

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"> 1. Kristy Torpey 2. Deidre Pugh 3. Tara DeCrans

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.
- 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.

College Council

Campus Dean/CEO (ex-officio)	Dr. Carmen Simone
Associate Dean for Academic Affairs	Kayla O'Toole
Associate Dean for Student Services	Corey Gorder
Associate Dean for Administrative Services	Chris Nero
Faculty Senate President	Scott Johnson
Faculty Representative	Keri Keith
Staff Senate President	Mike O'Toole
Staff Senate Vice President	Misty Lindgren
Foundation Director (ex-officio)	Leslie Stevens
Student Senate Advisor	Laura Halvorson

Method of Selection

- Faculty Senate President shall appoint faculty representative.

Term

- One year for Faculty Senate President, Faculty Representative, Staff Senate President, and Staff Senate Vice President.

Method of filling a vacancy

- Faculty Senate President shall appoint a faculty member to serve the unexpired term.
- Staff Senate President shall appoint a staff member to serve the unexpired term.
- Campus Dean shall appoint any other position to serve the unexpired term.

Duties

- Facilitate the general flow of information throughout the organization.
- Serve as liaisons for representative groups.
- Review and recommend institutional policies and procedures.
- Assure compliance with governmental regulations and accreditation standards.
- Establish, review, and sunset college-wide committees and taskforces.
- Receive and consider feedback from college committees.
- Make recommendations on planning, budgeting, and assessment documents.
- Provide advice to the Campus Dean regarding major decisions.

Procedure

- Meets twice monthly during the academic year.
- Designated Thursdays at 3:00 PM.

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"> 1. Dr. Linda Burbidge, 2nd year, 24-25 2. Valerie Rivera (alternate), 1st year, 24-25
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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	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"> 1. Dr. Zahra Moss, 3rd year 2. Heidi Hauf, 1st year
Professional Advisor	1. Laura Halvorson
Assessment Member	1. Tracy Chisholm

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 monthly.
- Meeting minutes are sent to the Academic Affairs Administrative Assistant.

Distance Education Committee

Director for Academic Affairs	Misty Lindgren
Associate Dean for Student Services	Corey Gorder
Instructional Technology Coordinator	Mike O’Toole
Distance Education Specialist	Stacy Allard
One member from Student Services	Melissa Brudwick
Four faculty members	<ol style="list-style-type: none"> 1. Lexi Kvasnicka-Gates 2. Keri Keith 3. Trisha Haman 4. Heidi Hauf

Term

- One year

Method of filling the vacancy

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

Duties

- Prioritize classes and programs for online delivery.
- Establish best practices for the delivery of online and other distance education student services.
- Determine guidelines and schedules for training faculty on the use of the learning management system used by the campus and other online delivery methods as well as other distance delivery methods.
- Examine dual credit, IVN, and online issues regarding distance education, e.g. faculty load, scheduling, and requisites.
- Determine methods of presenting distance education courses and programs on the campus website.
- Determine student hardware and software requirements for course delivery.
- Determine the most productive manner to promote distance education offerings.
- Make recommendations to Campus Dean regarding course design/redesign proposals.

Procedure

- Meets as required.

Diversity Committee

Campus Diversity Chair	Co-Chair: Dr. Zahra Moss Co-Chair: Valerie Rivera
At a minimum two faculty members	1. Reed Loucks 2. Spenser Luther 3. Susan Indvik
At a minimum two student members	1. Brandi YellowWings 2. McKenna Walls
At a minimum two staff members	1. Alexis Bedlion 2. Carissa Pollman

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

Associate Dean for Academic Affairs, Chair	Kayla O'Toole
Associate Dean for Student Services	Corey Gorder
Distance Education Specialist	Stacy Allard
Distance Education Coordinator	Mike O'Toole
Director for Academic Affairs	Misty Lindgren
Two Faculty Members (Must teach dual credit students)	1. Lexi Kvasnicka-Gates 2. Deidre Pugh
Business Office Representative	Tyra Lynse
Admissions Representative	Alexis Bedlion
Registrar	Danielle Clemenson

Term

- By position.
- Faculty – Two years.

