Kayla O'Toole

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Education

2020-Present   Ed.D., Educational Practice and Leadership (ABD)
University of North Dakota
Grand Forks, North Dakota
Degree Conferred: Expected Completion – December 2025

2008-2013   M.Ed., Teaching and Technology, Valley City State University
Valley City, North Dakota
Degree Conferred: May 2013

2005-2006   B.A.S., Business Information Technology, Minot State University
Minot, North Dakota
Degree Conferred: December 2006

2002-2005   A.A.S., Computerized Office Management, Dakota College at Bottineau
Bottineau, North Dakota
Degree Conferred: May 2005

Teaching Experience

August 2013 – present
Adjunct On-Campus Instructor, Information Technology, Dakota College at Bottineau
Course: CSCI 101 - Introduction to Computers

January 2007 – present
Online Instructor, Dakota College at Bottineau
Courses:
- CSCI 101 – Introduction to Computers
- CSCI 289 – Social Implications of Computing Technology

Administrative Experience

2022 – Present
Associate Dean for Academic Affairs, Dakota College at Bottineau
Duties: Monitor aspects of the institutional and specialized accreditation processes; in collaboration with faculty, administer and evaluate the institutional curriculum; supervise and evaluate full-time and part-time faculty; participate on college committees and represent the institution at the state level; administer activities related to distance learning; manage logistics associated with building and maintaining enrollment in dual credit classes.

2022 – 2022

Interim Associate Dean for Academic Affairs, Dakota College at Bottineau
Duties: Monitor aspects of the institutional and specialized accreditation processes; in collaboration with faculty, administer and evaluate the institutional curriculum; supervise and evaluate full-time and part-time faculty; participate on college committees and represent the institution at the state level; administer activities related to distance learning; manage logistics associated with building and maintaining enrollment in dual credit classes.
Served in temporary role in addition to regular job duties.

2015 – 2022

Director of Distance Education and Academic Support Services, Dakota College at Bottineau
Duties: Administer activities related to distance learning; manage logistics associated with building enrollment in dual credit classes; oversee services associated with academic support services; carry out the mission and goals of the campus and contribute to the administrative leadership team at DCB.

2012 – 2015

Administrative Assistant to the Campus Dean, Dakota College at Bottineau
Duties: Assist with the dean's internal and external colleagues and constituencies to create an optimal learning and living environment; coordinate a variety of state and federal reports; compose correspondence; arrange travel; manage the dean's schedule and electronic calendar; manage office records; take minutes and schedule meetings.

2004-2012

Distance Education Specialist and Webmaster, Dakota College at Bottineau
Duties: Assist in the development, implementation and monitoring of distance education; provide guidance and technical support to distance education students and faculty; perform administrative tasks for distance education programming; employ technical expertise to maintain the campus website and promote Learning Center programming.

Invited Talks, Training and Conference Presentations

O'Toole, K. (2025, May). *Announcer of Graduate Names, Spring Commencement Ceremony.* Dakota College at Bottineau.

O'Toole, K (2025, May). *Presentation of Bottineau Chamber Scholastic Awards for DCB Students.* Bottineau Chamber of Commerce. Bottineau High School.

O'Toole, K. (2024, August). *Professional Development at DCB Presentation.* Dakota College at Bottineau, Faculty In-Service.

O'Toole, K. (2024, August). *Course/Curriculum Change Process Presentation.* Dakota College at Bottineau, Faculty In-Service.

O'Toole, K. (2024, August). *Adjunct Faculty Orientation & Review.* Dakota College at Bottineau, Faculty In-Service.

O'Toole, K. (2024, May). *Announcer of Graduate Names, Spring Commencement Ceremony.* Dakota College at Bottineau.

O'Toole, K (2024, May). *Presentation of Bottineau Chamber Scholastic Awards for DCB Students.* Bottineau Chamber of Commerce. Bottineau High School.

Burbidge, L., Kvasnicka-Gates, L., **O'Toole, K.** (2024, April). *Guess We're Not Done Writing Yet: Navigating Interim Reports.* HLC Annual Conference. Chicago, IL.

O'Toole, K. (2023, August). *Professional Development at DCB Presentation.* Dakota College at Bottineau, Faculty In-Service.

O'Toole, K. (2023, August). *Blackboard Learn Migration to Ultra Course View.* Dakota College at Bottineau, Faculty In-Service.

O'Toole, K. (2023, August). *Digital Literacy Presentation.* Dakota College at Bottineau, Faculty In-Service.

O'Toole, K. (2023, August). *Adjunct Faculty Orientation & Review.* Dakota College at Bottineau, Faculty In-Service.

O'Toole, K. (2023, May). *Announcer of Graduate Names, Spring Commencement Ceremony.* Dakota College at Bottineau.

O'Toole, K (2023, May). *Presentation of Bottineau Chamber Scholastic Awards for DCB Students.* Bottineau Chamber of Commerce. Bottineau High School.

O'Toole, K (2023, March). *Welcome Statement.* Marketplace for Kids. Dakota College at Bottineau.

O'Toole, K (2022, August). *Orientation and Review Session for Adjunct Faculty.* Dakota College at Bottineau, Faculty In-Service.

