

Keri J. Indvik-Keith

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Education

Master of Arts Communication - December 1998
University of North Dakota, Grand Forks, North Dakota

Bachelor of Arts Communication - December 1996
University of North Dakota, Grand Forks, North Dakota

Professional Profile

- More than twenty years' teaching experience including positions as a college instructor teaching Marketing, Advertising, Management, Writing and Communication courses as well as several online courses.
- Strong interpersonal, communication, presentation, management and customer service skills.
- Able to give critical feedback and effectively interact with individuals.
- Passion for teaching and learning.
- Delivery of several dual-credit courses in face to face as well as IVN environments.
- Lead by example, motivate and inspire students.
- Extensive knowledge of Moodle, Blackboard and Angel Online Systems.
- 20 years' of online teaching experience including creation and development of online courses.
- Career and Technical Marketing Education Credential – State of North Dakota.
- Fifteen years' experience utilizing the North Dakota Interactive Video Network (IVN) to teach courses.

Academic/Teaching/Training Experience

08/07- Present

Dakota College at Bottineau, Full-time Faculty- Professor

Teaching various Business, Management, Advertising, Marketing and Communication courses. Also teach English and Speech courses as

needed. Advising, planning and coordination of student schedules.
 Honor's program advisor.
 Creation and development of new courses both for face-to-face courses as well as several online courses (Blackboard, previously on Moodle).
 Responsible for assessment activities.

Committee Work

HLC Steering Committee	2017- Present
Academic Council	2016-Present
Faculty Sick Leave - NDUS All Institution	2016-2017
Curriculum Committee	2016- 2018
Faculty Handbook Committee	2016- Present
Behavior and Intervention Team Member	2014- 2017
Faculty Liaison to Athletics Department	2014- 2017
Honors Program Committee – Chair	2011- Present
Salary Committee	2008 - Present
Distance Ed Committee	2008- 2017
Website Committee	2009- 2014
Various Faculty Search Committees	2009- Present
All Student Conduct Committee	2010 - 2014
Strategic Planning Academic Enhancement Committee	2010- 2011
Student Conduct Committee	2018- Present
Conduct Appeals Committee	2018- Present
Faculty Rights Committee	2018- Present
Library Committee	2018- Present
Marketing Committee	2018- 2022
Tenure Committee	2018- Present

Service to Institution and Students

Faculty Senate President	2023-Present
	2016-2018
DCB Foundation Vice President	2015- 2018
Program Advisor	2008- Present
DECA Advisor	2008- 5/2015
CTE Program Evaluation	2012
Honors Program Advisor	2012- Present
Mentor for New Faculty	2012- Present
Marketing Advisory Member to Nursing Program	2015- Present
HLC Criterion Lead	2017- Present

10/09- Present

Rasmussen College, Online Instructor

Teaching various communication course(s) for the Communication Department.

12/07- 12/17

University of Phoenix

Teaching various online Communication, English and First Year Sequence courses.

6/04 – 8/06

Brown College, Communication Studies Coordinator

Schedule all Communication Studies courses and assign instructors. Hire instructors as needed for program. Perform product knowledge sessions for admissions as well as potential students.

10/01- 8/06

Brown College, Assistant Professor, Communications.

Courses Include: Speech, Career Development, Public Relations, Business and Professional Communication, Gender and Intercultural Communication, Interpersonal Communication, Listening, Interviewing, Writing for Marketing, Media and Society, Marketing and Media, Leadership and Seminar in Communications.

Online Courses:

English Fundamentals, Math Fundamentals, Career Development.

Committee Work

Chancellors Advisory Committee	9/03- 8/2006
Faculty Assessment Committee	2002-2003
Curriculum Development Committee	2002-8/2006
Graduation Committee	2002-2003
Text Book Selection Committee	2002- 8/2006

Service to Institution and Students

Academic Advisor	2002- 8/2006
Mentor for New Faculty	2002- 8/2006
BCOM Curriculum Revision	2002- 8/2006
Faculty Development	2002- 8/2006
NCA Accreditation Preparation	2005- 8/2006
Curriculum Notebook Organization	2006- 8/2006

12/1998 - 6/1999

University of North Dakota

Lecturer

Courses Include: Public Speaking

Committee Work:

Scholarship Committee	1998- 1999
Text Book Committee	1998- 1999
Work Book Development Committee	1998- 1999
Graduate Teaching Assistant Mentor	1998- 1999

1/1997 - 12/1998

University of North Dakota

Graduate Teaching Assistant

Courses Include: Public Speaking

Committee Work:

Scholarship Committee	1997-1999
Text Book Committee	1997-1999
Work Book Development Committee	1997-1999

Additional Certification

North Dakota Career and Technical Credential

Post Secondary Marketing Education, 2014

Awards and Recognition

Advisor of the Year

2014-2015

Awarded the Advisor of the Year Award at Dakota College at Bottineau

Faculty of the Year

2013-2014

Awarded the Faculty of the Year Award at Dakota College at Bottineau

Collegiate DECA Advisor of the Year

2012-2013

Awarded the Collegiate DECA Advisor of the Year Award for the state of North Dakota.

