

# Dakota College at Bottineau

## Dean's Council

Dean's Council – Minutes

April 23, 2019



**PRESENT:** Dr. Migler, Larry Brooks, Kayla O'Toole, Lisa Mock, Sandy Hageness

**NOT PRESENT:** Danny Davis

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Enrollment report reviewed. Down locally from last year. Otherwise very similar to a year ago.
2. NDUS & Campus Updates a. Academic and Student Affairs  b. Administrative Affairs / Business Affairs  c. NJCAA Mon Dak / Athletics  d. Distance Education Council/Distance Ed. and Academic Support Services  e. Public Affairs Council	Brooks  Mock  Davis  O'Toole  Hageness	Paramedic program accepted 13 students for this next year. The Search Committee has a Biology instructor finalist and would like to make an offer by tomorrow. We have received over 50 History instructor applications and 21 applications for English instructor.  Lisa reported that the operational auditors are here this week. She is also working on grant billings. She will start budgeting process soon as the guidelines have been received for next year's budget.  Softball won all games this weekend.  Kayla is working with Larry and the Caregiver services group as they are looking into offering a QSP program. Also, working on a policy on how to evaluate time for online class credit hours. Working on how to evaluate hybrid courses. Offering a new process to move courses over onto Blackboard which would give instructors more control of their courses while still providing assistance through the Distance Ed department. Looking into the Quality Matters process by checking in on the online faculty to assure they are following guidelines. Kayla is going to Drake Wednesday evening to present on the LEAP program. Nathan and Whitley are going to Mohall to assist with registrations. Kayla presents to OATF on Friday. Kayla is on a committee with Erin to review the credit policy.

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<p>f. Chancellor's Cabinet / Dean's Update</p>	<p>Migler</p>	<p>First round of filming is complete for library footage. Will complete the filming next week one day in Bottineau and two days in Minot. Amy Koehler will be on the noon show today to promote the Women in Aquaculture/Hydroculture camp.</p> <p>Legislative session will be finishing up within the next week or so. The Higher Ed bills have not been finalized</p>
<p>3. Other</p> <p>a. Summer hours options:                  * open at 7:30, half hour lunch, close at 4 PM each day (LRSC, NDSU, VCSU, others)                  * supervisors work with their staff to arrange schedules, close at 3 PM on Friday (NDSCS)                  * as above, but close at noon on Friday</p> <p>b. Upcoming Drills</p> <p>c. Summer Facility Projects</p> <p>d. Podcast</p>	<p>Migler</p>	<p><a href="#"><u>Click here for attachments</u></a></p> <p>Summer campus official hours were discussed. This would be to identify open campus hours for the public. Will discuss at next week's Council meeting.</p> <p>The Emergency Management Team scheduled drills. The fire drill will be today at 9:50 am. The tornado drill will be the last week in April, first week in May. Cole is coordinating it with City Emergency Manager. Emergency management team has been working on a new emergency operations plan, had to identify risks using REMS training model.</p> <p>Summary projects were reviewed. The funds are coming from State appropriated dollars and auxiliary funds. In addition, IT would like to update campus computers by purchasing two-year old lap tops from VCSU at \$300/each. It was decided that if someone wants a stand-alone system it will come out of their department budget. Otherwise computers will be updated with laptops.</p> <p>Podcast proposal tabled to next week's meeting. Marketing committee will review this week.</p>
<p>4. Recognition &amp; Celebration</p>	<p>All</p>	

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5. Announcements	All	Events reviewed Admin council is this afternoon.