

Interim Report: Faculty Qualifications and Evaluation of Faculty Qualifications



Institution: Dakota College at Bottineau

Chief Executive Officer: Dr. Carmen Simone

Date Submitted: August 30, 2022

Action: (HLC Peer Reviewer Final Report page 60): Redesign the process and documentation form for establishing agreed-upon expectations for completion of the work experience and/or education necessary to achieve minimum qualifications by a specific date, noting, where appropriate, key progress milestones toward completion. Revisit the active, existing faculty qualification plans, as well as new plans the College may enter into, to ensure compliance with the new process and documentation format.

Core Component(s): 3.C The institution has the faculty and staff needed for effective, high-quality programs and student services.

Areas of Focus: Dakota College at Bottineau has indicated it can be difficult to attract qualified faculty to their rural community. Given the inconsistencies in faculty credentialing policy, planning form completion, and articulation of timelines, the visiting team recommends an Interim Report by September 1, 2022 on compliance with the faculty qualification requirement as well as completion of personnel files with regard to documentation of faculty evaluations for improved compliance documentation in this regard.

Interim Report: Faculty Qualification

Changes to the Faculty Qualification Process and Documentation

Prior to the Comprehensive Evaluation visit in 2020, Dakota College at Bottineau (DCB) faculty who did not meet minimum requirements to teach within a discipline were put on a plan to become qualified to teach in the discipline. The Faculty Qualification Plan Forms (Appendix A) were a one-page form that did not do a sufficient job of documenting the specifics of the plan, including timelines and key progress milestones. These forms were inconsistently completed, with some going into great detail regarding the certifications, courses, or programs the faculty was pursuing to become qualified, while other forms did not. Additionally, the policy for Determining Qualified Faculty (Appendix B) was not specific as to how points for Tested Experience (TE) were awarded.

The Faculty Qualification Committee is comprised of the Associate Dean for Academic Affairs, the Director of Distance Education/Academic Support Services, one career and technical education (CTE) faculty member, one transfer faculty member, and one at-large faculty member. The Director of Distance Education/Academic Support Services, who serves as the chair of the Faculty Qualification Committee, spearheaded the redesign of the process and documentation related to faculty qualifications. The process for determining faculty qualifications was formalized into a written document (Appendix C) to clarify the steps taken as each faculty member's qualifications are reviewed. Additionally, updated Faculty Qualification Plan Forms were created allowing for greater detail of the Plan. The new Faculty Qualification Plan Form (Appendix D) begins by specifically identifying the elements necessary for plan approval. An approved plan should include:

- Degree and/or classes required to be considered qualified
- Institution where the degree will be obtained, or classes completed
- The timeline for completion (maximum of six years to complete per discipline)
- Identification of any tested experience relevant to the discipline taught and the points associated with each experience

All faculty who do not meet the minimum requirements to be considered qualified to teach within a discipline were transitioned over to the current Faculty Qualification Plan Form. There are currently seven faculty members on a Qualification Plan (Appendix D). As evidenced on the Forms and stated in the Faculty Qualification Plan Process on the first page of each Form, progress toward plan completion is updated each summer. These updates require the electronic signatures of both the faculty member and the Associate Dean for Academic Affairs.

A process for completing or deleting a Faculty Qualification Plan was also put into place. Upon completion of a Faculty Qualification Plan, a Faculty Qualification Completion of Plan Form (Appendix E) is completed and signed by the Associate Dean for Academic Affairs. This Completion of Plan Form is placed in the faculty member's Faculty Qualification folder (Appendix F) which includes the faculty's transcripts, Teaching Oath, curriculum vitae or resume, and any other documentation related to qualifications (e.g., certifications).

A Faculty Qualification Deletion of Plan Form was also created to address two different scenarios:

1. The course is no longer being offered. This refers to the course for which the faculty member is on a Qualification Plan.
2. The faculty is no longer employed with the institution. This also refers to if the faculty member is no longer teaching the course for which the faculty member is on a Qualification Plan.

These Deletion of Plan Forms (Appendix G) are also completed and signed by the Associate Dean for Academic Affairs. A copy of the Form is kept in the faculty member's Faculty Qualification folder (Appendix F).

DCB's policy for Determining Qualified Faculty did not change throughout this process of redesign and clarification. However, an appendix (Appendix H) was added to the policy to address Tested Experience (TE). The policy identifies 12 different TE areas:

- TE 1: Professional Work and/or Teaching Experience (0-9 points)
- TE 2: Training or Education (0-12 points)
- TE 3: Industry Certification (0-3 points)
- TE 4: Professional License (0-3 points)
- TE 5: Professional Publications (0-3 points)
- TE 6: Professional Presentations (0-3 points)
- TE 7: Awards of Recognition (0-3 points)
- TE 8: Professional Memberships (0-1 point)
- TE 9: Conference Attendance (0-1 point)
- TE 10: Documented Military Training or Experience (0-9 points)
- TE 11: Renowned in the Field (0-9 points)
- TE 12: Graduate Credits in the Discipline or Subfield (minimum of 9 points for faculty teaching in general education area)

The process for awarding TE points prior to 2020 was admittedly subjective with no written criteria for how points were assigned in each TE area. The added Tested Experience Guidelines appendix greatly reduced the level of subjectivity when assessing TE. The TE points awarded are now included on Faculty Qualification Completion of Plan Forms (Appendix I).

Additionally, when it is determined that a faculty member does not need to go on a Faculty Qualification Plan and TE is used to qualify that faculty member to teach in a specific discipline, the TE points awarded and the experiences are now listed on the Faculty Qualification Form (Appendix J). Prior to 2020 the experiences were not included on these Forms.

Evaluation of Faculty Qualifications

The evaluation of adherence to faculty qualification standards is a final area that has been redesigned at Dakota College. When the Director of Distance Education initiated steps to clarify the process and procedure for determining faculty qualifications and redesign the documentation and form, the priority was to ensure that all faculty on a Faculty Qualification Plan were moved

over to the updated forms and progress was tracked. As shown in Appendix D, this was successfully accomplished. The next step was to revisit all existing faculty and ensure that all documentation of qualification was present within their faculty folders and that all faculty were, indeed, qualified to teach.

There are currently 100 faculty members teaching for DCB. The Director of Distance Education maintains a master checklist (Appendix K) of all active instructors. This checklist provides information regarding whether the faculty file is complete, if a Faculty Qualification Form is on file, if the faculty member is currently on a Faculty Qualification Plan, prefixes in which the faculty member is qualified to teach, prefixes in which the faculty member is teaching, and if the faculty members qualifications have been compared to the 2021 policy for Determining Qualified Faculty. By comparing each faculty members' credentials to the most recent version of the policy for Determining Qualified Faculty this ensures that all current DCB faculty are qualified to teach within their discipline or are on a Faculty Qualification Plan to become qualified.

Faculty Qualification Committee meetings are now a standing monthly meeting at Dakota College. This helps to ensure that new faculty are reviewed in a timelier fashion. Additionally, the Director of Distance Education is now serving as the Interim Associate Dean of Academic Affairs. Faculty hiring is almost entirely done through these two positions (Director of Distance Education and Associate Dean for Academic Affairs), so having the chair of the Faculty Qualification Committee in these positions ensures that all new faculty hires go before the Committee prior to beginning their teaching roles at DCB. The Director of Accreditation works closely with the Interim Associate Dean of Academic Affairs/Director of Distance Education as both a committee member and a newly appointed signatory of faculty qualification forms (Appendix L).

Conclusion

Dakota College at Bottineau has successfully redesigned the process and documentation for determining faculty qualifications. The College has updated Faculty Qualification Plan Form and created Faculty Qualification Completion of Plan and Faculty Qualification Deletion of Plan Forms. An appendix outlining Tested Experience Guidelines was added to the policy for Determining Qualified Faculty and tested experience is now detailed on Faculty Qualification Forms. To ensure the evaluation of adhere to policy and the updating of forms, a master checklist of all faculty is maintained, and Faculty Qualification Plan Forms are updated each summer. The Faculty Qualification Committee is meeting, at a minimum, once per month to ensure that all faculty (new and old) meet qualification standards set forth in the policy for Determining Qualified Faculty. Each of these improvements ensures that all Dakota College at Bottineau faculty are appropriately qualified.

Appendix A. Example 2019-2020 Faculty Qualification Plan Forms


Dakota College at Bottineau

Faculty Qualifications Plan Form

2019-2020

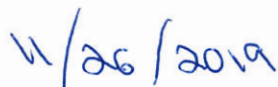
Name: Gary Albrightson
Course: COMM 110
Current Credentials: PhD in English with multiple years' experience teaching COMM 110
Degree or Plan Working Towards: 9 credit hours of graduate COMM credit
Institution that will Award Degree or Courses (if applicable): Walden University and Minnesota State University – Mankato
Notes: I am a non degree student at both institutions listed above. I take one course in the summer time based on summer session offerings that best serve the student population I teach here at DCB in COMM 110.

Gary Albrightson
Faculty Signature



Associate Dean of Academic Affairs

November 26, 2019
Date



Date

Dakota College at Bottineau

Faculty Qualifications Plan Form

2019-2020

Name: Cynthia Bedard
Course: ENGL 110/120
Current Credentials: M.A. in Education with an emphasis in Differentiated Instruction
Degree or Plan Working Towards: 18 graduate credits of ENGL
Institution that will Award Degree or Courses (if applicable): Valley City State University
Notes: I will be taking ENGL 660: Studies in American Literature this summer, ENGL 680: Teaching College English spring 2020, and ENGL 653: Language and culture summer 2020. At that point, I will have the 18 credits.

Cynthia Bedard
Faculty Signature

4-29-19
Date

[Signature]
Associate Dean of Academic Affairs

4/30/2019
Date

Dakota College at Bottineau

Faculty Qualifications Plan Form

2019-2020

Name:

Penny Belgarde

Course:

PSYC 100 Human Relations in Organizations

Current Credentials:

COURSES COMPLETED IN HIGHER ED THAT RELATE TO PSYC 100:

- ED-519 Diversity & Globalization in Education
 - BIT 510 – Managerial Communication
 - ED 535 – Models of Teaching and Learning
 - ED 470 – Teaching Diverse Learners (not graduate credit)
 - ED 460 – Managing the Learning Environment (not graduate credit)
 - BIT 556 – Virtual Business (this is covered in the course)
- *(these are classes I though relate closely to what is actually taught in PSYC 100)*

LICENSE / CERTIFICATIONS

- North Dakota State Teacher's License
- ND Career & Technical Credential (Vocational)
- Marketing Education Praxis II Certification
- Career Development Facilitator Training Certification (ND CTE)
- Microsoft Office Specialist Certified - Microsoft Word
- Community Leadership Institute Training – Certification

COMMITTEES/MEMBERSHIPS

- Minot's Adult Learning Center – Board Member (Spring 2017 – Current)
- Minot Area Chamber of Commerce – Ambassador Committee and Red Coat Member (2016 – Current)
- Career Outlook Magazine Advisory Board (2013-2016)
- Quentin N. Burdick Job Corps Community Relations Committee (2012 – Current)
- ND Association for Career and Technical Education (NDACTE) (2014-Current)
- Association of Career and Technical Education (ACTE) (2014-2017)
- ND Counseling Association (NDCA) (2014-2017)
- ND Career Development Association (NDCDA) (2014-2017)
- National Career Development Association (NCDA) (2014-2017)

Education

- Master of Education – Concentration in Business
- Bachelor of Science in Education Major - Business Education
- Associates Degree in Liberal Arts

CONFERENCES/WORKSHOPS

- Developed and facilitated several Career Development workshops in the last 3 years.
- Presented at ND CTE Conference and ND Counseling Association Conference's in the last 3 years.