CEC Educator of the Year

2004

Nominated as member of both the General Education and Bachelor of Communication Programs at Brown College. National Award for all CEC institutions.

Professional Activities

March 2022- NCEC Teacher Inservice Presentation - Dual Credit Success Strategies

August 2015, Dakota College at Bottineau
Effective Advising Training (co-presented with Dr. Lexi Kvasnicka-Gates)

August 2010, Community Education Presentation
Nonverbal Signals in Customer Service

January 2004, Brown College Faculty Training
Guest Lecturer, Why do Students Drop?

Training Seminars/Workshops:

10/01 Intake Assessment, Remediation and Strategic Planning
1/02 Faculty Development Plans and Retention
Effective Teaching Strategies
2/02 Retention
7/02 Creating a Positive Learning Environment
9/02 Departmental and Education Mission Statements
1/03 Student Portfolios
3/03 Excellence in Education
7/03 Dealing with Disabilities in the Classroom
Motivating Students
9/03 Curriculum Vitae Development
1/04 Assessment, Student Disabilities, Curriculum Vitae
11/04 MCCA Annual Convention, Critically Reflective Thinking
4/05 Assessment, Rubrics
7/05 Writing Rubrics, Modules
12/05 Ethics in the Workplace
3/06 NCA and ACCSCT Accreditation
8/07 MSU-Bottineau Fall Orientation
8/08 Dakota College at Bottineau Fall In-service
10/08 Collegiate DECA Leadership Training
8/09 Dakota College at Bottineau Fall In-service
10/09 Collegiate DECA Leadership Training
4/10 Collegiate DECA Training at ICDC – Louisville, KY
8/10 Dakota College at Bottineau Fall In-service
10/10 Collegiate DECA Leadership Training
4/11 Collegiate DECA Training at ICDC – Orlando, FL
8/11 Dakota College at Bottineau Fall In-service

10/11 Collegiate DECA Leadership Training
4/12 Collegiate DECA Training at ICDC – Salt Lake City, UT
5/12 Tegrity Webinar
8/12 Dakota College at Bottineau Fall In-service
10/12 Collegiate DECA Leadership Training
4/13 Collegiate DECA Training at ICDC – Anaheim, CA
8/13 Dakota College at Bottineau Fall In-Service
10/13 Collegiate DECA Leadership Training
4/14 Collegiate DECA Training at ICDC - Washington, DC
6/14 Moodle Training
8/14 Career and Technical Education Conference, Bismarck, ND
8/14 Dakota College at Bottineau Fall In-Service
10/14 Collegiate DECA Leadership Training
4/15 Collegiate DECA Training at ICDC –Orlando, FL
8/15 Career and Technical Education Conference, Bismarck, ND
8/16 Dakota College at Bottineau Fall In-Service
8/16 Career and Technical Education Conference, Bismarck, ND
5/17 Great Teachers Conference, Medora, ND
8/17 Career and Technical Education Conference, Bismarck, ND
8/17 Dakota College at Bottineau Fall In-Service
4/18 Higher Learning Commission Conference – Chicago, IL
8/18 Blackboard Training
8/18 Dakota College at Bottineau Fall In-Service
8/18 Blackboard, Yuja Training
4/19 Higher Learning Commission Conference – Chicago, IL
8/20 Dakota College at Bottineau Fall In-Service
8/20 Blackboard, Yuja and Starfish Training
8/21 Blackboard, Yuja and Starfish Training
8/22 Career and Technical Education Conference, Bismarck, ND
8/23 Career and Technical Education Conference, Bismarck, ND

Written Work

Thesis: A Burkeian Analysis of Bill Clinton’s Inaugural Speech with Framing as the Agency.

Southern Communication Journal - Fall 2003

THE TALK OF MOVERS AND SHAKERS:

Class Conflict in the Making of a Community Disaster

Additional Work Experience

9/06- 9/08

TBEI, Inc. Truck Bodies Equipment International, Inc.

Communication Facilitator

Write and design monthly newsletters as well as handle all internal corporate communications and marketing. Work with the corporate office to communicate to ten locations across the United States. Also worked with Human Resources to develop diversity training programs for the company. Led the 2006 sexual harassment training for the Rugby Manufacturing location.

8/01 - 6/05

American Family Mortgage

Loan Officer/Trainer

Sales and management of home mortgage loans for clients. Heavy emphasis on customer service and interaction with clients as well as acting as a liaison between the lender and brokerage firm. Company trainer for all new assistant hires. Teaching the mortgage business lingo, how to quote a loan and quality communication with customers.

6/00 - 3/01

Dolphin Staffing

Recruiter/Trainer

Human resources functions including leading training sessions utilizing Microsoft Office tools including Word, Excel, PowerPoint and Access. Interviewing, hiring, scheduling, terminating, counseling and setting pay rates for employees.