

Dakota College at Bottineau

Dean's Council

Dean's Council Minutes
 March 24, 2020 at 8:00 am
 Gym – Thatcher Hall



PRESENT: Dr. Migler, Corey Gorder, Larry Brooks, Kayla O'Toole, Sandy Hageness, Lisa Mock and Laura Halvorson

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	The latest enrollment report was distributed. Applications are in line with where they were last year at this time.
2. Department Guest	Laura Halvorson, TRiO	<p>Staff Senate has been holding a spring vendor sale to support scholarship funding for a fulltime online degree seeking student. This spring's vendor show has been postponed until fall, 2020. There is enough in the fund to provide for the 2020-21 scholarship. There will be another vendor show spring, 2021. Will see how things progress, as the Staff Senate would like to host a potluck gathering to boost morale this spring.</p> <p>Student Senate has attended NDSA meetings. It appears as DCB was the brunt of a joke by one of the speakers at the first State conference they attended. Therefore, they were apprehensive to attend again. They did attend a second meeting and it went well. NDSA meetings are on hold now. Student Senate will meet through Microsoft Teams to review the Student Handbook this spring. They would like to assure sanctions to drug policy are clarified within the Student Handbook.</p> <p>Title IX is planning for fall training. They are writing case studies in a more realistic manner so that DCB folks can relate to situations. Title IX policy sections are being reviewed. They include more stringent ramifications for faculty and staff that do not follow-through with training. Also, more information needed in policy on how to handle the potential for lost class time for students who are pregnant.</p> <p>TRiO is a little concerned about achieving student outreach with the discontinuation of the football team. They are currently recruiting potential students for next year. With the hold on personal interactions due to COVID-19, interaction processes have changed. They are working with the Nursing Program to identify additional students that may qualify for TRiO services. They would like to increase students from CTE programs such as business and nursing. Other resources being used include RU Ready and career classes.</p> <p>The TRiO grant has been submitted and a decision is supposed to be made in May, 2020. Although, it is anticipated we will hear back in July, 2020. The DCB Advising plan also targets TRiO students. All advisors have a goal to reach out to their advisees</p>

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		<p>daily. Melissa is in the office today. TRiO is rotating staff in the office. They have been using personal and institutional email to reach out to advisees. They have spreadsheets to determine the best form of contact. TRiO Grant Objectives reviewed. Objectives were achieved with one falling short. There are currently 144 students being served.</p> <p>Dr. Migler asked Laura to keep him posted as he'd like to compile best practices to share throughout campus.</p>
<p>3. NDUS & Campus Updates a. Academic and Student Affairs</p> <p>b. Administrative Affairs / Business Affairs</p> <p>d. Distance Education Council/Distance Ed. and Academic Support Services</p>	<p>Brooks</p> <p>Mock</p> <p>O'Toole</p>	<p>Larry has a meeting with DNP today. Last week LRSC announced they would like to add a nursing program in Jamestown. This is a territory covered by our Valley City program, with seven applications out of Jamestown for the upcoming year. Larry is working with LRSC to reconsider their plans.</p> <p>He has a Caregiver Program conference call, ASTEP Advisory meeting and Faculty Senate meeting today.</p> <p>There are requests from instructors to teach from home during remote, alternative instruction. Larry will consider faculty petitions to work from home next week. He wants to assure they are providing quality education.</p> <p>Lisa is working with Indrani to determine an indirect rate. She is also looking for the Material Safety Data Sheets for coal delivery. Lisa will be reporting HLC institutional update stats. Also, will be doing her HLC training recording today. Business Office staff is rotating to cover mail service, phone messages, etc. Lisa has a meeting today with NDUS about COVID-19 pandemic expenses, i.e. what is allowed and how to track it. At this time departments are asked to use their fund/dept adding the program of COVID. For example the travel for baseball when the games were canceled can be coded under this program code. They will also discuss how to handle room and board refunds. This may be caught up with financial aid.</p> <p>Kayla will put together a Community Ed program with the Ed to Go offerings until the end of the semester. She has the fall and summer online schedules posted on the web site. Dual Credit is posted. She is not reaching out to high schools until their schedule has settled down a little at K-12.</p> <p>She completed her Criterion 5 power point for HLC training.</p> <p>Kayla sent out a survey yesterday to all students to DCB campus email and their personal email where available. She wants to find out what type of devices or services they have or need to continue their education this spring.</p>

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<p>e. Public Affairs Council</p>	<p>Hageness</p>	<p>Proctoring is available through an on-line service whereby students pay for testing. Nursing department wants to cover the cost for their students. In order to do so, there may be a change in our contract. Kayla is looking any ramifications of the change.</p>
<p>f. Athletics</p>	<p>Gorder</p>	<p>Marketing is taking advantage of streaming and individuals using online services more during this time by increasing ads through streaming and keyword searches within education. There will be a follow-up on online education with Kayla's radio interview tomorrow.</p> <p>Corey – He is getting access to Presto for the Jacks web site. He has a women's hockey meeting tomorrow via Zoom meetings. Corey is asking coaches to touch base with their student athletes on a regular basis to assist in student success/retention. His is also asking them conduct virtual competitions with the student athletes to keep up morale.</p>
<p>h. Chancellor's Cabinet / Dean's Update</p>	<p>Migler</p>	<p>Dr. Migler asked how things are going with people working remotely. There were no issues for offices to be addressed. Telecommuting agreements have not been offered to faculty. Nursing department may be an exception.</p> <p>Space Utilization Committee met and made a few decisions.</p> <p>Decision made to relocate Housing, Security and Judicial Offices to current computer lab in the Student Center. Recommendation is to wait until the end of the semester to start this relocation in order to maintain computer accessibility for students still living in the residence halls. However, we should start the process for determining what is needed to provide for three office areas in this space. Current Security Office can be made available for other services.</p> <p>Based on the above decision, we anticipate that three offices will be made available in Thatcher Hall.</p> <p>Physical Plant has been given approval to relocate to the Arntzen Building. Although it was not discussed, this move can start taking place now, especially in the office area. Cubicles from the current office area will be moved to Arntzen to ensure they have what is needed.</p>

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		<p>There will be a meeting in the former FB building to determine how to accommodate the needs of photography and baseball in this facility. Based on the meeting, they will come back with a proposal for consideration so that a cost estimate may be developed.</p> <p>Need to find a private office for Human Resources – no options yet determined</p>
4. Other		<p>There have been calls received from online students asking if students would be charged extra for their online class. The new remote course offerings are not the students' choice to take online classes and at this time they are required to take an alternative form of delivery. Therefore, there is not an additional charge for students transition from on-campus to online delivery.</p>
5. Recognition & Celebration	All	<p>Thanks to Mike O'Toole and all of the IT staff for stepping up to help faculty prepare for alternative delivery classes and for all the extra work they are doing.</p>
6. Announcements	All	