Degree or Plan Working Towards:

Working towards continuing education in Psychology.

Institution that will Award Degree or Courses (if applicable):

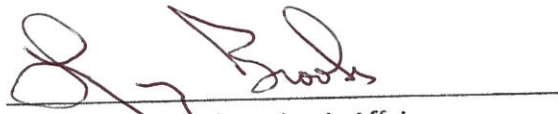
Notes:

Attended the "Mental Health in the Workplace" Webinar. This webinar focused on mental health in the workplace, as increasing numbers of employees experience work-related psychological injury that can change in their life trajectory. The webinar was presented by Associated Professor, Sam Harvey, who is a psychiatrist with extensive research in the workplace mental health. This webinar was offered by Black Dog Institute.

Certificate of Completion as of January 2, 2020, is attached to this documents.


Faculty Signature

2-2-2020
Date


Associate Dean of Academic Affairs


1/3/2020
Date

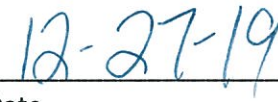
Dakota College at Bottineau

Faculty Qualifications Plan Form

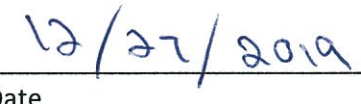
2019-2020

Name: Heidi Hauf
Course: AH 138 Basic Procedure Coding
Current Credentials: A.A.S. Medical Administrative Assistant B.S. Career & Technical Education
Degree or Plan Working Towards: Plans on applying for Professional Development funding in order to receive Allied Health Instructor certification through AMT (https://www.americanmedtech.org/Get-Certified) & attend 3 webinars.
Institution that will Award Degree or Courses (if applicable):
Notes:


Faculty Signature


Date


Associate Dean of Academic Affairs

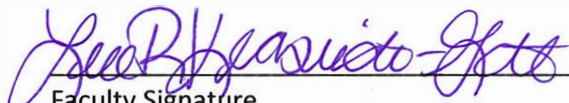

Date

Dakota College at Bottineau


Faculty Qualifications Plan Form

2019-2020

Name: Lexi Kvasnicka-Gates
Course: HPER 101 – Activity Course - Running
Current Credentials: Ph.D. in Health and Social Psychology, M.S. in Health and Social Psychology, B.A. in Psychology
Degree or Plan Working Towards: Running Coach Certification
Institution that will Award Degree or Courses (if applicable): Dr. Jack T. Daniels' VDOT Certification Program. Estimated completion is July 2020.
Notes:


Faculty Signature

11-26-19
Date


Associate Dean of Academic Affairs

11/26/2019
Date

HPER 101 Activity: Running

This running course began during the spring of 2017 and has maintained enrollment from one to seven students every semester from this time.

Instructor Qualifications:

Lexi R. Kvasnicka-Gates, PhD, has a doctoral degree in health and social psychology, with a dissertation focused on male body dissatisfaction. Her master's degree focused on stress, blood pressure, and cardiovascular reactivity. Dr. Kvasnicka-Gates earned a Bachelor of Arts in Psychology with a minor in Communication Studies.

Dr. Kvasnicka-Gates' running experience includes serving as a junior high track coach at Richland 44 (Colfax, ND) in the spring of 2011. Additionally, she has completed five full marathons (marathon PR of 3:48:25), more than ten half marathons (half marathon PR of 1:48:48), and many 10K and 5K races. Race information available through MTEC Race Results are available in the table below.

Dr. Kvasnicka-Gates is currently pursuing Running Coach Certification through Dr. Jack T. Daniels' VDOT certification program.

Event	Date	Time
Medtronic Twin Cities Marathon	10/6/19	3:48:25
Fargo Half Marathon	5/18/19	1:48:48
Fargo Mini Marathon 5K	10/20/18	23:36
Medtronic Twin Cities Marathon	10/7/2018	3:51:25
Fargo Half Marathon	5/19/18	1:50:41
CFA Turkey Trot 5K	11/23/17	24:56
Bismarck Half Marathon	9/16/17	1:58:49
Fargo Half Marathon	5/20/17	2:04:30
Fargo 10K	5/21/16	1:36:59
Bismarck Half Marathon	9/19/15	2:49:39
Fargo Half Marathon	5/9/15	2:31:55
Fargo 5K	5/8/15	49:34
Fargo Half Marathon	5/18/13	2:15:32
Medtronic Twin Cities Marathon	10/7/2012	4:51:43
CFA Turkey Trot	11/24/11	27:43
Fargo Half Marathon	5/21/11	2:13:03
Medtronic Twin Cities Marathon	10/3/10	4:49:45
Fargo Half Marathon	5/18/10	2:13:09
Fargo 5K	5/17/10	53:45
Medtronic Twin Cities Marathon	10/4/09	5:03:52
Lincoln National Guard Half Marathon	5/3/09	2:20:03


*Dr. Kvasnicka-Gates has run more races, but the results are either not published, or are available outside of mtecreports.com

Dakota College at Bottineau

Faculty Qualifications Plan Form

2019-2020

Name: Deidre Pugh
Course: Introduction to Sociology
Current Credentials: M.A. in Forensic Psychology
Degree or Plan Working Towards: M.A. in Applied Sociology
Institution that will Award Degree or Courses (if applicable): University of Alabama-Birmingham
Notes: Courses Completed: Teaching Sociology and Applied Sociological Theory Course in Progress: Spring 2020: Sociology of Education



Faculty Signature

1-1-20

Date



Associate Dean of Academic Affairs

1/3/2020

Date

Dakota College at Bottineau

Faculty Qualifications Plan Form

Name: Travis Rybchinski
Course: HPER
Current Credentials: Physical Education (Bach.)
Degree or Plan Working Towards: Sport Management
Institution that will Award Degree or Courses (if applicable): Minot State
Notes: Currently in my third class. (9 Credits)

T. Rybchinski

12/01/2019

Faculty Signature

Date

[Handwritten Signature]

12/1/2019

Associate Dean of Academic Affairs


Date

Dakota College at Bottineau

Faculty Qualifications Plan Form

2019-2020

Name: Leslie Stevens
Course: COMM 110 Intro to Public Speaking
Current Credentials: M.A. in Leadership from U of Jamestown
Degree or Plan Working Towards: Taking 6 credits of COMM Masters Classes – starting Summer 2020
Institution that will Award Degree or Courses (if applicable): Valley City State University
Notes:



Faculty Signature

11-7-19

Date



Associate Dean of Academic Affairs

11/8/2019

Date

Appendix B. Excerpt from the 2019-2020 Employee Handbook Showing the Policy for Determining Qualified Faculty

- d. Evidence of college and community service, e.g., activities and volunteer efforts which result in positive publicity and recognition for the faculty member and the college

9.4. Promotion Process

- a. The applicant shall submit an application letter for promotion consideration, including a promotion packet of supporting materials to the Promotion and Ranking Committee by January 15.
- b. The committee will then recommend or not recommend the candidate for a promotion to the Campus Dean and inform the candidate in writing of its recommendation.
- c. In case of unsatisfactory determination by the committee, the candidate shall have the right to request an appearance before the committee to speak on his/her behalf for reconsideration.

10. Policy for Determining Qualified Faculty (7/2017)

DCB is committed to following the guidelines set by the HLC. DCB employs qualified faculty to teach on-campus, online, over IVN, at off-campus locations and through dual credit/early entry. DCB evaluates each faculty member as part of the hiring process and follows the policy for determining qualified faculty.

The faculty qualifications are determined by the HLC's Assumed Practice B. Teaching and Learning: Quality, Resources, and Support. Faculty at DCB shall meet the qualifications as set in this policy.

10.1 Definitions

Faculty - The term faculty in this policy includes, but is not limited to: full and part-time faculty whose primary responsibility is instructing through any mode of delivery, including: on-campus, face-to-face, on-line, IVN, and at an off-campus distance site

Liberal Arts/General/Transfer Faculty – Faculty whose primary teaching assignments are for classes that are considered general education and transfer to baccalaureate degree granting institutions.

Career and Technical Education (CTE) Faculty – Faculty whose primary teaching assignments are for classes that prepare students for the workforce following graduation.

Academic Skills Faculty – Faculty whose primary teaching assignments are for developmental courses that are prep courses and do not count towards graduation.

10.2 Faculty Qualifications Standards:

- a.** Liberal Arts/General/Transfer Faculty – Faculty teaching in the general education discipline will be required to hold a master’s degree or higher in the field they teach or hold a master’s degree with 18 graduate and/or tested experience credits in the discipline they teach. All master’s degrees are included (e.g. MS, MA, MEd, MAT, etc.)
- b.** Career and Technical Education (CTE) Faculty- Faculty teaching in a CTE discipline should hold a bachelor’s degree in the field and/or a combination of education and work experience. If they hold less than a bachelor’s degree, a combination of academic credentials and tested experience will be used to determine if they are qualified in their teaching area.
- c.** Academic Skills Faculty – Faculty teaching in the academic skills area should hold a bachelor’s degree in the field and/or a combination of education and work experience. If they hold less than a bachelor’s degree, a combination of academic credentials and tested experience will be used to determine if they are qualified in their teaching area.
- d.** HPER/Coaching Faculty - Faculty teaching in the HPER area and/or coaching a varsity sport should hold a bachelor’s degree, and/or combination of experience and education related to the activity.
- e.** CARS/UNIV Faculty – Faculty or staff teaching in the CARS or UNIV area(s) should hold qualification standards in any discipline or program area.
- f.** Lab Faculty – Faculty teaching the lab component of a course and who are not listed as the instructor of record and are supervised by another qualified instructor should hold a bachelor’s degree in the discipline or closely related field in which they are teaching.

