

KANSAS WESLEYAN UNIVERSITY
Institutional Direction Committee Videoconference Meeting
April 27, 2020

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, Dr. Damon Kraft, Dr. Phil Meckley, Head Coach Anthony Monson, Prof. Barbara Marshall Nickell, Dir. Bryan McCullar, Dir. Ken Oliver, EAP Jan Shirk, Dir. John Swagerty, VP Bridget Weiser, and AD Steve Wilson.

Absent: Dir. Janeane Houchin and Dr. Melanie Overton.

Call to Order: Ms. Rhonda Bethe called the meeting to order at 3:31pm and Dr. Paul Hedlund offered the opening prayer.

Minutes: The March 23 minutes were approved with the following correction:

2021-22 Academic Calendar

Motion. *Dr. Hanna moved and Dr. Hoekstra seconded a motion to table any decision regarding the ~~2020-2021~~ **2021-22** Academic Calendar (spring break scheduled for March 5-13, 2022) for the purpose of having further discussion about the effects of revising KWU's schedule to match USD 305's schedule, and to bring a recommendation back to the faculty at the September 2020 faculty meeting. Motion PASSED.*

President's Report – Dr. Matt Thompson

COVID-19 Update:

- Bi-weekly campus meetings continue on addressing changes and plans due to COVID-19.
- We are looking at multiple scenarios for fall, discussing immediate and long-term implications. A number of working groups have been assigned to assist in this process:
 - Academic Schedule and Delivery** – will consider alternate schedule scenarios, including delayed start, online modality and resources, and related implications – Damon Kraft (chair)*
 - Activities and Athletics** – will develop a procedure for determining the reasonable for beginning, continuing, or ending a campus activity or sport, including music and theatre groups; will discuss alternative schedules or seasons – Steve Wilson (chair)*
 - Fall Programming** – will develop a plan for educating and entertaining students during non-class times; will develop a communication and marketing plan; will consider different modalities of providing these experiences (in person and online) – Bridget Weiser (chair)*
 - Housing and Food Service** – will consider the issues related to feeding and lodging of fall students; will consider effects of closures, late starts, and quarantine needs – Bridget Weiser (chair).*
 - Mitigation** – will develop a plan to reduce spread and exposure of others to the disease; will develop an appropriate campus screening process; and create an implementable plan that shows how we can safely operate the campus in full or limited functionality; plus, will develop a plan to address if there is an outbreak on campus or more broadly in our community – Lonnie Booker (co-chair), Janeane Houchin (co-chair).*
 - Admissions, Alumni/Donor, and PR** – will address concerns of these varied constituencies and oversee effective communication to them and the broader community – Ken Oliver (chair).*
 - Policies** – will review campus policies and procedures that may need to change in light of any of the above decisions and recommendations, including an understanding of effect on financial aid, accreditation, and government policies and required reporting – Bill Backlin (chair).*
- We are still planning to be open in fall on schedule, but we must be aware that this may need to change; it will require some institutional flexibility.

- Various groups are considering plans for the fall and are operating on rolling schedules of when decisions will be made, all the way until late July. We have contingency plans to be prepared.
- It may require us to have a couple extra weeks to ramp up in addition to the regular conditioning period for our student athletes.
- We may go to a fall sports schedule that is KCAC-only. Most of the schools in the conference are in Kansas. Even if NAIA decides to not have a fall season, we are advocating to still hold a KCAC season.
- We are planning on two students per room for resident students coming in fall. Two reasons are the cost, and the fact that normal life of a student means close proximity in classes and activities anyway.

June 2020 Board Meeting:

- A revised structure is planned for the June Board meetings. Committees will meet virtually via WebEx during the first week of June.
- The regular business meeting of the Board is scheduled for one day, on Friday, June 19, a more condensed meeting due to also being a videoconference for those not attending in-person.

Federal CARES Act Stimulus Funds

- The CARES Act was approved by the federal government on March 27, 2020.
- It is a major stimulus bill that makes relief money available to higher education institutions to respond to the Coronavirus.
- Dr. Thompson explained the plan for how we will disperse the \$823,462 funds allocated to KWU, and that an announcement will go out to campus and parents on April 29.
 - The funds will be used for three main purposes:
 - o Emergency aid for Pell-eligible students
 - o Emergency support for residential students who are no longer on campus
 - o Other institutional expenses associated with our response to the pandemic
 - Half of the funds (\$411,731) will be dedicated solely to emergency student financial aid grants, as required by the CARES Act.
 - The CARES Act allows the university to use the second half of the funds (\$411,731) more broadly for institutional costs associated with responding to the COVID-19 pandemic. However, KWU will use the vast majority (96%) of the institutional funds for additional student support.
 - o KWU will distribute to all current, undergraduate, Pell-eligible students an emergency financial aid check for \$500 to cover expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and childcare.
 - o All current, undergraduate residential students who are no longer residing on campus will receive financial support at a rate of \$306 per week times the number of weeks they were not on campus (up to a maximum of 8 weeks, which is when the second half of the semester would have regularly restarted after Spring Break).
 - o If a student currently has an outstanding balance, these funds will come out of the institutional portion of KWU's federal aid and be applied against the student's account as a refund to the university.
 - o For students without an outstanding balance, these funds will be distributed via check and mailed to their permanent address.
 - o Residential students still living on campus, are not eligible for these relief funds, since their housing and food is still being provided
 - o There are no funds available for international students, DACA students, MBA students or online-only students.
- It is unclear if this stimulus money will be taxable income for the student. That is up to the students/families to determine as KWU cannot provide any tax advice.
- If any department incurred an expense directly due to COVID-19, please check with Tama in the Business Office on how to code properly (sub-function code is CVID) so we can identify the costs.