O'Toole, K (2022, August). *Academic Processes Presentation.* Dakota College at Bottineau, Faculty In-Service.

O'Toole, K (2022, May). *Virtual Dual Credit Information Session.* Dakota College at Bottineau.

O'Toole, K (2022, May). *LEAP Luncheon Program.* Dakota College at Bottineau.

O'Toole, K (2022, March). *Scope of Distance Education and Dual Credit.* Dakota College at Bottineau, NCEC Principal PLC.

O'Toole, K (2021, August). *Academic Atrium Overview and Blackboard Updates with Ally.* Dakota College at Bottineau, Faculty In-Service.

O'Toole, K (2021, August). *Dual Credit Presentation.* Westhope High School.

O'Toole, K (2021, May). *LEAP Luncheon Program.* Dakota College at Bottineau.

O'Toole, K (2021, February). *Dual Credit Presentation.* Dakota College at Bottineau, Des Lacs – Burlington High School.

O'Toole, K (2020, November). *Virtual Dual Credit Presentation.* Dakota College at Bottineau.

O'Toole, K (2020, October). *PowerPoint Training Presentation.* Virtual, NDCEL Conference.

O'Toole, K (2020, August). *PowerPoint Training Presentation.* Dakota College at Bottineau, Faculty In-Service.

O'Toole, K (2020, August). *Student Success Center and Distance Ed. Overview.* Dakota College at Bottineau, Faculty In-Service.

O'Toole, K (2020, May). *Virtual Online Information Session.* Dakota College at Bottineau.

O'Toole, K (2020, April). *Virtual Dual Credit Help Session.* Dakota College at Bottineau.

O'Toole, K (2019, December). *Dual Credit Presentation.* Great Western Network Winter Meeting.

O'Toole, K (2019, November). *Dual Credit and LEAP Presentation.* Westhope High School.

O'Toole, K (2019, August). *Blackboard Overview.* Dakota College at Bottineau, Faculty In-Service.

O'Toole, K (2019, May). *Dual Credit and LEAP Presentation.* Dakota College at Bottineau.

O'Toole, K (2019, April). *Dual Credit and LEAP Presentation.* Drake High School.

O'Toole, K (2019, January). *Dual Credit and LEAP Presentation.* McClusky High School.

O'Toole, K. (2018, August). *Student Success Center and Distance Ed. Overview.* Dakota College at Bottineau, Faculty In-Service.

O'Toole, K. (2018, August). *Blackboard Overview.* Dakota College at Bottineau, Faculty In-Service.

O'Toole, K. (2018, June). *What's on Your Mind – Presenter and Training Adjunct Faculty - Moderator.* NDUS Distance Education and Technology Conference.

O'Toole, K. (2018, June). *Dual Credit and LEAP Presentation.* Rolla High School, School Board Meeting.

O'Toole, K. (2018, May). *Presentation of LEAP Certificates to High School Students.* Mohall-Lansford-Sherwood High School, Graduation Ceremony.

O'Toole, K. (2018, April). *Scholastic Awards Banquet Welcome and Presentation of DCB Student Recipient Award Winners.* Bottineau Chamber of Commerce, Scholastic Awards Banquet.

O'Toole, K. (2018, February). *Coffee with Kayla – Dual Credit and LEAP Program.* Dakota College at Bottineau, Dakota College CTE Fair.

O'Toole, M. and **O'Toole, K.** (2017, August) *Blackboard Presentation for Faculty.* Dakota College at Bottineau, Faculty In-Service.

O'Toole, K. (2017, April) *LEAP Program at Dakota College at Bottineau – Dual Credit.* KXMC Televised Noon Show.

O'Toole, K. (2016, October). *Dual Credit Overview at Dakota College at Bottineau.* Bottineau EDC, Coffee Cup/One Hour.

O'Toole, K. (2016, May). *Basic Computer Skills Training for Ottertail Employees.* Dakota College at Bottineau, Non-Credit Training.

Nelson, J. and **O'Toole, K.** (2015, October). *Windows 10 and Digital Resources Available.* Dakota College at Bottineau, Brown Bag Series.

O'Toole, K. (2015, August) *Welcome for First Year Students – Administration Welcome.* Dakota College at Bottineau, First Year Experience Program.

O'Toole, K. (2015, June) *Online Education General Information Session.* Dakota College at Bottineau.

O'Toole, K. (2011, June) *Learning Center Overview.* Dakota College at Bottineau, New Student Orientation.

O'Toole, K. (2010, June) *Learning Center Overview.* Dakota College at Bottineau, New Student Orientation.

O'Toole, K. (2010, May) *Microsoft Access Series.* Dakota College at Bottineau, Professional Growth Series.

O'Toole, K. (2009, June) *Learning Center Overview.* Dakota College at Bottineau, New Student Orientation.

O'Toole, K. (2008, June) *Learning Center Overview.* Dakota College at Bottineau, New Student Orientation.

O'Toole, K. (2007, June) *Learning Center Overview.* Dakota College at Bottineau, New Student Orientation.

