

The purpose of the Campus Committee list is informational, providing day-to-day operational guidelines to articulate principles for DCB. The Campus Dean will make membership selection recommendations annually to the College Council. All committee terms will be one year, unless otherwise noted. The College Council will review recommendations in the fall of each year and take appropriate action. Mid-year vacancies will be filled per the Committee Chair's recommendation to the Campus Dean. The Committee Chair will be appointed by majority vote by the committee unless otherwise noted. Committee members, duties, and procedures are outlined below.

Academic Standards Committee

Associate Dean for Academic Affairs, Chair	Kayla O'Toole, Chair
Registrar	Danielle Clemenson
AIP Coordinator	Laura Halvorson
Three faculty members	1. Jill Lee (26-27) 2. Kortney Arnold (26-27) 3. Krystal Esquibel (26-27)

Duties

- Review and make decisions on all cases of student academic probation and suspensions.
- Review and make decisions on all applications for readmission after academic suspension.
- Review and recommend policy implementation to the Faculty Senate and the Campus Dean in areas such as standards and procedures.
- Conduct hearings and appeals procedures for students penalized for academic misconduct.

Procedure

- Meets a minimum of three (3) times per year.
- Meets outside of contracted dates for spring and summer.
- In reviewing applications for readmission, the committee may request an interview with the student.
- Academic progress and standard requirements are stipulated in the college catalog.
- The committee's decision will be final.
- Meeting minutes are sent to the Academic Affairs Administrative Assistant.

Council of College Faculties Representative

Two faculty members, with one serving as the representative and the other as an alternate.	1. Halle Serhienko (26-29) New 3-Year Term
Alternate	2. Paige Baade (26-27) Final Year of 3-Year Term

Duties

- Represent DCB on the Council of College Faculties.
- Serve as a representative to the State Salary (Compensation) Committee

Procedure

- Procedure determined by the organization's bylaws.

Curriculum Committee

Director for Academic Affairs, Chair	Misty Lindgren, Chair
Faculty Senate President	Erika Hamilton
Registrar	Danielle Clemenson
Two faculty members - to be made up of two faculty from career and technical, or one from transfer and/or one faculty at large	1. Roberta Valella (26-27) Final Year of 3-Year Term 2. Deidre Pugh (25-28)
Professional Advisor	Laura Halvorson
Assessment Member	Tracy Chisholm
HLC ALO	Lexi Kvasnicka-Gates

Duties

- Review and make recommendations to the Faculty Senate on curricular matters such as course approvals/deletions/changes.
- The Curriculum Committee will also be instrumental in the approval of curricula.

Procedure

- Course proposals are developed by faculty using forms available online.
- The Associate Dean reviews proposals for Academic Affairs. If approved, they are presented to the Curriculum Committee.
- The Curriculum Committee considers the proposal and recommends a do-pass or do not pass.
- All recommendations by the Curriculum Committee are taken to the Faculty Senate for action. The faculty member(s) involved in a course proposal must be present during the Faculty Senate meeting where the proposal is considered.
- Final approval of all course proposals rests with the Campus Dean.
- Meet twice a semester.
- Meeting minutes are sent to the Academic Affairs Administrative Assistant.

Diversity Committee

Chair selected by the Campus Dean

At a minimum, two faculty members	1. Jo Leader, Chair (26-27) 2. Neysha Tirado-Class
At a minimum, two student members	1. Lay Fuselier 2. Justin Martinez
At a minimum, two staff members	1. Alexis Bedlion 2. Anita Gable

Duties

- Promote the value of diversity on our campus through events, speakers, and curricular infusion.
- Assess curriculum and campus climate for diversity.

Procedure

- Meets at least once per semester.

Dual Credit Committee

Director of Academic Affairs, Chair	Misty Lindgren, Chair
Distance Education Specialist	Stacy Allard
Instructional Technology Coordinator	Mike O'Toole
Two Faculty Members (Must teach dual credit students) – Three-year term	1. Scott Johnson (26-27) – Year 3 2. Deidre Pugh (26-27) – Year 3
Business Office Representative	Lynn Evenson
Admissions Representative	Alexis Bedlion
Registrar	Danielle Clemenson
Dual Credit Staff Advisor	Lynn Bristol

Duties

- Policy and procedure development and improvement.
- Provide guidance with program development and resource management.
- Identify areas for improvement and provide input on resolutions.
- Assure compliance with government regulations and accreditation standards.
- Establish ad hoc groups based on goals.

Procedure

- Meets monthly.

