

Dakota College at Bottineau Dean's Council

May 12, 2020 at 8:00 am - Alumni Center



PRESENT: Lisa Mock, Dr. Migler, Corey Gorder, Kayla O'Toole, Larry Brooks, Sandy Hageness and Department Guest Janeen Pollman

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Fall 2020 applications received report as of May 8 th was reviewed. Applications are down from last year at this time.
2. Department Guest	Janeen Pollman, Bookstore	<p>Janeen reported that the bookstore Inventory is finished for the year. Her tracking for assessment is complete. She is setting up summer and fall semester, communicating with instructors to get correct materials. Book buyback starts May 25. Starting to receive summer material orders from students. Nursing student material ordering is in process. EMS materials will be delivered to Minot on Thursday. Also, she's been shipping student personal items as dorm rooms are cleaned out.</p> <p>A new cash register is ordered and scheduled to be here and installed this week.</p> <p>There is a job opening for part time help in the bookstore. She would like them to start August 1. With the nursing classes starting May 26, preparing to open May 26 dependent upon campus policy at that time.</p> <p>Sydnie and Jackson will be working in the bookstore over the summer part time.</p>
3. NDUS & Campus Updates a. Academic and Student Affairs	Brooks	<p>Busy with re-opening with summer nursing classes. Larry will be in Minot on Thursday for new paramedic student orientation, there are 6 students. 3pm on Friday is virtual graduation ceremony with a special viewing in the Alumni Center.</p> <p>Susan Indvik accepted a teaching position in Minot with our nursing program. She will continue with the online class she is teaching and Allied Health program advising. The Student Health Nurse position will be posted for hire. Tara DeCrans accepted nurse instructor position in Minot as well.</p>

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<p>b. Administrative Affairs / Business Affairs</p>	<p>Mock</p>	<p>Lisa is working on Cares Act funding, she applied for additional institutional funding for a total of \$500,000. She has seen \$117,000 deposited so far which goes to the students. Checks will be cut on Wednesday for the students, those that qualify will each receive \$500. There will be \$37,000 distributed which leaves about \$80,000 left to be released at a later date. Students need to be registered to receive funding. The institutional share is up to \$380,000. An application has been submitted, but nothing funded at this point. The State has \$1.2 Billion in funding available that we will apply for though the NDUS. Lisa is balancing the HR module with the finance module. This needs to be balanced before budgets can be uploaded.</p> <p>Architect interviews will be held on Monday, May 18th with four firms. Internal system audit will be due within the next two weeks.</p>
<p>d. Distance Education Council/Distance Ed and Academic Support Services</p>	<p>O'Toole</p>	<p>Kayla has a distance ed directors meeting this afternoon. She will be implementing Ally which is an accessibility software in Blackboard. She would like to have this ready for fall academic session.</p> <p>Kayla is hosting a virtual online registration session Wednesday evening. Online seat time forms are due from faculty on the 13th.</p> <p>Working on process to evaluate online courses with involving peers and department directors for quality assurance.</p> <p>Dual credit has lost Kindred High School, this is about 20-30 students. They will be using VCSU due to its proximity and they have instructors that co-teach between the high school and college.</p> <p>With JC leaving, Stacey will pick up LEAP advising duties temporarily. We have about 40 students that need to take the Accuplacer tests. Terri H will help with testing along with a couple of students this summer. Also, Minot has their testing center open.</p> <p>Kayla's assessment report will be submitted on Friday and UND class starts on Monday.</p>

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		<p>departments are asked to post their hours and provide Sandy with an update for the memo.</p> <p>It was noted that the new phone system will allow calls to go to your computer so that phone calls can be answered at home or other locations.</p> <p>The HLC visit report was provided with the agenda attachments. The Council was asked to review it. Areas noted for improvement are primarily in assessment and institutional effectiveness. There is no focused visit, only a follow up in two years. A response will be made within the next few weeks that we concur with the accreditation recommendations. We will be looking into the HLC assessment academy, application needs to be submitted by June 12th. When the team visits in the fall, we can expect them to meet with some faculty, staff groups and students.</p> <p>Dr. Migler will provide an update to the campus on the moves currently in place. Updates will include, Physical Plant has moved into the Arntzen building and the classroom there will move into Photography classroom in NSC. Photography will move to football building which will be shared with baseball locker room. AD will move to Physical Plant office in thatcher and MBB coach will move into AD office space. Judicial Officer, housing and security will move into computer office space in student center. Security office will become campus nurse office. The campus nurse office will become an office for baseball coach. HR may move into judicial officer space and Larry will move into housing space. Housing area and hockey coach office to be determined.</p>
5. Recognition & Celebration	All	n/a
6. Announcements	All	Virtual graduation ceremony will be held this Friday at 3pm. A special viewing will be held in the Alumni Center.