10.3 Tested Experience:

Experience that a faculty has outside of the classroom is significant and quantifiable. Examples of tested experience include:

- a.** Professional work and/or teaching experience that provides the individual with knowledge that is equal to a formal course of study. (0-9 credits per experience; evaluated by prior learning criteria or teaching evaluations)
- b.** Documented professional development that is relevant to the field or discipline. (0-3 credits)
- c.** Industry certification or specialized training. (0-3 credits)

- d. Professional license. (0-3 credits)
- e. Professional publications. (0-3 credits)
- f. Professional presentations. (0-3 credits)
- g. Awards of recognition in field. (0-3 credits)
- h. Professional memberships. (0-1 credit per organization with a max of three credits)
- i. Conference attendance relevant to field. (0-1 credit)
- j. Documented military training or experience that is relevant to the field or discipline. (0-3 credits per experience evaluated by DCB military liaison)
- k. Training or education (i.e., bachelor's degree) in a closely related discipline or field and the capabilities required to teach to the course objectives. (maximum of 9 credits)
- l. Renowned in the field, such as artists, authors, performers, etc. that have developed skills and knowledge to teach in their discipline or field. (maximum of 9 credits)

10.4 Accountability

- a. The Associate Dean for Academic and Student Affairs and the Director of Distance Education/Academic Support Services will collaborate in the assessment of qualifications of all existing faculty with a committee of three full-time faculty appointed Faculty Senate vote.
- b. Current faculty who do not meet the minimum requirements to be considered qualified may continue to teach as long as long as they have a qualifications plan in place and approved by the Associate Dean for Academic and Student Affairs. An approved plan should include:
 - Qualified degree required or qualified classes that are required
 - Institution at where the degree will be obtained, or classes completed
 - The timeline for completion (maximum of six years to complete per discipline)
 - Identification of any tested experience relevant to the discipline they teach

10.5 Financial Support

The institution will defray expenses for faculty members on qualification plans.

Appendix C. Process for Determining Qualified Faculty

Dakota College at Bottineau Process – Determining Qualified Faculty

Purpose Statement:

The Dakota College at Bottineau (DCB) procedure for Determining Faculty Qualification describes the process DCB uses to determine which courses faculty are qualified to teach at DCB, regardless of delivery method. This procedure has been implemented to comply with the Higher Learning Commission Regulations and DCB policy.

Process for Determining Qualified Faculty:

Every current DCB faculty member is required to have their qualifications reviewed by the DCB Faculty Qualifications Committee. If a faculty member is not qualified to teach in his/her discipline, he or she has the option of working on a plan to become qualified. Each faculty member is required to make progress yearly and this is verified by the Distance Education office at the end of every academic semester and documented in a tracking spreadsheet. Failure to comply with the policy regulations may result in non-renewal of contract.

The process to determine if a newly hired faculty meets qualification requirements is listed below:

1. Before a newly hired faculty member receives a teaching contract, his/her credentials are reviewed by the Faculty Qualifications Committee (Committee).
2. The following information is sent to the Committee chair (Director of Distance Education):
 - a. Faculty Name
 - b. Course(s) Teaching
 - c. Faculty CV
 - d. Faculty Transcripts
3. Once documentation is received, the chair schedules a Committee meeting to review faculty credentials.
4. The Committee determines if the new faculty member meets the qualification requirements based on HLC and DCB policy. The process on the following page outlines the next steps:

Faculty Meets Qualification Requirements

- The Faculty Qualifications Form is completed and signed by the Director of Distance Education and signed by the Associate Dean for Academic and Student Affairs.
- The following documents are saved and filed in the HLC Faculty Qualifications online shared folder:
 - CV
 - Official Transcripts
 - Faculty Oath
 - Faculty Qualification Form
- The Director of Distance Education updates the Faculty Checklist spreadsheet.
- The minutes from the committee meeting are saved and filed.

Faculty Does Not Meet Qualification Requirements

- If a faculty member does not meet the qualification requirements, there are two options:
 - 1. Faculty does not receive contract to teach OR
 - 2. Faculty submits a Faculty Qualifications Proposal Plan to be reviewed for approval by the Associate Dean for Academic and Student Affairs.
- If the proposal plan is approved, the Faculty Qualifications Form is completed and signed by the Director of Distance Education and signed by the Associate Dean for Academic and Student Affairs. It is indicated on the form that the faculty member is on a plan.
- The following documents are saved and filed in the HLC Faculty Qualifications shared folder:
 - CV
 - Official Transcripts
 - Faculty Oath
 - Faculty Qualification Form
 - Faculty Qualification Plan
- The Director of Distance Education updates the Faculty Checklist spreadsheet.
- The minutes from the committee meeting are saved and filed.
- Additional details on the Faculty Qualifications Plan are listed on the following page.

Appendix C. Process for Determining Qualified Faculty 3

Faculty Qualifications Plan Information:

The approved Faculty Qualifications Plan is reviewed at the end of each academic year, typically in June. The Director of Distance Education communicates with faculty who are on a plan, to acquire evidence of plan progress. Faculty on a plan are required to make yearly progress towards completion of the approved plan.

A new Faculty Qualifications Plan is completed yearly that shows progress and the plan for the next academic year. The updated plan is reviewed for approval by the Associate Dean for Academic and Student Affairs. The Committee meets to review the current plans, as well as plans that are completed, at the end of each academic year. Faculty that have completed their plans will need approval from the Committee. Once approved, the plan form is updated, signed and filed. The tracking spreadsheet is also updated. An updated Faculty Qualification Form is completed and signed by the Associate Dean for Academic and Student Affairs and the Director of Distance Education. The faculty member is notified of approval.

If progress is not made or there is non-compliance from the faculty member, the faculty member may be placed on a Performance Improvement Plan or their contract may not be renewed.



Appendix D. Faculty Qualification Plans

Dakota College at Bottineau Faculty Qualification Plan Form

Faculty Qualification Policy:

Current faculty who do not meet the minimum requirements to be considered qualified may continue to teach if a qualification plan is in place and approved by the Associate Dean for Academic and Student Affairs. An approved plan should include:

- Qualified degree required or qualified classes that are required
- Institution where the degree will be obtained, or classes completed
- The timeline for completion (maximum of six years to complete per discipline)
- Identification of any tested experience relevant to the discipline they teach, and the points associated with each experience

Faculty Qualification Plan Process:

The approved Faculty Qualification Plan is reviewed at the end of each academic year, typically in June. The Director of Distance Education communicates with faculty who are on a plan, to acquire evidence of plan progress. Faculty on a plan are required to make yearly progress towards completion of the approved plan.

The Faculty Qualification Plan is updated yearly to detail progress toward fulfillment of the plan. The updated plan is reviewed for approval by the Associate Dean for Academic and Student Affairs. The Faculty Qualification Committee meets to review the current plans, as well as plans that are completed, prior to the start of each academic year (and as needed.) Faculty that have completed their plans will submit the Faculty Qualification Completion Form to the Committee for approval. Once approved, the completion form is signed and filed. The tracking spreadsheet is also updated. An updated Faculty Qualification Form is completed and signed by the Associate Dean for Academic and Student Affairs and the Director of Distance Education upon completion of the plan. The faculty member is notified of approval.

If progress is not made or there is non-compliance from the faculty member, the faculty member may be placed on a Performance Improvement Plan or their contract may not be renewed.

Appendix D. Faculty Qualification Plans



Faculty Name: Hattie Albertson

Class/Prefix Being Taught That Requires Plan: EDUC and SPED

Current Credentials (Degree or Certifications): M.A. in American Studies 2003 - Penn State; B.S.Ed. in English Ed. 2007 - MSU

Details of Overall Plan:					
Qualified degree required (if applicable):		(Minimum Master of Education) Ms. Albertson is applying to the EdD program in Educational Leadership specializing in Teacher Education from the University of North Dakota. Ms. Albertson will apply for the program Fall 2022. Upon acceptance into the program she will begin coursework Spring 2023			
Classes required (with credits identified, if applicable):		Exact courses will be submitted once accepted to the program and Ms. Albertson meets with her advisor. https://und.edu/programs/education-practice-leadership-edd/requirements.html			
Institution granting degree or classes: (if applicable)		University of North Dakota			
Tested Experience Plan (with points assigned and Tested Experience area identified, refer to policy for point details, if applicable):					
Estimated Final Completion Date (semester and year):		Spring 2028			
Annual Progress Plan (Up to Six Years) REQUIRED					
Year 1 Goals	Year 2 Goals	Year 3 Goals	Year 4 Goals	Year 5 Goals	Year 6 Goals
•	•	•	•	•	•

Plan Approval: Kayla O'Toole

Interim Associate Dean for Academic Affairs

 8-22-22

Date

Appendix D. Faculty Qualification Plans



Year 1 Evidence of Progress			
Year 1 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic Affairs

Date

Year 2 Evidence of Progress			
Year 2 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic Affairs

Date

Year 3 Evidence of Progress			
Year 3 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic Affairs

Date

Appendix D. Faculty Qualification Plans



Year 4 Evidence of Progress			
Year 4 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic Affairs

Date

Year 5 Evidence of Progress			
Year 5 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic Affairs

Date

Year 6 Evidence of Progress			
Year 6 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic Affairs

Date

Dakota College at Bottineau Faculty Qualification Plan Form



Faculty Qualification Policy:

Current faculty who do not meet the minimum requirements to be considered qualified may continue to teach if a qualification plan is in place and approved by the Associate Dean for Academic and Student Affairs. An approved plan should include:

- Qualified degree required or qualified classes that are required
- Institution where the degree will be obtained, or classes completed
- The timeline for completion (maximum of six years to complete per discipline)
- Identification of any tested experience relevant to the discipline they teach, and the points associated with each experience

Faculty Qualification Plan Process:

The approved Faculty Qualification Plan is reviewed at the end of each academic year, typically in June. The Director of Distance Education communicates with faculty who are on a plan, to acquire evidence of plan progress. Faculty on a plan are required to make yearly progress towards completion of the approved plan.

The Faculty Qualification Plan is updated yearly to detail progress toward fulfillment of the plan. The updated plan is reviewed for approval by the Associate Dean for Academic and Student Affairs. The Faculty Qualification Committee meets to review the current plans, as well as plans that are completed, prior to the start of each academic year (and as needed.) Faculty that have completed their plans will submit the Faculty Qualification Completion Form to the Committee for approval. Once approved, the completion form is signed and filed. The tracking spreadsheet is also updated. An updated Faculty Qualification Form is completed and signed by the Associate Dean for Academic and Student Affairs and the Director of Distance Education upon completion of the plan. The faculty member is notified of approval.

If progress is not made or there is non-compliance from the faculty member, the faculty member may be placed on a Performance Improvement Plan or their contract may not be renewed.

