

### ACADEMIC STANDARDS COMMITTEE

Associate Dean for Academic Affairs (Chair)	Kayla O'Toole
Registrar	Danielle Clemenson
AIP Coordinator	Laura Halvorson
Three faculty members	<ol style="list-style-type: none"> <li>1. Kristy Torpey (25-26; year 1)</li> <li>2. Chad Chapman (25-26; year 1)</li> <li>3. Tara DeCrans (25-26; year 1)</li> </ol>

#### Method of Selection

- Faculty Senate President shall appoint three faculty members from different disciplines.

#### Term

- One year

#### Method of filling a vacancy

- Faculty Senate President shall appoint a faculty member to serve the unexpired term.

#### Duties

- Review and make decisions on all cases of student academic probation and suspensions.
- Review and make decisions on all applications for re-admission 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 re-admission, 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 representative and the other as an alternate.	<ol style="list-style-type: none"> <li>1. Dr. Linda Burbidge, 3<sup>rd</sup> year, 25-26</li> <li>2. Valerie Rivera (alternate), 2<sup>nd</sup> year, 25-26</li> </ol>
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#### Method of Selection

- Elected by Faculty

#### Term

- Three-year staggered terms

#### Method of filling a vacancy

- Faculty Senate President shall appoint a faculty member to serve the unexpired term.

#### Duties

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

#### Procedure

- Procedure determined by the organization's bylaws.

### CURRICULUM COMMITTEE

Director for Academic Affairs, Chair	Misty Lindgren
Faculty Senate President	Scott Johnson
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	<ol style="list-style-type: none"> <li>1. Heidi Hauf, 2<sup>nd</sup> year; 25-26</li> <li>2. Deidre Pugh, 1<sup>st</sup> year; 25-26</li> </ol>
Professional Advisor	1. Laura Halvorson
Assessment Member	1. Tracy Chisholm
HLC ALO	2. Lexi Kvasnicka-Gates

#### Method of Selection

- Faculty Senate President shall appoint two faculty members.

#### Term

- Three-year staggered terms.

#### Method of filling a vacancy

- Faculty Senate President shall appoint a faculty member to serve the unexpired term.

#### 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 curriculums.

#### Procedure

- Course proposals are developed by faculty using forms available online.
- Proposals are reviewed by the Associate Dean 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.
- Meets twice a semester.
- Meeting minutes are sent to the Academic Affairs Administrative Assistant.

### DIVERSITY COMMITTEE

At a minimum two faculty members	<ol style="list-style-type: none"> <li>1. Valerie Rivera (year 1; 25-26)</li> <li>2. Reed Loucks (year 1; 25-26)</li> <li>3. Jason Lindgren (year 1; 25-26)</li> </ol>
At a minimum two student members	<ol style="list-style-type: none"> <li>1. Danee Crepeele</li> <li>2. Lola Hendricks</li> </ol>
At a minimum two staff members	<ol style="list-style-type: none"> <li>1. Carissa Pollman (year 1; 25-26)</li> <li>2. Lynn Bristol (year 1; 25-26)</li> </ol>

#### Method of Selection

- Campus Dean appoints Campus Diversity Chair.
- Faculty Senate President shall appoint the two faculty members.
- Student Senate President shall appoint the student member.
- Staff Senate President shall appoint two staff members.

Term

- One year

Method of filling a vacancy

- The appropriate President shall appoint a member of its representative group to serve the unexpired term.

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 one time per semester.

### DUAL CREDIT COMMITTEE

Director for Academic Affairs, Chair	Misty Lindgren
Distance Education Specialist	Stacy Allard
Instructional Technology Coordinator	Mike O'Toole
Two Faculty Members (Must teach dual credit students)	1. Lexi Kvasnicka-Gates (year 2; 25-26) 2. Deidre Pugh (year 2; 25-26)
Business Office Representative	Lynn Evenson
Admissions Representative	Alexis Bedlion
Registrar	Danielle Clemenson
Liaison	Bridget Gustafson

Term

- By position.
- Faculty Senate President shall appoint the two faculty members.