Earth Day Committee

Chair selected by the Campus Dean

Six faculty and staff members comprise this committee.	1. Michelle Cauley, Chair (Year 2; 25-26) 2. Kendra Metcalfe (26-28) 3. Cody Clemenson (26-28) 4. Sandy Hageness (26-28) 5. Leslie Ostreim (26-28) 6. Joseph Pancoast (25-27) 7. Halle Serhienko (25-27)
Two-year term	

Duties

- The mission of the Earth Day Committee is to help translate into action the principles of the college's *Nature, Technology, and Beyond* focus so that students become accustomed to an ethic of care and concern for the environment.

Procedure

- Meets as needed

Emerging Technologies Review Board Committee

IT Director, Chair	Jacob Nelson, Chair
IT Support Specialist	Michael Leader
LMS Administrator	Mike O'Toole
CIS/CSCI Faculty Member (Two-year term)	Trisha Haman (25-27)
One Faculty Member (Two-year term)	Michelle Cauley (25-27)

Duties

- Review and implement best practices for emerging technologies.
- Setup guidelines and distribute them to faculty, staff, and students.
- Review and recommend policy implementation to the College Council.
- Monitor advancements in various emerging technologies that will affect the college.
- Update guidelines and policies as necessary regarding emerging technologies.

Procedure

- This committee will meet as necessary during the academic year.

Faculty Rights Committee

Chair selected by the committee.

Five tenured faculty members.	1. Tracy Chisholm – (25-28)
Three-year term	2. Scott Johnson – (25-28)
	3. Keri Keith – (24-27)
	4. Lexi Kvasnicka-Gates – (24-27)
	5. Gary Albrightson – (24-27)

Duties

- Hold formal hearings in accordance with the procedures described in SBHE Policy, Section 605.4, on all matters referred to under these policies.

Procedure

- The committee will follow the procedural guidelines described in SBHE Policy 605.4.
- Meets as required.

Faculty Salary Committee

Chair selected by the committee.

Five faculty members	1. Scott Johnson
	2. Keri Keith
	3. Chad Chapman
	4. Tracy Chisholm
	5. Tara DeCrans

Duties

- Represent the faculty on matters concerning salaries and salary adjustments.

Procedure

- Meets a minimum of one (1) time annually.
- Reference may be made to Faculty & Staff – Salary Administration Policy FS.701.1

Friends of DCB Tribute Committee

Dean's Office representative, Chair	Sandy Hageness, Chair
Foundation representative	Paul Cossette
Two faculty members (minimum)	1. Ashley Abrahamson 2. Becky Pfennig
Two staff members	1. Carissa Pollman 2. Laura Halvorson

Duties

- Acknowledge significant life events of employees through Tribute Policy

Procedure

- Meets as needed

Fraud Committee

Financial Aid Specialist, Chair	JaLee Lynnes, Chair
Registrar	Danielle Clemenson
Business Office -Student Finance	Lynn Evenson
IT Support Director	Jacob Nelson
Admission Specialist	Alexis Bedlion

Duties

- Review and make decisions on all student admission and financial aid applications to identify fraud.
- Review and recommend selecting students for verification with Admissions and Financial Aid to confirm fraud.
- Withdraw and remove fraudulent students from Campus Connection and all IT products with DCB.

Procedure

- Meets a minimum of monthly.
- In reviewing applications, students are chosen for verification to confirm identity with Admissions and Financial Aid.
- Notify the committee of identified students to review in their department.
- If confirmed fraud, student admission application is withdrawn, financial aid is canceled (if offered), Registrar withdraws student and IT blocks and removes all Campus Connection access.
- A GF2 hold is placed so other NDUS institutions are aware of fraud activity

General Education Committee

Associate Dean for Academic Affairs, Co-Chair and Director for Academic Affairs, Co-Chair	Kayla O'Toole, Co-Chair Misty Lindgren; Co-Chair
Four faculty: one CTE faculty, one Math and Science faculty, one Communications faculty, and one Social Science/Phy. Ed faculty Three-year term	1. Neysha Tirado-Class (math/science faculty; 25- 28) 2. Deidre Pugh (social science faculty; Year 1; 25-28) 3. Gary Albrightson (communication faculty; Year 2; 24-27) 4. Joseph Pancoast (CTE faculty; 26-29)
Two students	1. Austin Nielsen (26-27) 2. Marshall Kiteley (26-27)

Duties

- Assess and review the mission, goals, objectives, and skills associated with general education and facilitate improvements that promote the skills necessary for students to function in a broad range of settings.
- In conjunction with faculty, assess student attainment of the skills that satisfy the institution's general education goals and objectives.
- Approve all new courses and course changes associated with general education based on criteria that measure if a course's content is sufficient to qualify for inclusion in the institution's general education curriculum as follows:
 - Courses must align with the mission, goals, and objectives of general education;
 - Courses must have a central focus and purpose for one or more of the general education goals and objectives;
 - Courses should incorporate measures that maximize course transferability based on NDUS GERTA requirements, and
 - Courses should take into consideration balance among the various disciplines that provide the foundation for general education.
 - Submit appropriate recommendations to the Faculty Senate.