Appendix D. Faculty Qualification Plans



Faculty Name: Deidre Pugh

Class/Prefix Being Taught That Requires Plan: SOC 110 – Intro to Sociology

Current Credentials (Degree or Certifications): M.A. in Forensic Psychology; B.S. in Human Resources

Details of Overall Plan:	
Qualified degree required (if applicable):	Master's in Sociology or 9 graduate credits in SOC with 9 TE points, or 18 graduate credits in SOC
Classes required (with credits identified, if applicable):	
Institution granting degree or classes: (if applicable)	
Tested Experience Plan (with points assigned and Tested Experience area identified, refer to policy for point details, if applicable):	TE 1 – 6 pts. for college-level teaching in the SOC prefix (BSC and DCB) TE 1 – 7.11.22 (2 pts. for college-level teaching in the SOC prefix) TE 12 – 6 pts. Grad Credits (SOC 728 – 3 cr. And SOC 723 – 3 cr.)
Estimated Final Completion Date (semester and year):	

Annual Progress Plan (Up to Six Years) REQUIRED

Year 1 Goals	Year 2 Goals	Year 3 Goals	Year 4 Goals	Year 5 Goals	Year 6 Goals
● Grad Class	● Grad Class	● Grad Class	●	●	●

Plan Approval: Kayla O'Toole July 11, 2022
 Interim Associate Dean for Academic Affairs Date

Year 1 Evidence of Progress			
Year 1 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
Summer 2019 – SOC 728	Completed	Teaching Sociology – A	3

 Deidre Pugh July 11, 2022
 Faculty Signature Date

 Kayla O'Toole July 11, 2022
 Interim Associate Dean for Academic Affairs Date

Year 2 Evidence of Progress			
Year 2 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
Fall 2019 – SOC 723	Completed	Applied Sociological Theory – A	3
Spring 2020 – SOC 620	Completed	Public Sociology – A	3

 Deidre Pugh July 11, 2022
 Faculty Signature Date

 Kayla O'Toole July 11, 2022
 Interim Associate Dean for Academic Affairs Date

Appendix D. Faculty Qualification Plans



Year 3 Evidence of Progress			
Year 3 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Year 4 Evidence of Progress			
Year 4 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Year 5 Evidence of Progress			
Year 5 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Appendix D. Faculty Qualification Plans



Year 6 Evidence of Progress			
Year 6 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Dakota College at Bottineau Faculty Qualification Plan Form



Faculty Qualification Policy:

Current faculty who do not meet the minimum requirements to be considered qualified may continue to teach if a qualification plan is in place and approved by the Associate Dean for Academic and Student Affairs. An approved plan should include:

- Qualified degree required or qualified classes that are required
- Institution where the degree will be obtained, or classes completed
- The timeline for completion (maximum of six years to complete per discipline)
- Identification of any tested experience relevant to the discipline they teach, and the points associated with each experience

Faculty Qualification Plan Process:

The approved Faculty Qualification Plan is reviewed at the end of each academic year, typically in June. The Director of Distance Education communicates with faculty who are on a plan, to acquire evidence of plan progress. Faculty on a plan are required to make yearly progress towards completion of the approved plan.

The Faculty Qualification Plan is updated yearly to detail progress toward fulfillment of the plan. The updated plan is reviewed for approval by the Associate Dean for Academic and Student Affairs. The Faculty Qualification Committee meets to review the current plans, as well as plans that are completed, prior to the start of each academic year (and as needed.) Faculty that have completed their plans will submit the Faculty Qualification Completion Form to the Committee for approval. Once approved, the completion form is signed and filed. The tracking spreadsheet is also updated. An updated Faculty Qualification Form is completed and signed by the Associate Dean for Academic and Student Affairs and the Director of Distance Education upon completion of the plan. The faculty member is notified of approval.

If progress is not made or there is non-compliance from the faculty member, the faculty member may be placed on a Performance Improvement Plan or their contract may not be renewed.

Appendix D. Faculty Qualification Plans



Faculty Name: Gary Albrightson

Class/Prefix Being Taught That Requires Plan: COMM 110 – Fundamentals of Public Speaking

Current Credentials (Degree or Certifications): Ph.D. in English; M.A. in English

Details of Overall Plan:					
Qualified degree required (if applicable):		Master's in Communications or 9 graduate credits in COMM with 9 TE points, or 18 graduate credits in COMM			
Classes required (with credits identified, if applicable):					
Institution granting degree or classes: (if applicable)		Walden University			
Tested Experience Plan (with points assigned and Tested Experience area identified, refer to policy for point details, if applicable):					
Estimated Final Completion Date (semester and year):		Summer 2024			
Annual Progress Plan (Up to Six Years) REQUIRED					
Year 1 Goals	Year 2 Goals	Year 3 Goals	Year 4 Goals	Year 5 Goals	Year 6 Goals
<ul style="list-style-type: none"> COMM 6100 Summer 2019 	<ul style="list-style-type: none"> COMM 6110 Summer 2020 	<ul style="list-style-type: none"> COMM Class Summer 2021 	<ul style="list-style-type: none"> COMM Class Summer 2022 	<ul style="list-style-type: none"> COMM Course Summer 2023 	<ul style="list-style-type: none"> COMM Course Summer 2024

Plan Approval: Larry Brooks*
Associate Dean for Academic and Student Affairs

 April 21, 2021
Date

*Original plan approval signature in faculty folder

Appendix D. Faculty Qualification Plans



Year 1 Evidence of Progress			
Year 1 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
Summer 2019 COMM 6100 @ Walden	Completed	Earned a grade of A	3
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

___ Gary Albrightson* _____
Faculty Signature

___ March 22, 2021 _____
Date

___ Larry Brooks* _____
Associate Dean for Academic and Student Affairs

___ April 21, 2021 _____
Date

*Original signatures available in the faculty folder

Year 2 Evidence of Progress			
Year 2 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
Summer 2020 COMM 6110 @ Walden	Completed	Earned a Grade of A	3
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

___ Gary Albrightson* _____
Faculty Signature

___ March 22, 2021 _____
Date

___ Larry Brooks* _____
Associate Dean for Academic and Student Affairs

___ April 21, 2021 _____
Date

*Original signatures available in the faculty folder

Year 3 Evidence of Progress			
Year 3 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
Summer 2021 COMM 6130 @ Walden	Completed	Earned a Grade of A	3
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

___ Gary Albrightson _____
Faculty Signature

___ June 6, 2022 _____
Date

___ Kayla O'Toole _____
Associate Dean for Academic Affairs

___ June 6, 2022 _____
Date

Appendix D. Faculty Qualification Plans



Year 4 Evidence of Progress			
Year 4 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Year 5 Evidence of Progress			
Year 5 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Year 6 Evidence of Progress			
Year 6 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Dakota College at Bottineau Faculty Qualification Plan Form



Faculty Qualification Policy:

Current faculty who do not meet the minimum requirements to be considered qualified may continue to teach if a qualification plan is in place and approved by the Associate Dean for Academic and Student Affairs. An approved plan should include:

- Qualified degree required or qualified classes that are required
- Institution where the degree will be obtained, or classes completed
- The timeline for completion (maximum of six years to complete per discipline)
- Identification of any tested experience relevant to the discipline they teach, and the points associated with each experience

Faculty Qualification Plan Process:

The approved Faculty Qualification Plan is reviewed at the end of each academic year, typically in June. The Director of Distance Education communicates with faculty who are on a plan, to acquire evidence of plan progress. Faculty on a plan are required to make yearly progress towards completion of the approved plan.

The Faculty Qualification Plan is updated yearly to detail progress toward fulfillment of the plan. The updated plan is reviewed for approval by the Associate Dean for Academic and Student Affairs. The Faculty Qualification Committee meets to review the current plans, as well as plans that are completed, prior to the start of each academic year (and as needed.) Faculty that have completed their plans will submit the Faculty Qualification Completion Form to the Committee for approval. Once approved, the completion form is signed and filed. The tracking spreadsheet is also updated. An updated Faculty Qualification Form is completed and signed by the Associate Dean for Academic and Student Affairs and the Director of Distance Education upon completion of the plan. The faculty member is notified of approval.

If progress is not made or there is non-compliance from the faculty member, the faculty member may be placed on a Performance Improvement Plan or their contract may not be renewed.

Appendix D. Faculty Qualification Plans



Faculty Name: Harmony Richman

Class/Prefix Being Taught That Requires Plan: MATH

Current Credentials (Degree or Certifications): BS.Ed Math Education; MS.Ed Curriculum and Instruction with Technology

Details of Overall Plan:	
Qualified degree required (if applicable):	
Classes required (with credits identified, if applicable):	Taking 9 credits from the 18 Online Program with coursework in the MATH 500-level or above.
Institution granting degree or classes: (if applicable)	Minnesota State University Moorhead
Tested Experience Plan (with points assigned and Tested Experience area identified, refer to policy for point details, if applicable):	TE 1: 8 points (full-time instructor since 2013 at DCB and VCSU) TE 2: 3 points total <ul style="list-style-type: none"> • 1 point for National Science and Math Institute – Summer Learning Academy Training • 2 points (EdWeb Webinars related to math) TE 6: 1 point (Two state conference presentations – Math Chat) TE 8: 1 point (Member of National Council of Teachers of Mathematics) TE 9: 1 point (National Council of Teachers of Mathematics Conferences and ND Council of Teachers of Mathematics Conferences) Total TE Points: 14
Estimated Final Completion Date (semester and year):	Summer 2024

Annual Progress Plan (Up to Six Years) REQUIRED

Year 1 Goals	Year 2 Goals	Year 3 Goals	Year 4 Goals	Year 5 Goals	Year 6 Goals
<ul style="list-style-type: none"> • Complete MATH 511(3 credits) Enumerative and Algebraic Combinatorics 	<ul style="list-style-type: none"> • Complete MATH 634 (4 credits) Probability and Statistics for Applications or other MATH 500 level or above course that is available. 	<ul style="list-style-type: none"> • Complete MATH 661 Functions (3 credits) of Complex Variables or other MATH 500 level or above course that is available. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Plan Approval: Kayla O'Toole
Interim Associate Dean for Academic Affairs

 June 6, 2022
Date

Appendix D. Faculty Qualification Plans



Year 1 Evidence of Progress			
Year 1 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
Summer 2021 – MATH 511	Completed	Enum/Alg. Combinatorics – A	3

____Harmony Richman_____
Faculty Signature

____June 6, 2022_____
Date

____Kayla O'Toole_____
Interim Associate Dean for Academic Affairs

____June 6, 2022_____
Date

Year 2 Evidence of Progress			
Year 2 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
Summer 2022 – MATH 634	Completed	Prob/Stats for Apps - A	4

____Harmony Richman_____
Faculty Signature

____July 11, 2022_____
Date

____Kayla O'Toole_____
Interim Associate Dean for Academic Affairs

____July 11, 2022_____
Date

Year 3 Evidence of Progress			
Year 3 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Year 4 Evidence of Progress			
Year 4 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Appendix D. Faculty Qualification Plans



	Choose an item.	
--	-----------------	--

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Year 5 Evidence of Progress			
Year 5 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Year 6 Evidence of Progress			
Year 6 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Dakota College at Bottineau Faculty Qualification Plan Form



Faculty Qualification Policy:

Current faculty who do not meet the minimum requirements to be considered qualified may continue to teach if a qualification plan is in place and approved by the Associate Dean for Academic and Student Affairs. An approved plan should include:

- Qualified degree required or qualified classes that are required
- Institution where the degree will be obtained, or classes completed
- The timeline for completion (maximum of six years to complete per discipline)
- Identification of any tested experience relevant to the discipline they teach, and the points associated with each experience

Faculty Qualification Plan Process:

The approved Faculty Qualification Plan is reviewed at the end of each academic year, typically in June. The Director of Distance Education communicates with faculty who are on a plan, to acquire evidence of plan progress. Faculty on a plan are required to make yearly progress towards completion of the approved plan.