Method of filling a vacancy

- The Campus Dean shall appoint to fill unexpired terms.

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 governmental regulations and accreditation standards.
- Establish ad hoc groups based on goals.

Procedure

- Meets monthly.

### EARTH DAY COMMITTEE

Six faculty and staff members comprise this committee.	1. Michelle Cauley, Chair (Year 2; 25-26) 2. Chris Nero (Year 2; 25-26) 3. Cody Clemenson (Year 2; 25-26) 4. Kendra Metcalfe (Year 2; 25-26) 5. Joseph Pancoast (Year 1; 25-26) 6. Halle Serhienko (Year 1; 25-26)
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Term

- Two years
- Campus Dean shall appoint faculty, staff, and students.

Method of filling a vacancy

- Campus Dean shall appoint faculty, staff, or students to fill six unexpired terms.

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**

Chair	Jacob Nelson
IT Support Specialist	Josephine Leader
LMS Administrator	Mike O'Toole
CIS/CSCI Faculty Member	Trisha Haman
One Faculty Member	Michelle Cauley (Year 1; 25-26)

Term

- By position.
- Faculty Senate President shall appoint faculty member - two-year term.

Method of filling a vacancy

- Faculty Senate President shall appoint a faculty member to serve the unexpired term.

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**

Five tenured faculty members.	<ol style="list-style-type: none"> <li>1. Tracy Chisholm – (year 1, 25-26)</li> <li>2. Scott Johnson – (year 1, 25-26)</li> <li>3. Keri Keith – (year 2, 25-26)</li> <li>4. Dr. Lexi Kvasnicka-Gates – (year 2, 25-26)</li> <li>5. Gary Albrightson – (year 2, 25-26)</li> </ol>
Chair is elected by the members.	

Method of Selection

- Elected by Faculty

Term

- Three-year staggered terms. Stagger terms so that approximately one-third of the membership shall retire each year.

Method of filling a vacancy

- Faculty Senate President shall appoint a faculty member to fill a vacancy until the next year's election.

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

Five faculty members.	<ol style="list-style-type: none"> <li>1. Scott Johnson (year 1, 25-26)</li> <li>2. Keri Keith (year 1, 25-26)</li> <li>3. Lexi Kvasnicka-Gates (year 1, 25-26)</li> <li>4. Paige Baade (year 1, 25-26)</li> <li>5. Tracy Chisholm (year 1, 25-26)</li> </ol>
Chair is elected by the members.	

Method of Selection

- Elected by Faculty Senate.

Term

- One year

Method of filling a vacancy

- A faculty member will be elected by special election to serve the unexpired term.

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	Sandy Hageness
Foundation representative	Jennifer Cote
Two faculty members	<ol style="list-style-type: none"> <li>1. Ashley Abrahamson</li> <li>2. Roxanne Baker</li> </ol>
Two staff members	<ol style="list-style-type: none"> <li>1. Carissa Pollman</li> <li>2. Laura Halvorson</li> <li>3. Misty Lindgren</li> </ol>

Method of Selection

- Volunteer origin

Term

- Ongoing

Method of filling a vacancy

- A staff member from the department that was vacated will be selected by their department to serve the unexpired term.

Duties

- Acknowledge significant life events of employees through Tribute Policy

Procedure

- Meets as needed

### GENERAL EDUCATION COMMITTEE

Associate Dean for Academic Affairs Director for Academic Affairs	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	<ol style="list-style-type: none"> <li>1. Neysha Tirado-Class (math/science faculty; Year 1; 25-26)</li> <li>2. Deidre Pugh (social science faculty; Year 1; 25-26)</li> <li>3. Dr. Gary Albrightson (communication faculty; Year 2; 25-26)</li> <li>4. Paige Baade (CTE faculty; Year 3; 25-26)</li> </ol>
Two students	<ol style="list-style-type: none"> <li>1. Call Mission</li> <li>2. Ty McKenzie</li> </ol>

#### Method of Selection

- Faculty Senate President shall appoint four faculty members.
- Student Senate President shall appoint two student members.