Procedure

- Meets as required

Grade Appeals Committee

Chair selected by the committee.

Four faculty members	1. Paige Baade 2. Roberta Valella 3. Chad Chapman 4. Lynsey Aberle
----------------------	---

Duties

- Review cases in which a student alleges a grade is inequitable.

Procedure

- Meets as required.
- Meets outside of contracted dates.
- Grade appeals policies are described in the Handbook (Section II, Chapter III.8)
- The committee's decision will be final.

Institutional Review Board

Four faculty members Includes Assessment Co-Chair to Chair IRB Committee	1. Linda Burbidge, Chair 2. Gary Albrightson 3. Deidre Pugh 4. Jackie Gibbon
One community healthcare representative	Dr. Tyrone Berentson

Duties

- Review all requests and protocols related to human subject research.

Procedure

- Meets as required

Library Committee

Library Rep, Chair	Laura Halvorson, Co-Chair and Melissa Brudwick, Co-Chair
Four faculty members	1. Halle Serhienko 2. Linda Burbidge 3. Roberta Valella 4. Kourtney Arnold
Two students	1. Aubrey Skelton 2. Jasmin Martinez

Duties

- Assist in the formulation of library policies on instructional resources (library curricular materials and audio-visual service).
- Promote interest in the development of library use and promote effective use of audio-visual materials.
- Inform the faculty concerning policies of the library.
- Propose policies to the Faculty Senate for information and action, if necessary.
- Study continually the relationship of instructional resources to the teaching program.

Procedure

- Meets at a minimum of two times a year.

Online Education Standards Committee

Instructional Technology Coordinator, Chair	Mike O'Toole, Chair
Director for Academic Affairs	Misty Lindgren
Distance Education Specialist	Stacy Allard
Disability Support Specialist (Accessibility)	Lynn Bristol
Assessment/Accreditation	Lexi Kvasnicka-Gates
Two faculty members	1. Michelle Cauley 2. Trisha Haman

Duties

This Committee is focused on improving the quality and accessibility of online education. It sets standards for online course design, supports faculty development, and fosters student success. The committee works to keep online learning innovative and aligned with institutional goals and best practices.

- Ensure Regular and Substantive Interaction (RSI): Develop, communicate, and monitor guidelines that ensure all distance education courses meet federal RSI requirements.
- Accessibility Compliance: Promote the accessibility of online content, including the use of tools like Blackboard Ally, to help ensure all course materials meet ADA and Section 508 standards.
- Online Course Standards: Establish and maintain institutional standards for online course design, delivery, and engagement, informed by national benchmarks (e.g., Quality Matters, OSCQR).
- Faculty Development: Recommend and help coordinate faculty training and professional development focused on online pedagogy, accessibility, RSI, and technology integration.
- Instructional Technology Evaluation: Evaluate and recommend educational technologies that support student engagement, content delivery, and academic success in online environments.
- Best Practices Repository: Maintain a centralized collection of exemplary course components, templates, checklists, and instructional resources for faculty use.
- Policy and Compliance Monitoring: Monitor changes in state, federal, and accreditation regulations related to distance education and advise the institution on compliance measures.

Procedure

- Meets monthly.

Professional Development Committee

Dean's Office Representative, Chair	Sandy Hageness, Chair
Three members, minimum	1. Ashley Abrahamson 2. Diedre Pugh 3. Lynn Evenson 4. Jalee Lynnes

Duties

- Review and make a recommendation on each professional development application

Procedure

- Following the review of each application, the Committee chair will notify the Campus Dean of the Committee's recommendation
- Campus Dean will make and notify employee of final decision
- Employee will submit final report following successful completion of course, workshop or conference
- Upon approval of final report, employee will be reimbursed for allowable expenses
- Meets at least one time per month during the academic year to review professional development applications from faculty.
- Meeting minutes are sent to the Academic Affairs Administrative Assistant.

Ranking & Promotions Committee

Chair is faculty with Professor ranking chosen by the committee.