The Faculty Qualification Plan is updated yearly to detail progress toward fulfillment of the plan. The updated plan is reviewed for approval by the Associate Dean for Academic and Student Affairs. The Faculty Qualification Committee meets to review the current plans, as well as plans that are completed, prior to the start of each academic year (and as needed.) Faculty that have completed their plans will submit the Faculty Qualification Completion Form to the Committee for approval. Once approved, the completion form is signed and filed. The tracking spreadsheet is also updated. An updated Faculty Qualification Form is completed and signed by the Associate Dean for Academic and Student Affairs and the Director of Distance Education upon completion of the plan. The faculty member is notified of approval.

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Appendix D. Faculty Qualification Plans



Faculty Name: Travis Rybchinski

Class/Prefix Being Taught That Requires Plan: HPER 100 – Concepts of Wellness & Fitness

Current Credentials (Degree or Certifications): B.A. in Physical Education

Details of Overall Plan:					
Qualified degree required (if applicable):		Master of Science in Sports Management			
Classes required (with credits identified, if applicable):					
Institution granting degree or classes: (if applicable)		Minot State University			
Tested Experience Plan (with points assigned and Tested Experience area identified, refer to policy for point details, if applicable):					
Estimated Final Completion Date (semester and year):		December 2022			
Annual Progress Plan (Up to Six Years) REQUIRED					
Year 1 Goals	Year 2 Goals	Year 3 Goals	Year 4 Goals	Year 5 Goals	Year 6 Goals
• Grad. Classes	• Grad. Classes	• Grad. Classes	• Grad. Classes	• Graduate	•

Plan Approval: Larry Brooks*
Associate Dean for Academic and Student Affairs

 July 11, 2022
Date

*Original plan approval signature in faculty folder

Appendix D. Faculty Qualification Plans



Year 1 Evidence of Progress			
Year 1 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
SP 2019 - BIT 510	Completed	BIT 510 – Managerial Communication – B	3

____Travis Rybchinski*_____
Faculty Signature

____July 11, 2022_____
Date

____Larry Brooks*_____
Associate Dean for Academic and Student Affairs

____July 11, 2022_____
Date

*Original signatures available in the faculty folder

Year 2 Evidence of Progress			
Year 2 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
Fall 2019 - KIN 540	Completed	KIN 540 – Foundations Sports & Exer Psyc – B	3
Fall 2019 - KIN 510	Completed	KIN 510 – Sports Leadership and Administration – A	3
Spring 2020 - KIN 555	Completed	KIN 555 – Sports Law – A	3
Completed FIN 550	Completed	FIN 550 – Sports Finance and Budgeting – A	3

____Travis Rybchinski*_____
Faculty Signature

____July 11, 2022_____
Date

____Larry Brooks*_____
Associate Dean for Academic and Student Affairs

____July 11, 2022_____
Date

*Original signatures available in the faculty folder

Year 3 Evidence of Progress			
Year 3 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
Spring 2021 – BADM 525	Completed	Strategic Marketing – B	3
Spring 2021 – BADM 535	Completed	Manage Princ. & Pract. – A	3

____Travis Rybchinski*_____
Faculty Signature

____July 11, 2022_____
Date

____Larry Brooks*_____
Associate Dean for Academic and Student Affairs

____July 11, 2022_____
Date

*Original signatures available in the faculty folder

Appendix D. Faculty Qualification Plans



Year 4 Evidence of Progress			
Year 4 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
Spring 2022 - KIN 560	Completed	Sports Media and Event Planning – B	3
Spring 2022 – BADM 537	Completed	Human Res. Management – B	3

____Travis Rybchinski*_____
Faculty Signature

____July 11, 2022_____
Date

____Larry Brooks*_____
Associate Dean for Academic and Student Affairs

____July 11, 2022_____
Date

*Original signatures available in the faculty folder

Year 5 Evidence of Progress			
Year 5 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
KIN 595 – Summer /Fall 2022	Goal Modified	KIN 595 – Capstone Experience	
December '22 or May '23	Goal Modified	Graduation	

____Travis Rybchinski*_____
Faculty Signature

____July 11, 2022_____
Date

____Kayla O'Toole*_____
Interim Associate Dean for Academic Affairs

____July 11, 2022_____
Date

*Original signatures available in the faculty folder

Year 6 Evidence of Progress			
Year 6 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Dakota College at Bottineau Faculty Qualification Plan Form



Faculty Qualification Policy:

Current faculty who do not meet the minimum requirements to be considered qualified may continue to teach if a qualification plan is in place and approved by the Associate Dean for Academic and Student Affairs. An approved plan should include:

- Qualified degree required or qualified classes that are required
- Institution where the degree will be obtained, or classes completed
- The timeline for completion (maximum of six years to complete per discipline)
- Identification of any tested experience relevant to the discipline they teach, and the points associated with each experience

Faculty Qualification Plan Process:

The approved Faculty Qualification Plan is reviewed at the end of each academic year, typically in June. The Director of Distance Education communicates with faculty who are on a plan, to acquire evidence of plan progress. Faculty on a plan are required to make yearly progress towards completion of the approved plan.

The Faculty Qualification Plan is updated yearly to detail progress toward fulfillment of the plan. The updated plan is reviewed for approval by the Associate Dean for Academic and Student Affairs. The Faculty Qualification Committee meets to review the current plans, as well as plans that are completed, prior to the start of each academic year (and as needed.) Faculty that have completed their plans will submit the Faculty Qualification Completion Form to the Committee for approval. Once approved, the completion form is signed and filed. The tracking spreadsheet is also updated. An updated Faculty Qualification Form is completed and signed by the Associate Dean for Academic and Student Affairs and the Director of Distance Education upon completion of the plan. The faculty member is notified of approval.

If progress is not made or there is non-compliance from the faculty member, the faculty member may be placed on a Performance Improvement Plan or their contract may not be renewed.

Appendix D. Faculty Qualification Plans



Faculty Name: Clint Saunders

Class/Prefix Being Taught That Requires Plan: THEA

Current Credentials (Degree or Certifications): MFA in Photography

Details of Overall Plan:					
Qualified degree required (if applicable):		Masters in Theatre			
Classes required (with credits identified, if applicable):		3 graduate level courses totaling 9 credits			
Institution granting degree or classes: (if applicable)		University of Idaho Online MFA Program			
Tested Experience Plan (with points assigned and Tested Experience area identified, refer to policy for point details, if applicable):		TE 1: .75 points (taught THEA 201 in 2013, 2014, 2015) TE 7: 3 points (10 local/community awards related to theatre) TE 11: 9 points for acting and directing experience (refer to list in faculty file) Total points: 12.75			
Estimated Final Completion Date (semester and year):		Spring 2023 or spring of 2024, depending n starting semester and class availability.			
Annual Progress Plan (Up to Six Years) REQUIRED					
Year 1 Goals	Year 2 Goals	Year 3 Goals	Year 4 Goals	Year 5 Goals	Year 6 Goals
• 1 grad level course	• 1 grad level course	• 1 grad level course	•	•	•

Plan Approval: Larry Brooks*
Associate Dean for Academic Affairs

 9/29/2021
Date

*Original Signed approval in Saunders Faculty Folder

Appendix D. Faculty Qualification Plans



Year 1 Evidence of Progress			
Year 1 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
Accepted into graduate Theater Program at University of Idaho	Completed		0
THEA 512	Completed		3

____ Clint Saunders _____
Faculty Signature

____ June 6, 2022 _____
Date

____ Kayla O'Toole _____
Associate Dean for Academic Affairs

____ June 6, 2022 _____
Date

Year 2 Evidence of Progress			
Year 2 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
THEA 512	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Year 3 Evidence of Progress			
Year 3 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Appendix D. Faculty Qualification Plans



Year 4 Evidence of Progress			
Year 4 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Year 5 Evidence of Progress			
Year 5 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Year 6 Evidence of Progress			
Year 6 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Dakota College at Bottineau Faculty Qualification Plan Form



Faculty Qualification Policy:

Current faculty who do not meet the minimum requirements to be considered qualified may continue to teach if a qualification plan is in place and approved by the Associate Dean for Academic and Student Affairs. An approved plan should include:

- Qualified degree required or qualified classes that are required
- Institution where the degree will be obtained, or classes completed
- The timeline for completion (maximum of six years to complete per discipline)
- Identification of any tested experience relevant to the discipline they teach, and the points associated with each experience

Faculty Qualification Plan Process:

The approved Faculty Qualification Plan is reviewed at the end of each academic year, typically in June. The Director of Distance Education communicates with faculty who are on a plan, to acquire evidence of plan progress. Faculty on a plan are required to make yearly progress towards completion of the approved plan.

The Faculty Qualification Plan is updated yearly to detail progress toward fulfillment of the plan. The updated plan is reviewed for approval by the Associate Dean for Academic and Student Affairs. The Faculty Qualification Committee meets to review the current plans, as well as plans that are completed, prior to the start of each academic year (and as needed.) Faculty that have completed their plans will submit the Faculty Qualification Completion Form to the Committee for approval. Once approved, the completion form is signed and filed. The tracking spreadsheet is also updated. An updated Faculty Qualification Form is completed and signed by the Associate Dean for Academic and Student Affairs and the Director of Distance Education upon completion of the plan. The faculty member is notified of approval.

If progress is not made or there is non-compliance from the faculty member, the faculty member may be placed on a Performance Improvement Plan or their contract may not be renewed.