#### Term

- Faculty – three-year staggered terms.
- Students – one-year term

#### Method of filling a vacancy

- Faculty Senate President shall appoint a faculty member to serve the unexpired term.
- Student Senate President shall appoint a student member to serve the unexpired term.

#### 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

Four faculty members Chair is elected by the members.	<ol style="list-style-type: none"> <li>1. Mary Gorder (Year 1; 25-26)</li> <li>2. Roberta Valella (Year 1, 25-26)</li> <li>3. Chad Chapman (Year 1, 25-26)</li> <li>4. Michelle Cauley (Year 1, 25-26)</li> </ol>
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#### Method of Selection

- Faculty Senate President shall appoint four faculty members.

#### Term

- One year

Method of filling a vacancy

- Faculty Senate President shall appoint a faculty member to serve the unexpired term or appoint a substitute in the event an elected member is unable to fulfill his/her duties.

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	<ol style="list-style-type: none"> <li>1. Rhonda Edwardson (Year 1; 25-26)</li> <li>2. Linda Burbidge (Year 1; 25-26)</li> <li>3. Gary Albrightson (Year 1; 25-26)</li> <li>4. Jackie Gibbon (Year 1; 25-26)</li> </ol>
One community healthcare representative	<ol style="list-style-type: none"> <li>1. Dr. Tyrone Berentson</li> </ol>

Method of Selection

- Campus Dean shall appoint four faculty members and one community healthcare representative to serve on this board.

Term

- One year

Method of filling a vacancy

- Campus Dean shall appoint a member to serve an unexpired term.

Duties

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

Procedure

- Meets as required

## LIBRARY COMMITTEE

Librarian (Chair)	Laura Halvorson
Four faculty members	<ol style="list-style-type: none"> <li>1. Linda Burbidge (Year 1; 25-26)</li> <li>2. Valerie Rivera (Year 1; 25-26)</li> <li>3. Erika Hamilton (Year 1; 25-26)</li> <li>4. Mary Gorder (Year 1; 25-26)</li> </ol>
Two students	<ol style="list-style-type: none"> <li>1. Caitlin Fillion</li> <li>2. Macy Wither</li> </ol>

Method of selection

- Faculty Senate President shall appoint four faculty members in consultation with the librarian.
- Student Senate President shall appoint two student members in consultation with the librarian.

Term

- Faculty - one year
- Student - one year

Method of filling a vacancy

- Faculty Senate President shall appoint a faculty member to serve the unexpired term.
- Student Senate President shall appoint a student member to serve the unexpired term.

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 as required.

### ONLINE EDUCATION STANDARDS COMMITTEE

Director for Academic Affairs, Chair	Misty Lindgren
Instructional Technology Coordinator	Mike O’Toole
Distance Education Specialist	Stacy Allard
Disability Support Specialist (Accessibility)	Lynn Bristol
Assessment/Accreditation	Lexi Kvasnicka-Gates
Two faculty members	<ol style="list-style-type: none"> <li>1. Michelle Cauley (Year 1; 25-26)</li> <li>2. Keri Keith (Year 1; 25-26)</li> </ol>

Term

- One year
- Faculty Senate President shall appoint two faculty members.

Method of filling the vacancy

- Campus Dean shall appoint a member to fill the unexpired term.

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

Associate Dean for Academic Affairs	Kayla O'Toole
Associate Dean for Student Services	Corey Gorder
Three members	<ol style="list-style-type: none"> <li>1. Lynsey Aberle (Year 1; 25-26)</li> <li>2. Sandy Hageness (Year 1; 25-26)</li> <li>3. Lynn Evenson (Year 1; 25-26)</li> </ol>

#### Method of Selection

- Campus Dean shall appoint three members to serve on this committee.

#### Term

- One year

#### Method of filling a vacancy

- Associate Dean for Academic Affairs shall appoint members to serve an unexpired term.

