

Kayla O'Toole

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Education

- 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:
- BOTE 247 – Spreadsheet Applications
 - CIS 104 – Microcomputer Database
 - BOTE 147 – Word Processing

Administrative Experience

- 2015 – Present
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. (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 Ottetail 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

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| 2018 – Present | 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 – Present | Higher Learning Commission Steering Committee (Dakota College at Bottineau) |

2017 – Present	Retention Committee Member (Dakota College at Bottineau)
2017 – Present	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 – Present	Higher Learning Commission Faculty Qualifications Committee (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 – Present	North Dakota Disability Services Council
2015 – Present	Distance Education Committee Chair (Dakota College at Bottineau)
2015 – Present	Dean’s Council Member (Dakota College at Bottineau)
2015 – Present	North Dakota Region II Transitional Committee Member
2015 – Present	North Central Education Cooperative Committee Member
2015 – Present	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 – Present	Bottineau Chamber of Commerce Board Member

2013-2014	Marketplace for Kids Region II Advisory Leadership Team Member
2012 – Present	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

2017 - Present	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

2017 – Present	Online Learning Consortium
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References

Available upon request.