Appendix D. Faculty Qualification Plans



Faculty Name: Leslie Stevens

Class/Prefix Being Taught That Requires Plan: COMM 110

Current Credentials (Degree or Certifications): MA in Leadership and B.S. in Mass Communications and Speech

Details of Overall Plan:					
Qualified degree required (if applicable):		Master's in Communications or 9 graduate credits in COMM with 9 TE points, or 18 graduate credits in COMM			
Classes required (with credits identified, if applicable):					
Institution granting degree or classes: (if applicable)					
Tested Experience Plan (with points assigned and Tested Experience area identified, refer to policy for point details, if applicable):		LDRS 504 – Leadership Communication, Conflick and Neg. – 3 credits (3 TE Points)			
Estimated Final Completion Date (semester and year):					
Annual Progress Plan (Up to Six Years) REQUIRED					
Year 1 Goals	Year 2 Goals	Year 3 Goals	Year 4 Goals	Year 5 Goals	Year 6 Goals
• Grad Class	• Grad Class	• Grad Class	• Grad Class	• Grad Class	• Grad Class

Plan Approval: Larry Brooks*
Associate Dean for Academic and Student Affairs

 4/26/2021
Date

*Original signature available in the faculty folder

Appendix D. Faculty Qualification Plans



Year 1 Evidence of Progress			
Year 1 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
Summer 2020 COMM 650 @ VCSU	Completed	Earned grade of an A	3
DCB Blackboard 101	Completed		0
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

__Leslie Stevens_____
Faculty Signature

__June 6, 2022_____
Date

__Larry Brooks*_____
Associate Dean for Academic and Student Affairs

__4/26/2021_____
Date

*Original signature available in the faculty folder

Year 2 Evidence of Progress			
Year 2 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
Fall 2021 COMM 655 @ VCSU	Completed	Earned grade of an A	3
Spring 2022 COMM 611 @ VCSU	Completed	Earned grade of an A	3
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

__Leslie Stevens_____
Faculty Signature

__June 6, 2022_____
Date

__Kayla O'Toole_____
Associate Dean for Academic Affairs

__June 6, 2022_____
Date

Year 3 Evidence of Progress			
Year 3 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
Fall 2022 COMM 630 @ VCSU	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Appendix D. Faculty Qualification Plans



Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Year 4 Evidence of Progress			
Year 4 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Year 5 Evidence of Progress			
Year 5 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date

Year 6 Evidence of Progress			
Year 6 Goal(s) (List all goals identified in the Annual Progress Plan)	Progress Toward Achievement of Goal(s)	Comments	Faculty Qualification Points Earned
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		

Appendix D. Faculty Qualification Plans

Faculty Signature

Date

Associate Dean for Academic and Student Affairs

Date



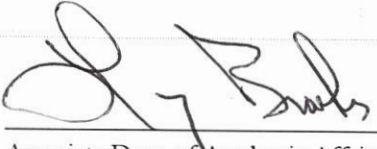


Dakota College at Bottineau Faculty Qualifications Completion of Plan Form

Faculty Qualifications Completion of Plan Process:

Faculty who have completed their faculty qualification plan will need approval from the Faculty Qualifications Committee. Once approved, the Completion of Plan Form is signed and filed. The tracking spreadsheet is also updated. An updated Faculty Qualification Form is completed and signed by the Associate Dean for Academic and Student Affairs and the Director of Distance Education. The faculty member is notified of approval.










Faculty Name:	Lexi Kvasnicka-Gates
Date Faculty Qualifications Plan Began:	Fall 2019
Date of Completion:	June of 2020
Current Credentials (please list all):	<ul style="list-style-type: none"> • BA in Psychology • MS in Health/Social Psychology • PhD in Health/Social Psychology • Certified VDOT 02 Distance Running Coach
List of Graduate Courses (with prefix and credits/ Tested Experience/Certification) Successfully Undertaken in Fulfillment of the Faculty Qualification Plan:	<ul style="list-style-type: none"> • VDOT 02 Distance Running Coach Certification
All Prefixes the Faculty Member is Now Qualified to Teach:	<ul style="list-style-type: none"> • PSYC • HPER* - Online required to teach HPER 101: Activity-Running
Notes:	

Approval: 
Associate Dean of Academic Affairs

9/23/2020
Date

Appendix F. Example of a Faculty Qualification Folder

usfs.ad.ndus.edu\dcb) (Y:) > HLC > Faculty Qualifications > Kvasnicka-Gates, Lexi

Name	Date modified	Type	Size
 Kvasnicka-Gates - Completion of Plan 2020	9/24/2020 8:59 AM	Adobe Acrobat Docu...	286 KB
 Kvasnicka-Gates Curriculum Vitae_2019	8/27/2019 12:26 PM	Microsoft Word 97 - ...	56 KB
 Kvasnicka-Gates CV - 2018	3/15/2019 11:13 AM	Adobe Acrobat Docu...	234 KB
 Kvasnicka-Gates Fac. Qual. Form	12/3/2019 2:26 PM	Adobe Acrobat Docu...	636 KB
 Kvasnicka-Gates Oath	3/15/2019 11:42 AM	Adobe Acrobat Docu...	30 KB
 Kvasnicka-Gates Transcripts	8/13/2019 3:09 PM	Adobe Acrobat Docu...	2,420 KB
 Kvasnicka-Gates Transcripts2	10/10/2019 1:11 PM	Adobe Acrobat Docu...	1,973 KB
 Lexi Kvasnicka-Gates HPER Qualifications	11/15/2019 11:30 AM	Microsoft Word Doc...	15 KB
 V.02 Certificate	6/2/2020 1:56 PM	Adobe Acrobat Docu...	230 KB



Appendix G. Example Faculty Qualification Deletion of Plan Form
Dakota College at Bottineau
Faculty Qualifications Deletion of Plan Form

Faculty Qualifications Deletion of Plan Process:

The Faculty Qualifications Deletion of Plan form should be completed if:


1. The course is no longer being offered
2. Faculty is no longer employed with the institution

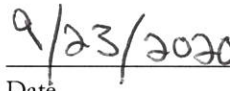
Once approved, the Deletion of Plan Form is signed and filed. The tracking spreadsheet is also updated.

Faculty Name: Penny Belgarde

Reasoning for Deletion of Plan: Course No Longer Offered

Notes:

Approval: 
Associate Dean of Academic Affairs


Date



Policy Appendix H. Policy for Determining Qualified Faculty with Appendix

DETERMINING QUALIFIED FACULTY – FACULTY
EFFECTIVE DATE: JULY 2017

F.606.1

Policy

Dakota College at Bottineau (DCB) is committed to following the guidelines set by the Higher Learning Commission (HLC). DCB employs qualified faculty to teach all of its courses, including on-campus, online, over IVN, at off-campus locations and through dual credit/early entry. DCB evaluates each faculty member as part of the hiring process and follows the policy for determining qualified faculty.

The faculty qualifications are determined by the HLC's Assumed Practice B. Teaching and Learning: Quality, Resources, and Support which is available at:
<https://www.hlcommission.org/Policies/assumed-practices.html>.
Faculty at DCB shall meet the qualifications as set in this DCB policy and procedure.

Definitions

Faculty - The term faculty in this policy includes, but is not limited to: full and part-time faculty whose primary responsibility is instructing through any mode of delivery.

Liberal Arts/General/Transfer Faculty – Faculty whose primary teaching assignments are for classes that are considered general education and transfer to baccalaureate degree granting institutions.

Career and Technical Education (CTE) Faculty – Faculty whose primary teaching assignments are for classes that prepare students for the workforce following graduation.

Academic Skills Faculty – Faculty whose primary teaching assignments are for developmental courses that are prep courses and do not count towards graduation.

HPER/Coaching Faculty – Faculty whose primary teaching assignments are for classes with a HPER prefix.

CARS/UNIV Faculty – Faculty whose primary teaching assignments are for classes with a CARS and/or UNIV prefix.

Lab Faculty - Faculty whose primary teaching assignments are for laboratory components of a companion lecture or didactic course.

Policy Appendix H. Policy for Determining Qualified Faculty with Appendix

Faculty Qualifications Standards:

- a. Liberal Arts/General/Transfer Faculty—Faculty teaching general education courses are required to 1) hold a master’s degree or higher in the discipline or closely related field they teach, 2) hold a master’s degree with 18 graduate credits in the in the discipline or closely related field they teach, OR 3) hold a master’s degree and have a combination of 9 points or less of tested experience and a minimum of 9 graduate credits in the in the discipline or closely related field they teach. For option 3, the number of tested experience points plus the number of graduate credits must equal 18. All master’s degrees are included (e.g., MS, MA, M.Ed, MAT, etc.). Faculty teaching HPER 100 are required to follow the same standards as liberal arts/general/transfer faculty. Faculty teaching a general education/transfer HPER activity course and/or coaching varsity athletics need only to fulfill the standards outlined in the HPER/Coaching Faculty standards listed below.
- b. Career and Technical Education (CTE) Faculty- Faculty teaching in a CTE field should hold a bachelor’s degree in the discipline or closely related field. If they hold less than a bachelor’s degree, a combination of academic credentials, work experience in the field and tested experience will be used to determine if they are qualified in their teaching field.
- c. Academic Skills Course (ASC) Faculty – Faculty teaching in the academic skills area should hold a bachelor’s degree in the field and/or a combination of education and work experience. If they hold less than a bachelor’s degree, a combination of academic credentials and tested experience will be used to determine if they are qualified in their teaching area.
- d. HPER/Coaching Faculty - Faculty teaching in the HPER area (other than HPER 100) and/or coaching a varsity sport should hold a bachelor’s degree. If they hold less than a bachelor’s degree, a combination of academic credentials, work experience in the field, and tested experience will be used to determine if they are qualified in their teaching field.
- e. CARS/UNIV Faculty – Faculty or staff teaching in the CARS or UNIV area(s) should hold faculty qualification standards as outlined in any one of the previous sections.
- f. Lab Faculty – Faculty teaching the lab component of a course should hold a bachelor’s degree in the discipline or closely related field in which they are teaching.



Policy Appendix H. Policy for Determining Qualified Faculty with Appendix

Tested Experience:

Experience that a faculty has outside of the classroom is significant and quantifiable. All tested experience requires approval by the Faculty Qualification Committee. All tested experience is relevant to the field or discipline the faculty teaches in. Tested Experience (TE) Guidelines 1-12 are listed below. Refer to Appendix 1 for more details regarding each TE area.

- TE 1: Professional Work and/or Teaching Experience (0-9 points)
- TE 2: Training or Education (0-12 points)
- TE 3: Industry Certification (0-3 points)
- TE 4: Professional License (0-3 points)
- TE 5: Professional Publications (0-3 points)
- TE 6: Professional Presentations (0-3 points)
- TE 7: Awards of Recognition (0-3 points)
- TE 8: Professional Memberships (0-1 point)
- TE 9: Conference Attendance (0-1 point)
- TE 10: Documented Military Training or Experience (0-9 points)
- TE 11: Renowned in the Field (0-9 points)
- TE 12: Graduate Credits in the Discipline or Subfield (minimum of 9 points for faculty teaching in general education area)

Procedure for Determining Qualified Faculty:

- The Faculty Qualifications Committee, consists of the Associate Dean for Academic and Student Affairs, Director of Distance Education/Academic Support Services, the HLC Coordinator, one CTE faculty member, one non-CTE faculty member, and one at-large faculty member from the discipline area, will review transcripts and curriculum vitas of all faculty (including those selected by search committees to fill vacant positions) to determine areas in which the faculty member is qualified to teach. The Campus Dean appoints faculty members to serve on this committee.
- Current faculty who do not meet the minimum requirements to be considered qualified may continue to teach as long as they have an approved Faculty Qualification Plan in place. An approved plan should include:
 - Qualified degree required or qualified classes that are required
 - Institution(s) where the degree will be obtained or classes completed
 - The timeline for completion (maximum of 6 years to complete per discipline)
 - Identification of any tested experience relevant to the field they teach
- The Faculty Qualification Plan must be submitted and approved prior to the faculty member's first semester of employment.
- Faculty who are placed on a qualifications plan must make satisfactory, annual progress on their plan.



Policy **Appendix H. Policy for Determining Qualified Faculty with Appendix**

Financial Support

The institution may assist with expenses for faculty members on qualification plans on a case by case basis.