O'Toole, K. (2006, June) *Learning Center Overview.* Dakota College at Bottineau, New Student Orientation.

O'Toole, K. (2005, June) *Learning Center Overview.* Dakota College at Bottineau, New Student Orientation.

Service

2024 – Present	HLC Student Success Academy Team Member (Dakota College at Bottineau)
2024	Administrative Assistant for Academic Affairs Search Committee Chair (Dakota College at Bottineau)
2024	Registrar Search Committee Chair (Dakota College at Bottineau)
2023 – Present	Professional Development Committee Co-Chair (Dakota College at Bottineau)
2023 – Present	Strategic Planning Institutional Committee for Effectiveness (Dakota College at Bottineau)
2023 – Present	College Council (Dakota College at Bottineau)
2023	Director for Academic Affairs Search Committee Chair (Dakota College at Bottineau)
2022 – Present	Dakota Nursing Program Academic Officers
2022 – Present	North Dakota University System Academic Affairs Council
2022 – 2024	Dental Strategic Planning Taskforce (Dakota College at Bottineau)

2022	Minot Programs Director Search Committee Chair (Dakota College at Bottineau)
2021 - 2022	Land Acknowledgement Statement Committee (Minot State University and Dakota College at Bottineau)
2020 - Present	Institutional Effectiveness Committee (Dakota College at Bottineau)
2020	Advising and Retention Assistant Director and Administrative Assistant Search Committee Chair (Dakota College at Bottineau)
2020 – 2022	Marketing Committee Member (Dakota College at Bottineau)
2020	IT Administrative Assistant Search Committee Member (Dakota College at Bottineau)
2020	North Dakota University System OER Advisory Council Member
2020	Academic Support Coordinator Search Committee (Dakota College at Bottineau)
2019 – 2023	Curriculum Committee Member (Dakota College at Bottineau)
2019 – 2023	NACEP Committee Chair (Dakota College at Bottineau)
2019	Bottineau Chamber of Commerce Director Search Committee
2019	TRIO Director Search Committee (Dakota College at Bottineau)
2018 – 2019	North Dakota Governor Burgum's Innovative Education Task Force Advisory Committee Subcommittee – Technology Integration Work Group
2017	Academic Services Coordinator Search Committee Chair (Dakota College at Bottineau)
2017 – 2021	Steering Committee for HLC Accreditation (Dakota College at Bottineau)
2017 – 2022	Retention Committee Member (Dakota College at Bottineau)
2017 – 2023	Administrative Council (Dakota College at Bottineau)
2017	TRIO Director Search Committee Chair (Dakota College at Bottineau)
2017	Distance Education Administrative Assistant Search Committee Chair (Dakota College at Bottineau)

2016 – 2024	Faculty Qualification Committee Chair (Dakota College at Bottineau)
2016	Fish and Wildlife Instructor Search Committee (Dakota College at Bottineau)
2016	Distance Education Administrative Assistant Search Committee Chair (Dakota College at Bottineau)
2015 – 2020	North Dakota Disability Services Council
2015 – 2023	Distance Education Committee Chair (Dakota College at Bottineau)
2015 – Present	Dean's Council Member (Dakota College at Bottineau)
2015 – 2022	North Dakota Region II Transitional Committee Member
2015 – 2023	North Central Education Cooperative Committee Member
2015 – 2021	Career Development & Student Success Center Advisory Committee (Dakota College at Bottineau)
2015	TRIO Director Search Committee (Dakota College at Bottineau)
2015	TRIO Academic Coordinator Search Committee (Dakota College at Bottineau)
2015	TRIO Career Coordinator Search Committee (Dakota College at Bottineau)
2015-2016	North Dakota University System LMS RFP Committee Member
2015	Campus Dean Search Committee Member (Dakota College at Bottineau)
2014 – 2019	Bottineau Chamber of Commerce Board Member
2013-2014	Marketplace for Kids Region II Advisory Leadership Team Member
2012 – 2024	Alumni Association Member (Dakota College at Bottineau)
2011	Admission Counselor Search Committee Member (Dakota College at Bottineau)
2010	Bookstore Manager Search Committee Member (Dakota College at Bottineau)

2009-2014	Information Technology Advisory Committee (Dakota College at Bottineau)
2009	Distance Education Coordinator Search Committee Member (Dakota College at Bottineau)
2004-2013	Learning Center Advisory Committee (Dakota College at Bottineau)

Honors/Awards

2025	Dakota Digital Academy Course Redesign to OER Grant Award
2024	North Dakota University System Economic Diversification Research Funds Award
2023	North Dakota University System OER Faculty Course Development Award
2020	Dakota Digital Academy Course Development Grant Award
2017 - 2019	City of Bottineau Chamber of Commerce President
2017-2018	North Dakota Disability Services Council Chair
2016	DCB Young Alumnus for Outstanding Accomplishments in Your Career Award Recipient – DCB Alumni Association
2013	Dakota College at Bottineau Staff Excellence Award Recipient
2004	Student Award of Excellence in Computerized Office Management A.A.S.

Professional Affiliations

2018 – Present	NACEP
2017 – Present	Online Learning Consortium

References

Available upon request.