we are reviewing the Wesleyan Journey program
- Statistics courses to Math/Physics department: Dr. Hoekstra reported that the departments are in conversation to determine the feasibility for this. Dr. Hedlund offered that if it is the will of the group to make this change and the support and technology is there for it, the Business department is open to it – they will just need to have further discussion on what the changes will mean.
- **Computer Studies with Math/Physics OR Business:** After IDC discussion, this item was added to the realignment category for now.

### **Grow Faculty – as we have additional resources**

- Criminal Justice degree
- Exercise Science degree: This program does not have the student numbers expected. We need to put more resources into growing this program.
- **Business:** Following IDC discussion about growing the Business program, reducing the class sizes and establishing a university policy on advising caps to better smooth out the needs and challenges, the Business program was added to this category.

### **Marketing Emphasis – focus academic recruitment on**

- **Business:** This was moved to the Grow-add more faculty category.
- Education: Everyone now has to be certified in the science or reading (dyslexia) for K-12; utilize this for Education marketing – by 2021 grads; maybe we can share with KICA group.
- Fine Arts
- Nursing
- Social Work
- **Criminal Justice:** The Criminal Justice program was added to this category too.

Rationale: We are targeting these areas because of community need, our capacity for growth, and to recruit more Thrive students. This is where we are going to spend our dollars. It provides a clarity as an institution of where we are focusing our academic recruitment. Recruiters need to know these areas deeply; sit in on classes.

### **Metrics Development**

- Clarify measurements within 1 year and 2 years for next APP review process: IARC is already talking about this. Academic program reviews are now the norm in higher education.
- Align departmental/program annual reviews to collect and analyze program viability metrics: IARC is working on this, being intentional in the process.

### **Next Steps:**

- The recommendations coming out of IDC today that affect the faculty members (without the two staff positions: gallery or piano) will be shared with faculty at the Nov.18 faculty meeting. Faculty will have the rest of the week to provide feedback to their division chair.
- DC members will get feedback from faculty on the *Computer Studies with Math/Physics OR Business* and come back to the next IDC meeting for a collective conversation.
- Further discussion is needed for the functional definition of a division and of a department.
- Divisional Council needs to have a discussion about standardizing prefixes.

**Next IDC Meeting:** The next IDC meeting is Friday, Dec. 6 at 3:30-4:30pm in Backstrom Conference Room.

**Adjournment:** Dr. Thompson adjourned the meeting at 4:16pm.

Submitted by:  
*Jan Shirk*  
EAP and Meeting Recorder