History: Effective Date of Policy: July 2017
 Policy Updated: May 2021
 Policy Updated: August 2021



Policy Appendix H. Policy for Determining Qualified Faculty with Appendix

APPENDIX 1

DAKOTA COLLEGE AT BOTTINEAU FACULTY QUALIFICATIONS: TESTED EXPERIENCE GUIDELINES

Experience that a faculty has outside of the classroom is significant and quantifiable. All tested experience requires approval by the Faculty Qualification Committee. All tested experience is relevant to the field or discipline the faculty teaches in. Tested Experience (TE) Guidelines 1-12 are listed below.

TE 1: Professional Work and/or Teaching Experience

Provides the individual with knowledge that is equal to a formal course of study (0-9 points; evaluated by prior learning criteria or teaching evaluations).

- Professional Work Experience – 1 point per year of full-time work
- Teaching Experience – 1 point per academic year for full-time work, adjunct experience will be pro-rated accordingly

TE 2: Training or Education

Training or education (including webinars) that enhances faculty capabilities required to teach to the course objectives (0-12 points).

- Webinars – .25 points per 4 hours (maximum of 3 points)
- Trainings – .25 points per 4 hours (maximum of 3 points)
- Undergraduate courses for credit¹ – Points equal to credit hours earned
- Non-credit courses² – 1 point per 12 course hours

TE 3: Industry Certification

(0-3 points)

- Points determined by certification requirements

TE 4: Professional License

(0-3 points)

- Points determined by licensure requirements

TE 5: Professional Publications

(0-3 points)

¹ CTE Faculty Only

² CTE Faculty Only

Policy Appendix H. Policy for Determining Qualified Faculty with Appendix

- Professional publications include trade publications, professional magazines, or journals (1 point per publication)

TE 6: Professional Presentations (0-3 points)

- Invited talks, small group presentations (.25 points per presentation)
- State-wide presentations (.5 points per presentation)
- National presentations (1 point per presentation)

TE 7: Awards of Recognition (0-3 points)

- Local/community recognition (.5 points per award)
- State/National recognition (1 point per award)

TE 8: Professional Memberships (0-1 point)

- Local/community organization (.5 points per organization)
- State/National organization (1 point per organization)

TE 9: Conference Attendance (0-1 point)

- Half-day conference (.25 points)
- Full-day conference (.5 points)

TE 10: Documented Military Training or Experience Evaluated by DCB military liaison (0-9 points).

- Points determined by DCB military liaison

TE 11: Renowned in the Field

Includes artists, authors, performers, etc. that have developed skills and knowledge to teach in their discipline or field (0-9 points).

- Faculty Qualification Committee will review submitted portfolio or exhibition record to award points

TE 12: Graduate Credits in the Discipline or Subfield (**Minimum** of 9 points for faculty teaching in general education area)

- Points equal to credit hours earned



Policy Appendix H. Policy for Determining Qualified Faculty with Appendix

- If the prefix or course title is not in the same prefix in which the faculty teaches, then a detailed description of the graduate course needs to be submitted
- The Faculty Qualification Committee will denote on the plan form if a graduate course fulfills requirements of a related field or discipline

Appendix I. Example Faculty Qualification Completion of Plan Form with TE points



Dakota College at Bottineau Faculty Qualifications Completion of Plan Form

Faculty Qualifications Completion of Plan Process:

Faculty who have completed their faculty qualification plan will need approval from the Faculty Qualifications Committee. Once approved, the Completion of Plan Form is signed and filed. The tracking spreadsheet is also updated. An updated Faculty Qualification Form is completed and signed by the Associate Dean for Academic and Student Affairs and the Director of Distance Education. The faculty member is notified of approval.

Faculty Name: Heidi Hauf

Date Faculty Qualifications Plan Began: 12/27/2019

Date of Completion: 5/28/2020

Current Credentials (please list all): B.S.—Career & Technical Education, VCSU 2017
A.A.S.—Medical Admin. Assistant, DCB 2011
Certified Allied Health Instructor, American Medical Technologists 2020

List of Graduate Courses (with prefix and credits), Tested Experience (with points identified), and/or Certification Successfully Undertaken in Fulfillment of the Faculty Qualification Plan:


- Certified Allied Health Instructor from American Medical Technologists, May 2020-Present (**1 point earned—TE:3**)
- Vaccine Conversations AMT Webinar, May 2020 (**.25 points—TE:2**)
- What's New with Flu in 2019-2020 AMT Webinar, May 2020 (**.25 points—TE:2**)
- Workplace Listening Skills AMT Webinar, May 2020 (**.25 points—TE:2**)
- Teaching Experience (**5 points earned as of August 2020—TE:1**) August 2015-Present. Online Instructor, Dakota College at Bottineau. Courses: UNIV 105 First Year Experience & AH 138 Basic Procedure Coding
- Member of the Allied Health Advisory Board (**no points earned**)
- American Medical Technologists, certified member (**1 point earned—TE:8**)
- Immunization Tabletop Connection Information Video Conference, February 21, 2018 (**.25 points earned—TE:9**)
- 10 credits of CTE 497 & 1 credit of UNIV 180 for Prior Learning Portfolio for Allied Health (**no points earned**)
- 17 AH credits from DCB (**9 points earned—TE:11**)
- CNA Licensure Registrant ID#46563 (**1 point earned—TE:3**)
 - Initial Date: 10/13/2011

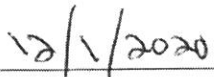
○ Expiration Date: 09/20/2013

All Prefixes the Faculty Member is Now Qualified to Teach:

- UNIV
- AH

Notes:

Approval:  _____
Associate Dean for Academic and Student Affairs

 _____
Date

Appendix J. Example of Tested Experiences and Points Awarded Listed on a Faculty Qualification Form

Faculty Qualification Form

Name of faculty: Peter Keane

Graduate Degree

Type/degree/year: _____

Awarding institution: _____

Undergraduate Degree

Type/degree/year: AAS/Urban Forestry Management/2018

Awarding institution: Dakota College at Bottineau

Other degree information

Type/degree/year: _____

Awarding institution: _____

If faculty is not qualified based on degree alone, list all graduate courses and credits in relevant discipline(s):

Course prefix/number/title	Credits
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____

If faculty is not qualified based on degree and graduate credits, list tested experience:

Points	Tested experience
9	1) Professional Work and/or Teaching Experience (0-9 points) <ul style="list-style-type: none"> • Owner/Manager – Oaklands Nursery and Landscaping for 12 years in Ireland • Landscaping Instructor for Community Employment Project for 8 years in Ireland • Landscape Planning Coordinator for National Tidy Towns for 12 years in Ireland
12	2) Training or Education (0-12 points) <ul style="list-style-type: none"> • 12 points for AAS degree and additional undergraduate courses
3	3) Industry Certification (0-3 points) <ul style="list-style-type: none"> • Certifications through Texas A&M AgriLife Extension <ul style="list-style-type: none"> ○ Certificate of Completion for Introduction to Plant Disease Diagnostics (2020) ○ Certificate of Completion for Plant Pathology for Master Gardeners (2020) ○ Certificate of Achievement for Agricultural CEU Credit in Herbicide Mode of Action (2020)
	4) Professional License (0-3 points)
	5) Professional Publications (0-3 points)
	6) Professional Presentations (0-3 points)
	7) Awards of Recognition (0-3 points)

Faculty Qualification Form

1	8) Professional Memberships (0-1 point) <ul style="list-style-type: none"> • Royal Horticultural Society • Chartered Institute of Horticulture
	9) Conference Attendance (0-1 point)
	10) Documented Military Training or Experience (0-9 points)
	11) Renowned in the Field (0-9 points)
	12) Graduate Credits in Area (0-9 points)
25	Total Points (Must total 18 points)

List all prefixes for which faculty member is currently qualified to teach:


HORT, PLSC

Are there any prefixes in which faculty member is currently teaching for which they are not qualified?

YES / NO
 If yes, list all prefixes: _____

Does the faculty member need to be placed on a faculty qualification development plan?

YES / NO
 If yes, attach a copy of the plan.