Two faculty with Professor ranking	1. Scott Johnson (26-28), Chair 2. Tracy Chisholm (25-27)
One faculty with an Associate Professor ranking	Paige Baade (25-27)
One faculty with an Assistant Professor ranking	Erika Hamilton (26-28)
One faculty with Instructor ranking	Leah Brooks (26-28)

Duties

- Review and submit recommendations to the Campus Dean regarding advancement in rank of any faculty member who has met the requirements to request promotion including professor emeritus.
- Report recommendations to the Faculty Senate.
- Consider ranking and promotion policy changes and make such recommendations to the Faculty Senate to act upon.

Procedure

- The committee will base its recommendations on the promotion guidelines, criteria, and process
- Meets as required.

Scholarship Committee

Foundation Director or Representative, Chair	Paul Cossette, Chair
Associate Dean of Student Services	Bridget Gustafson
Admissions Representative	Lynn Bristol
Financial Aid Coordinator	Jalee Lynnes
Athletic Director or Representative	Casey Pierson
Registrar	Danielle Clemenson
Faculty Representative (Two-year term)	Jackie Gibbon (26-28)

Duties

- Identifying criteria for the scholarship dollars to be spent.
- This will include deadlines, several rounds of selection of students for scholarships.
- Data will be compiled/maintained within student services as will acceptance letters and fact sheets.

Procedure

- Three meetings per semester.

Staff Salary Committee

Chair is the President of the Staff Senate	Hannah Hoffert, Chair
	Staff Senate

Duties

- Represents the staff on matters concerning salaries and salary adjustments.

Procedure

- Meets a minimum of one (1) time annually.
- Reference may be made to Faculty & Staff - Salary Administration Policy FS.701.1

Student Conduct Appeal Committee

Director of Student Success or designee serves on the committee in a non-voting, advisory role and will determine the members participating in the appeal. Chair is elected by the members involved in the appeal.	Laura Halvorson, Advisor
Four faculty members	1. Scott Johnson 2. Ricki Hill 3. Tara DeCrans 4. Chad Chapman
Two students	1. Austin Nielsen 2. Aubrey Skelton
Four staff members	1. Bridget Gustafson 2. Melissa Brudwick 3. Alexis Bedlion 4. Carissa Pollman

Duties

- Selected members from this committee will be identified depending on the situation/incident. A minimum of 2 faculty, 2 staff and 1 student will hear the appeal.
- Review and act on appealed decisions of a judicial officer and Associate Dean of Student Services.
- Make the final decision in the appeal process.

Procedure

- Meets as required.
- See Student Handbook for policies and procedures.

Student Success Committee - Bottineau & Minot Committee

Bottineau Two Staff members Student Services Director, Chair Athletic Department Representative	Laura Halvorson, Chair Casey Pierson
Two Bottineau students Appointed by the Committee	1. Kiera Fredrickson 2. Ffion Devonald
Two Bottineau faculty	1. Keri Keith 2. Neysha Tirado-Class
Minot Two Staff members Student Success Director, Chair Minot Program Director	Laura Halvorson, Chair Maggie Backen
Two Minot students Appointed by the Committee	1. 2.
Two Minot faculty	1. 2.

Duties

- Review existing retention programs, academic support services, and student engagement activities.
- Identify programs that need additional support, trends in why students leave, and monitor campus retention progress and goals.
- Evaluate student engagement and satisfaction for campus co-curriculars, programs, and student participation via surveys and student feedback.
- Address any barriers to persistence such as processes, policies, or communication.

Procedure

- Meets a minimum of two times per year.

Tenure Committee

Chair elected by the committee.

All tenured faculty.	Scott Johnson Gary Albrightson Tracy Chisholm Lexi Kvasnicka-Gates Keri Keith Paige Baade
----------------------	--

Duties

- Review and make recommendations to the Campus Dean regarding support/non-support of tenure for the faculty member.
- Report recommendations to the Faculty Senate.

Procedure

- The committee will base its recommendation on the tenure procedure.
- Meets as required.

Wellness Committee

Chair elected by members.

Minimum of two faculty members	1. Nate Simpson 2. Mary Jund 3. Ricki Hill 4. Kelsey Tate 5. Becky Pfennig
Minimum of two staff members	1. Hannah Hoffert, Chair 2. Carissa Pollman 3. Kendra Metcalfe
Minimum of one student member	Tristen Chandler

Duties

- Schedule Workplace Wellness initiatives that can be used for points in the wellness portal.
- Schedule regular Wellness Group Sessions for all people interested in their wellbeing (mental & physical). The main goal would be to provide support and encouragement.
- Keep the Wellness Page on our website up to date.

Procedure

- Meet monthly to discuss initiatives, schedule sessions, etc.