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.	<ol style="list-style-type: none"> 1. Michelle Cauley, Chair (year 2) 2. Dr. Gary Albrightson (year 2) 3. Chris Nero (year 2) 4. Cody Clemenson (year 2) 5. Kendra Metcalfe (year 2) 6. Carolynn Espe (year 2)
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Term

- Two years

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

Faculty Rights Committee

Five tenured faculty members.	<ol style="list-style-type: none"> 1. Tracy Chisholm – (year 3) 2. Scott Johnson – (year 3) 3. Keri Keith – (year 1) 4. Dr. Lexi Kvasnicka-Gates – (year 1) 5. Gary Albrightson – (year 1)
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"> 1. Scott Johnson 2. Keri Keith 3. Lexi Kvasnicka-Gates 4. Paige Baade 5. Tracy Chisholm
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	Leslie Stevens
Two faculty members	<ol style="list-style-type: none"> 1. Dr. Zahra Moss 2. Carolyn Espe
Two staff members	<ol style="list-style-type: none"> 1. Lisa Anderson

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 (Chair)	Kayla O’Toole and Misty Lindgren
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"> 1. 3rd year – Neysha Tirado-Class (math/science faculty) 2. 3rd year – Dr. Zahra Moss (social science faculty) 3. 1st year – Dr. Gary Albrightson (communication faculty) 4. 2nd year – Deidre Pugh (CTE faculty)
Two students	<ol style="list-style-type: none"> 1. Zoe Romero 2. Laila Romero

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	<ol style="list-style-type: none"> 1. Paige Baade 2. Roberta Valella 3. Susan Indvik 4. Michelle Cauley
Chair is elected by the members.	

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.
- 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"> 1. Deidre Pugh 2. Linda Burbidge 3. Zahra Moss 4. Gary Albrightson 5. Jackie Gibbon
One community healthcare representative	<ol style="list-style-type: none"> 1. Dr. Tyrone Berentson

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"> 1. Zahra Moss 2. Valerie Rivera 3. Carolyn Espe 4. Raquel Dugan-Dibble
Two students	<ol style="list-style-type: none"> 1. Darcie Rae 2. Ava Flannery

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.

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"> 1. Lynsey Aberle 2. Sandy Hageness 3. Jennifer Mattson

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"> 1. 1st year – Scott Johnson, Professor 2. 2nd year – Keri Keith, Professor
One faculty with an Associate Professor ranking	1.
One faculty with an Assistant Professor ranking	<ol style="list-style-type: none"> 1. 2nd year – Paige Baade, Assistant Professor 2. 1st year – Tara DeCrans, Assistant Professor
One faculty with Instructor ranking	1. 1 st year – Travis Rybchinski, Instructor
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	Lisa Anderson
Athletic Director	Carolyn Rygg
Registrar	Danielle Clemenson
Foundation Director	Leslie Stevens
Faculty Representative	Lexi Kvasnicka-Gates (year 2)

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 Staff Senators

Chair is the President of the Staff Senate	Michael O’Toole
	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"> 1. Scott Johnson, 24-25 2. Keri Keith, 24-25 3. Chad Chapman 24-25 4. Paige Baade 24-25
Two students	<ol style="list-style-type: none"> 1. Emma Rybchinski 24-25 2. Skyla Louttit 24-25
Four staff members	<ol style="list-style-type: none"> 1. Hannah Hoffert 24-25 2. Mike O’Toole 24-25 3. Jennifer Cote 24-25 4. JaLee Lynnes 24-25
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"> 1. Corey Gorder
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.

Strategic Planning and Institutional Committee for Effectiveness (SPICE)

Director of Accreditation	Dr. Lexi Kvasnicka-Gates
DCB Priority Leaders	
<ol style="list-style-type: none"> 1. Student Success 2. Community Commitment 3. Institutional Improvement 	<ol style="list-style-type: none"> 1. Laura Halvorson 2. Maggie Backen 3. Misty Lindgren and Mike O’Toole
Campus Dean/CEO	Dr. Carmen Simone
Associate Dean for Academic Affairs	Kayla O’Toole
Associate Dean for Student Services	Corey Gorder
Associate Dean for Administration	Chris Nero
Assessment Co-Chair	Dr. Linda Burbidge

Method of Selection

- Determined

Term

- Not applicable

Method of filling a vacancy

- The Campus Dean will appoint members to fulfill unexpired terms.

Duties

- Develop the DCB Strategic Plan with input from constituents.
- Ensure the DCB Strategic Plan is aligned with the college mission.
- Ensure alignment between DCB strategic planning goals and NDUS strategic planning goals.
- Support ongoing connections between strategic planning, budgeting, assessment, and evaluation.
- Monitor, evaluate, and document progress toward fulfillment of the college’s strategic plan goals.
- Monitor, evaluate, and document progress toward addressing audit findings.
- Provide updates and recommendations to the Campus Dean.
- Keep the college community informed of progress toward achievement of DCB Strategic Plan goals.

Procedure

- Monthly during the academic year.

Tenure Committee

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

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.	
Three faculty members	Reed Loucks
	Valerie Rivera
	Heidi Hauf
Three staff members	Carissa Pollman Hannah Hoffert Kendra Metcalfe
Student member	Emanuell 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.