

# Dakota College at Bottineau Dean's Council



**May 23, 2017 at 8:30 am  
Dean's Suite – Minutes**

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Applications are on track with last year's records.
2. NDUS & Campus Updates		Reports provided:
a. Academic and Student Affairs	Brooks	Larry indicated that Student Affairs is busy with application processing. There is an Academic Affairs retreat in two weeks in Devils Lake. Summer on-campus classes are low, may need to cancel if enrollment does not increase.
b. Administrative Affairs / Business Affairs	Mock	In process of cleaning-up funds. Lisa will be in Minot Wednesday-Friday working on grants and budgets. The DCB budget process is being reviewed.
c. NJCAA Mon Dak / Athletics	Davis	In process of football recruitment. Updating the Hall of Fame information on the athletic web site.
d. Distance Education Council/Distance Ed. and Academic Support Services	O'Toole	The fall and summer enrollment is similar to last year at this time. Dual Credit – Received 47 registration packets, Summer 17 Online – 94 students enrolled, 160 registrations, Fall 17 Online - 58 students enrolled, 105 registrations. Kayla will be in Plaza on Thursday for DC registration and off on Friday. Three applications received for the TRIO Director position. Also, reviewing applications for an online coding instructor. Community Ed enrollment was down in May. Next year community Ed will run through April, because May is a busy month for the community. The Blackboard planning/training held in May went well. There will be additional administrator, user and faculty training over the next year.
e. Public Affairs Council	Hageness	Finalizing a news release about DCB's economic impact on the community. Radio live breaks continue through the summer. Larry is scheduled for tomorrow to share information about on-campus summer courses. The TV ads are complete and the digital ads are active now in KX's website and other sites like Bank of ND.

# Dakota College at Bottineau Dean's Council



f. Chancellor's Cabinet / Dean's Update	Migler	
<p>3. Other</p> <ul style="list-style-type: none"> <li>• <b>Spouse/dependent tuition waiver</b></li> </ul>		<p><b>Spouse-Dependent Tuition Waiver</b> – Policy proposed and approved with amendments as noted. <i>Moved by Danny Davis, Seconded by Larry Brooks, motion carried.</i> Also, clarification will be made on items 8 and 9 to correspond with DCB's forms.</p> <p><b>Spouse and Dependent Tuition Waiver Policy and Procedure</b>  <b>Effective: TBD</b> (Final wording to be edited as needed to reflect accurate form titles and names)</p> <p>The spouse and dependent children of benefited employees of Dakota College at Bottineau shall receive a 50% waiver of tuition using the criteria outlined below.</p> <ol style="list-style-type: none"> <li>1. This waiver covers <b>DCB courses and</b> tuition only and does not cover fees or books.</li> <li>2. Benefited employees who are the spouse or dependent child of another benefited employee are not eligible for this waiver.</li> <li>3. Students using this waiver may not be eligible for certain scholarship programs offered through the college.</li> <li>4. Spouses may earn one associate's degree, or up to 75 semester hours using this waiver.</li> <li>5. Each dependent may earn one associate's degree or up to 75 semester hours using this waiver.</li> <li>6. The student must be accepted for admission to DCB and make satisfactory progress as outlined in the academic progress requirements.</li> <li>7. This tuition waiver is applicable to Distance Education courses normally offered by the college such as online, IVN, and correspondence.</li> <li>8. The student must request the waiver prior to the tuition payment deadline. (To request the waiver, the student must complete the "Scholarship and Awards Program Application" through the Financial Aid Office and identify him/herself as a spouse or dependent.)</li> </ol>

# Dakota College at Bottineau Dean's Council



- Faculty Policies for consideration  
**Tenure –**

9. The employee must affirm the spousal/dependent relationship. (To affirm the relationship the employee must complete the “Spouse/Dependent Affirmation” form with the Human Resources office.)
10. Any application for this waiver found to be fraudulent will cause the waiver to be void and the student will be charged the previously waived amount.

Please do not hesitate to contact the Human Resources Office at DCB if you have questions concerning this policy.

**Faculty Policies –** A draft of the Faculty Procedure to Change to Tenure Track Position was provided for review. Upon discussion, Larry Brooks moved to approve the following procedure, seconded by Kayla. Danny Davis abstained. Motion carried.

### **Faculty Procedure to Change to Tenure Track Position**

- A. In the event that a faculty member requests consideration to change from non-tenure to tenure track status the following criteria for eligibility must first be met:
  - i. The faculty member has been a full-time Dakota College at Bottineau faculty member for five (5) consecutive contract years. A letter of request can be submitted during the sixth contract year.
  - ii. The faculty member is not a member of a low enrollment program for the previous two (2) years.
- B. Procedure to change to tenure contract is as follows:
  - i. A letter of request will be submitted to Dakota College at Bottineau Tenure Committee by September 15<sup>th</sup> of the sixth year. The letter of request shall ~~is to~~ include 1) evidence ~~that~~ the program of the faculty member is not a low enrollment program and 2) number of years of teaching experience.
  - ii. The Tenure Committee will notify the applicant in writing of their decision to recommend/not recommend the applicant to be moved to

# Dakota College at Bottineau Dean's Council



tenure contract by October 1<sup>st</sup>. If the Tenure Committee recommends the applicant be issued a ~~to~~ tenure contract, a recommendation will be ~~is~~ sent in writing to Campus Dean by October 1<sup>st</sup>.

iii. The Campus Dean will make a decision whether to move the applicant to a tenure contract and will notify the applicant in writing by October 15<sup>th</sup>.

iv. Applicant submits tenure application portfolio by November 1 of the following academic year.

1. In the event that a faculty member changes to tenure contract after six years of full time employment, all steps can be completed in one academic year.

**Faculty Policies** – Faculty Senate submitted a proposal to create a DCB Teaching Priority Policy. Upon review and discussion, it was decided to table until the next Dean's Council meeting to so that Council members may look into best practices for students and the campus.

In addition, Faculty qualifications was tabled to the next Dean's Council meeting due to the meeting running longer than scheduled.

Dr. Migler asked all Dean's Council members to report on their department's summer schedules at the next meeting.

- Faculty Policies for consideration  
**Course Priority -  
Faculty qualifications -**

- Summer staff/office flex schedules
- Fed Ex Transcript Rate - TABLED
- Summer Campus Forums – June 22 & July 20 - TABLED
- M-SARA updates - TABLED
- Fall Pre-registration June 9 - TABLED
- Mail and package delivery -TABLED