#### 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

Two faculty with Professor ranking	<ol style="list-style-type: none"> <li>1. Scott Johnson (Year 2; 25-26)</li> <li>2. Tracy Chisholm (Year 1; 25-26)</li> </ol>
One faculty with an Associate Professor ranking	1. Paige Baade (Year 1; 25-26)
One faculty with an Assistant Professor ranking	1. Tara DeCrans (Year 2; 25-26)
One faculty with Instructor ranking	1. Travis Rybchinski (Year 2; 25-26)
Chair is faculty with Professor ranking chosen by the committee.	

#### Method of Selection

- Elected by faculty

#### Term

- Two-year staggered terms

#### Method of filling a vacancy

- Faculty Senate President shall appoint a faculty member from the proper rank to serve the unexpired term.

#### 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**

Associate Dean of Student Services	Corey Gorder
Admissions Representative	Kendra Metcalfe
Financial Aid Coordinator	Jalee Lynnes
Athletic Director or Representative	Casey Pierson
Registrar	Danielle Clemenson
Foundation Director or Representative	Jennifer Cote
Faculty Representative	Lexi Kvasnicka-Gates (Year 2; 24-25)

Method of Selection

- Faculty Senate President shall appoint one faculty member.

Term

- Fixed membership for staff campus positions.
- Faculty representative – 2 years.

Method of filling a vacancy

- Faculty Senate President shall appoint a faculty member to serve the unexpired term.
- The Campus Dean will appoint staff members to fulfill unexpired terms.

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	Misty Lindgren
	Staff Senate

Method of Selection

- Will be determined by Staff Senate, following procedure in their constitution for Sub Committees. The Staff Senate President will chair the committee.

Term

- One year

Method of filling a vacancy

- Will be determined by Staff Senate, following procedure in their constitution for Sub Committees.

Duties

- Represent 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

Four faculty members	<ol style="list-style-type: none"> <li>1. Jill Lee (Year 1; 25-26)</li> <li>2. Keri Keith (Year 1; 25-26)</li> <li>3. Chad Chapman (Year 1; 25-26)</li> <li>4. Paige Baade (Year 1; 25-26)</li> </ol>
Two students	<ol style="list-style-type: none"> <li>1. Call Mission</li> <li>2. Ty McKenzie</li> </ol>
Four staff members	<ol style="list-style-type: none"> <li>1. Melissa Brudwick (Year 1; 25-26)</li> <li>2. Mike O'Toole (Year 1; 25-26)</li> <li>3. Jennifer Cote (Year 1; 25-26)</li> <li>4. JaLee Lynnes (Year 1; 25-26)</li> </ol>
Associate Dean for Student Services or designee serves on the committee in a non-voting, advisory role and will determine the members participating in the appeal.	<ol style="list-style-type: none"> <li>1. Corey Gorder</li> </ol>
Chair is elected by the members involved in the appeal.	

#### Method of Selection

- Each of the Senates (staff, faculty and student) will determine the list of members

#### Term

- One year

#### Method of filling a vacancy

- Faculty Senate President shall appoint a faculty member to serve the unexpired term.
- Student Senate President shall appoint a student member to serve the unexpired term.
- Campus Dean shall appoint an administrator to serve the unexpired term.

#### 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.

### TENURE COMMITTEE

Chair elected by members.	
All tenured faculty.	<ol style="list-style-type: none"> <li>1. Dr. Gary Albrightson</li> <li>2. Scott Johnson</li> <li>3. Tracy Chisholm</li> <li>4. Dr. Lexi Kvasnicka-Gates</li> <li>5. Keri Keith</li> <li>6. Paige Baade</li> </ol>

#### Method of Selection

- Determined by tenure status.

#### Term

- Length of employment as a tenured faculty.

#### Method of filling a vacancy

- Not applicable

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	Reed Loucks Valerie Rivera Heidi Hauf Nate Simpson Mary Jund Ricki Hill Kelsey Tate Becky Pfennig
Minimum of two staff members	Carissa Pollman Hannah Hoffert Kendra Metcalfe
Minimum of one student member	Emmanuel Weber

Method of Selection

- Volunteer origin

Term

- Ongoing

Method of filling a vacancy

- The member position that was vacated will be asked for department volunteers to serve the unexpired term.

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.