

# Dakota College at Bottineau Dean's Council

September 12, 2017 at 8:00 am

Present: Dr. Migler, Sandy Hageness, Lisa Mock, Larry Brooks, Kayla O'Toole and Danny Davis

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Larry provided applications received report as of September 11, 2017 with a comparison to previous years. There are 275 total resident/non-resident applications received. This is up slightly from last year. Admissions continues to process applications along with a few administrative withdraws at this time. The final census day is Monday, September 18.
2. NDUS & Campus Updates a. Academic and Student Affairs	Brooks	Larry has PAR training today and he will be in Minot tomorrow with CTE clinical practice orientation sessions. There are five faculty participating. Student Service Admission Counselors are on the road for the next two weeks. Mike is covering ND and Beth, Montana. They will not be visiting Minnesota this year. NDUS is looking at ADA compliance across the system, i.e. online classes have closed captioning. NDUS is trying to get one company to look into it for all campuses. There was a transcript exchange process under reviewed. They have found that there may be a FERPA concern in allowing all campuses to have access to a student's transcript when a student transfers. NDUS has tabled transcript access until further information obtained.
b. Administrative Affairs / Business Affairs	Mock	Lisa is working out issues with the (TLAB) travel and expense module. The TLAB approval link needs to be re-set. IT will re-set it so that users can directly access the financial module. Supervisors should be able to see all of their reports, rather than just one as appears now. Also working on a way to extend a closed period without affecting balance statements. Lisa in Minot tomorrow to close out last year's Federal Financial aid, assure everything is drawn-down, and balances are accurate. She will also be working with Minot on the Challenge grant. The end of the year books closed as of a few weeks ago. Lisa is still finalizing reporting to NDUS and then a review by State auditors. The reserve report is the next report due on September 30 <sup>th</sup> .

## Dakota College at Bottineau Dean's Council

c. NJCAA Mon Dak / Athletics	Davis	<p>Athletics – FB lost Saturday, they are 1-1 going to Northland on Saturday. Volleyball vs LRSC on Wednesday (9-13) at home. Women's Basketball team coming along. They are down a few players the first part of the year due to athletes playing volleyball and basketball starting at the end of their season.</p>
d. Distance Education Council/Distance Ed. and Academic Support Services	O'Toole	<p>There are over 700 online registrations. TRiO has finalized their budget. Notification received that Nathan is officially listed as the TRiO Director. TRiO is able to serve DCB students at Minot State. Finalizing tutors and information to be sent out to students. Kayla is working on the Community Ed schedule for fall semester. Blackboard conversion in process. DC received 255 packets – last fall had 175. Dual Credit is working with 36 high schools this fall and one home school student. Making sure DC students have everything in, there are about 35 left. Kayla will be in Minot for Region II Transition meeting. She is finalizing HLC faculty forms for those that need programs in place. Also, working on payment rosters for online faculty, making sure evaluation links are in for first 8 week courses</p>
e. Public Affairs Council	Hageness	<p>Upcoming events reviewed.</p>
f. Chancellor's Cabinet / Dean's Update	Migler	<p>Chancellor's Cabinet agenda shared by Dr. Migler. MaSU President announced retirement, which will take place the end of the year.</p> <p>There is Legislative funding for dual credit instructors. Funds have been allocated to support K-12 instructors who teach dual credit courses for ND colleges and universities. This allows them to earn vouchers that can be used to pay for tuition at ND colleges and universities to take additional masters level courses to meet Higher Learning Commission credential requirements. <u>Additionally</u>, the legislation permits dual credit instructors who do not use the vouchers for their own use to designate them to other individuals.</p> <p>WSC President inauguration is this Friday.</p> <p>Institutional Research meeting with Minot went well. A list of items provided and details need to be discussed.</p>