Institutional Policies – Dr. Bill Backlin

A. Policy on Clock Hour and Credit Hour

- Changes included new language added to page 3 regarding Wesleyan Journey, Online, and Directed Study.

Motion. *The motion to accept the Policy on Clock Hour and Credit Hour as amended was M/S/C (Backlin, Swagerty, respectively).*

B. Policy on Formal Student Complaint Procedures

- On pages 4-5, some language in the current policy was highlighted to show what will be added back in to the policy stated in the academic catalog.
- Links were checked and updated as well as web addresses.
- Steve Wilson was added as contact person for Title IV.
- Two types of complaints are informal and formal and can be any kind of complaint (academic or non-academic). We are only tracking formal ones. Dr. Backlin briefly explained the differences.
 - For Title IX complaints, we can only track that it was this category, not any specifics.
 - The policy outlines steps for reporting complaints.

Motion. *The motion to accept the Policy on Formal Student Complaint Procedures as amended was M/S/C (Backlin, McCullar, respectively).*

C. Policy on Published Transfer Disclosure

- Updated policy to reflect what is in the catalog.
- Dr. Backlin will follow up on adding a clause that university reserves the right to waive the required ACT/SAT if necessary so this can be included in the new catalog for 2020-21.

Motion. *The motion to accept the Policy on Published Transfer Disclosure as amended was M/S/C (Kraft, Hoekstra, respectively).*

D. Policy on Satisfactory Academic Progress

- We have to show each year any changes we make.
- Web links were updated.

Motion. *The motion to accept the Policy on Satisfactory Academic Progress as amended was M/S/C (McCullar, Meckley, respectively).*

E. Policy on Accurate, Timely, and Appropriate Information for Current & Prospective Students

- Web links were updated.

Motion. *The motion to accept the Policy on Accurate, Timely, and Appropriate Information for Current & Prospective Students as amended was M/S/C (Hedlund, Kraft, respectively).*

F. Policy on Standing with State and Other Accrediting Agencies

- Updates from our website were included; other data will be added in the fall review.
- 4-year graduation rate is not good, but it is where we have been and is reflective of our past retention rate.
- Dr. Backlin will follow up on the full-time retention rate to be sure it is accurate. This data is on our freshman cohort working their way through.

Motion. *The motion to accept the Policy on Standing with State and Other Accrediting Agencies as amended was M/S/C (Kraft, Meckley, respectively).*

Budget Update – Rhonda Bethe

- No changes to the budget, but alternate scenarios are being worked in order to be prepared for the coming year.
- Still planning on 270 new students for FA20.
- Dr. Hedlund commented that the more that we have plans and include others for input, the better prepared KWU will be.
- Our best solution will be to have fall sports starting in August. This point is being communicated to our local and state representatives.

Strategic Planning and Assessment

HLC Assessment Academy Update – Dr. Damon Kraft

- Our third year with the Assessment Academy is coming up in 2020-21.
- Dr. Kraft had a videoconference with our HLC mentor last week.
- Looking to a wider rollout and implementation of ILOs in the fall.
- We have updated our rubrics as they had become overly complicated. Steve Wilson is also working through the rubrics with athletics and will provide a report as feedback.

Strategic Plan Update – Matt Thompson

- Currently we are at 75% completion for the Strategic Plan – Year Two initiatives.
- We will spend more time reviewing this year and looking to the third and final year of the plan at the planning meeting scheduled with IDC and Middle Managers on May 22. The agenda as well as the time/location TBD.

Annual IDC Committee Report:

- The draft annual committee report for IDC was distributed for review. No suggestions were made for any updates. Consensus of committee was to accept the report.
- The report will be updated for any work of through the end of May and then submitted to Dr. Backlin for assessment documentation of IDC's 2019-20 work.

Other

- Prof. Nickell shared news of alumna Meriah Forbes and her new job as an Academic Fellow in Rheumatology at the University of Michigan.
- Shout outs from celebrity alumni have been going out since last week on social media. (Including one from Gov. Bill Graves.)
- Coyote of the Week recognizes one staff or faculty member each week. First one was Dr. Jamie Kootz. This week it is Justin Taylor. Nominations should be submitted to Rhonda Bethe.

Next IDC Meeting: Annual planning meeting with Middle Managers on Friday, May 22. Time and location TBD.

Adjournment: Ms. Bethe adjourned the meeting at 4:16pm.

Submitted by:
Jan Shirk
EAP and Meeting Recorder