 Larry Brooks, Faculty Qualifications Committee Co-chair



 Kayla O'Toole, Faculty Qualifications Committee Co-chair



 Date



 Date

Appendix K. Master Checklist of all DCB Faculty

Faculty Name	Complete File	Faculty Qualification Form	Qualification Plan Needed	Location	FT/PT/DC	Official Transcript	Degree	Oath	CV	Qualified to teach:	Prefixes teaching	Compared to 2021 Policy	Dept. Chair
Aberle, Lynsey	YES	x	no	Minot	FT	x	B.S. - Animal Science Agriculture Economics 2010 NDSU	x	x	AGRI	AGRI	x	Knudson
Ackerman, George	YES	x	no	Online	Adjunct	x	J.D. in Law - 2003 Shepard Broad Law Center, M.S. Criminal Justice - 2006 Criminal Justice Institute, MBA - 2003 Hizenga School of Business	x	x	ACCT	ACCT	x	Saunders
Albertson, Hattie	YES	x	Yes emailed form on 7/11/22	Online/Campus	FT	x	M.A. in American Studies 2003 - Penn State; B.S.Ed. in English Ed. 2007 - MSU	x	x	EDUC, ENGL 2xx	EC, EDUC, SPED ENGL 2xx	x	Albrightson
Albrightson, Gary	YES	x	yes form updated 6/6/22	Bottineau/Online	FT	x	PhD English 1993 UND	x	x	ASC, ENGL, HUM, COMM w/plan	ASC, COMM, ENGL, HUM	x	O'Toole
Baade, Paige	YES	x	no	Valley City	FT	x	M.S. in Nursing - 2019 Presentation College; B.S. in Nursing 2016 Presentation College	x	x	NURS	NURS	x	O'Toole
Bartholomay, Angie	YES	x	no	Bottineau/Online	FT	x	M.S. Science - 2007 Bemidji State, B.S. Geology 2007 MSU, A.S. Forestry/Parks & Rec. 1978 NDSU-B	x	x	BIOL, CHEM, ENVT, GEOL, PHYS, UNIV	BIOL, CHEM, ENVT, GEOL, PHYS, UNIV	x	Johnson
Bata, Carla	YES	x	no	Valley City	FT	x	M.S. in Nursing 2008 - University of Mary	x	x	NURS ALL	NURS ALL	x	Baade
Beckman, Diann	YES	x	no	Bottineau	Adjunct	x	AAS Hort, Landscp, & Nursery Practice 1977 NDSU-BB	x	x	HORT, PLSC	HORT	x	Knudson
Belgarde, Penny	YES	x	no	Online	Adjunct	x	M.Ed in Business 2017 and B.S.Ed. 2001 - MiSU, A.S. Liberal Arts 1995 - NDSU-B	x	x	BADM, BUSN, HRM	BADM, BUSN, HRM	x	Saunders
Berg, Ben		x	no	Magic City HS	Adjunct		B.S. in Ed. - Minot State University		x	BOTE, BUSN	BOTE, BUSN	x	Saunders
Bergan, Nick	YES	x	no	Online	Adjunct	x	M.S. in Economics 2004 - Florida State University, B.A. in Economics 2002	x	x	ECON	ECON	x	Albrightson
Brooks, Larry	YES	x	no	Online	Adjunct	x	M.S. Zoology 1990, B.S. Zoology (Fish and Wildlife Option), NDSU	x	x	BIOL, ENVT, HPER	BIOL	x	Johnson
Burbidge, Linda	YES	x	no	Bottineau	FT	x	Ph.D. in Agricultural Economics 2010 - Kansas State Univesity; M.S. in Agribusiness and Applied Economics 2007 - NDSU; B.S. in Agricultural Economics 2005 - NDSU	x	x	AGEC, AGRI, ECON, PLSC, UAS	AGEC, UAS, AGRI, PLSC, ECON	x	Knudson
Burke, Nicole	YES	x	no	Minot	FT	x	B.S. in Nursing 2011 Valparaiso University	x	x	NURS	NURS	x	Baade
Carlson, Trisha	YES	x	no	Magic City HS	Adjunct	x	M.S. in Nursing Ed. Currently Enrolled - University of Mary; B.S. in Nursing 2005 - Minot State	x	x	NURS 1XX, NURS 2XX upon degree completion	NURS 1XX	x	Baade
Chisholm, Tracy	YES	x	no	Bottineau/Online	FT	x	M.A. in Teaching Math 2016, B.S.Ed. in Math and B.S. in MIS 2004 - MSU	x	x	ASC, BOTE, MATH, UNIV	ASC, BOTE, MATH, UNIV	x	Johnson
Clemenson, Cody	YES	x	no	Bottineau	Adjunct	x	B.S. Fisheries & Wildlife Science 2012 - VCSU	x	x	ENVT, FORS, HPER	ENVT, FORS, HPER	x	Saunders
Coenen, Tanner	YES	x	no	Midkota HS	Adjunct/DC	x	B.S. in Fisheries & Wildlife Science 2018 - VCSU	x	x	BIOL Lab	BIOL Lab	x	Johnson
Coulson, Danielle		x	no	Online	Adjunct		M.A. in French - 2017 University of Cincinnati; B.A. in French - 2015 Ohio State University	x	x	FREN	FREN	x	Albrightson
Decrans, Tara	YES	x	no	Minot	Adjunct	x	B.S. in Nursing, 2012 - University of Mary	x	x	NURS	NURS	x	Baade
Dugan-Dibble, Raquel	YES	x	no	Campus	FT	x	B.S. in Agricultural Extension, Agricultural Education and General Agriculture with Minors in Biology and Animal Science 1996 - NDSU; A.A. 1992 - NDSU-Bottineau	x	x	HORT, PLSC, RNG, SOIL, AGRI, AGECE	HORT, PLSC	x	Knudson
Fahy, Wayne	YES	x	no	CAS	FT	x	AAS Paramedic Technology - DCB	x	x	EMS	EMS	x	Saunders
Fixen, Megan	YES	x	no	Online	Adjunct	x	D.B.A. in Business Admin. 2017 - Grand Canyon University; M.S. in Management 2006 - MSU; B.S. in Marketing 2005 - MSU	x	x	BADM, BOTE, BUSN	BADM, BOTE, BUSN	x	Saunders
Gage, Wyatt	YES	x	no	Online	Adjunct	x	M.A. in Healthcare Admin. 2013 - Ashford Univ., B.S. in Computed Tomography 2011 - Weber State University	x	x	AH	AH	x	Saunders
Green, Janelle	YES	x	no	Bottineau/Online	FT	x	M.S. Biology 2011 - University of Nebraska	x	x	BIOL and BOT	BIOL and BOT	x	Johnson
Grochow, Scott	YES	x	no	Rugby HS	Adjunct/DC	x	MAT Mathematics 1995 - MiSU	x	x	MATH	MATH	x	Johnson
Hackett, Kelly	YES	x	no	Minot	FT	x	B.S. in Nursing 2015 - MiSU	x	x	NURS 1XX	NURS 1XX		Baade
Hahka, Taija	YES	x	no	Zoom	PT	x	M.S. in Biological Sciences 2018 - Michigan Technological University; B.S. in Biological Sciences and a minor in Biochemistry 2014 - Michigan Technological University	x	x	BIOL	BIOL	x	Johnson
Halvorson, Laura	YES	x	no	Bottineau/Online	Adjunct	x	B.S. Social Work 2014 - University of Mary	x	x	CARS	CARS	x	Albrightson
Hamilton, Erika	YES	x	no	Campus	PT	x	Ed.S. in School Psychology 2006 - University of South Dakota; B.A. in Psychology with minor in English 2002 - Minot State University	x	x	ASC 87	ASC 87	x	Albrightson

Appendix K. Master Checklist of all DCB Faculty

Hansen, John	YES	x	no	Online	Adjunct	x	M.A. in English 2012 - Oklahoma State University	x	x	ENGL	ENGL	x	Albrightson
Hauf, Heidi	YES	x	no	Online	Adjunct	x	B.S. CTE 2017 - VCSU, A.A.S. Medical Admin. Assistant 2011 - DCB	x	x	AH, UNIV	AH	x	Saunders
Hauglid, Erin	YES	x	no	New England HS	Adjunct/DC	x	B.S. in Math Education 2013 - NDSU; M.Ed. in Secondary Math 2022 - Minot State	x	x	MATH	MATH	x	Johnson
Haut, Jessica	YES	x	no	Valley City	FT	x	B.S. in Ed in Math Ed., 2016 - VCSU; UPDATE - Accepted into VCSU graduate school - 6/9/22	x	x	ASC	ASC	x	Johnson
Higlin, Cole	YES	x	no	Online	Adjunct	x	M.S. in Management 2005, B.S. Physical and Health Ed. 1996, U of Mary	x	x	BADM, RLS	BADM, RLS	x	Saunders
Hofmann, Amy	YES	x	no	Minot	Adjunct	x	Master of Mgmt. 1997 and MBA 2006 - University of Mary; B.S. in Radiologic Tech. 1984 - Minot State University	x	x	DMS	DMS	x	Saunders
Holben, James	YES	x	no	Online	Adjunct	x	Master of Social Work 2006 - UND, B.S. Public Recreation 1988 - SDSU	x	x	GERO RLS SOC	GERO RLS SOC	x	Saunders
Hoverson, Deb	YES	x	no	Minot	Adjunct	x	M.S. in Nursing, 2012, Walden University; BSN, 2003, MSU	x	x	NURS	NURS	x	Baade
Ihli, Lori	YES	x	no	Minot	Adjunct	x	B.A. in Biology 2003, B.S. in Biology Ed 2016, MSU	x	x	BIOL Lab	BIOL lab	x	Johnson
Indvik, Susan	YES	x	no	Bottineau/Online	Adjunct	x	M.S.N. 2020; B.S.N. 2018 - Capella University	x	x	AH, NUTR, PHRM	AH	x	Saunders
Johnson, Leah	YES	x	no	Rugby HS	Adjunct/DC	x	B.A. in English - Concordia, M.Ed. in Ed. Leadership 2020 - NDSU	x	x	ENGL	ENGL	x	Albrightson
Johnson, Scott	YES	x	no	Bottineau/Online	FT	x	Master of Teaching in Math, B.S. in Math Ed. - MSU	x	x	ASC, BOTE, MATH	ASC, BOTE, MATH	x	O'Toole
Jund, Mary	YES	x	no	CAS	FT	x	B.S. in Athletic Training 1991 - University of Mary	x	x	EMS	EMS	x	Saunders
Kauffman, Katie	YES	x	no	Online	Adjunct	x	M.Ed. in Physical Ed. Pedagogy University of Idaho, B.S. in Physical Education Boise State University	x	x	HPER	HPER	x	Johnson
Keane, Peter		x	no	IVN	Adjunct		A.A.S. in Urban Forestry Management 2018 - DCB	x	x	HORT, PLSC	HORT, PLSC	x	Knudson
Keith, Keri	YES	x	no	Bottineau/Online	FT	x	M.A. in Communications 1998, B.A. in Communications 1996 - UND	x	x	BADM, COMM	BADM, COMM	x	Saunders
Knapp, Ronnie	YES	x	no	Online	Adjunct	x	BFA in FA Photography 2016 - Academy of Art University	x	x	PHOT	PHOT	x	Saunders
Knudson, Keith	YES	x	no	Bottineau/online	FT	x	BS Agriculture - NDSU 1975	x	x	AGRI, HORT, PLSC	AGRI, HORT, PLSC	x	O'Toole
Kvasnicka-Gates, Lexi	YES	x	no	Bottineau/online	FT	x	Ph.D. Health/Social Psychology 2011, M.S. Health/Social Psychology 2009 - NDSU, B.A. Psychology - MSUM 2007	x	x	PSYC, HPER	PSYC HPER	x	Albrightson
Lacroix, Mark	YES	x	no	Bottineau	FT	x	B.S.Ed. in Social Science 2017 - Minot State	x	x	HPER	HPER	x	Johnson
Larson, Sandra	YES	x	no	Online	Adjunct	x	M.S. Management and MIS 2001, B.S.Ed. Bus. Ed. 1999, B.S. Bus. Admin. 1992, B.A. Bus. Admin Hum. Res. Office Mgmt. 1989 - MSU	x	x	BOTE	BOTE	x	Saunders
Leuschen, Pamela			no	Minot	PT		M.S.N. 2020 - Walden University; B.S.N. 2016 - University of Arkansas, Diploma of Nursing 2015 - Baptist Health Schools; A.A. 2007 - State Fair Comm. College		x		NURS 1XX, NURS 2XX	x	Baade
Lorenz, Chelsey	YES	x	no	Bottineau	Adjunct	x	B.S. in Nursing, 2016, Minot State; ADN, 2011, DCB	x	x	NURS	NURS	x	Baade
Loucks, Reed	YES	x	no	Bottineau	FT	x	B.S. in Secondary Education with Minor in Psychology, Health Endorsement, Physical Education and Coaching Endorsement 2018 - Waldorf University	x	x	HPER	HPER	x	Johnson
Lunde, Renae			no	Jamestown	Adjunct		B.A. in Nursing 1999 - Jamestown College		x	NURS 1XX Lab or Clinical Only	NURS 1XX Lab or Clinical Only	x	Baade
MacDonald, Beth	YES	x	no	Bottineau	Adjunct	x	B.A. in Psychology, 2016, UND	x	x	UNIV	UNIV	x	Albrightson
Marty, Zach		x	no	Bottineau	Adjunct		Doctor of Pharmacy, 2012, University of MN	x	x	PHRM	PHRM	x	Saunders
McDaniel, Kim	YES	x	no	Online	Adjunct	x	M.S. in Nursing 2015; B.S. in Nursing 2014 - Western Governors University; A.A.S. in Nursing 2004 - Central Arizona College	x	x	AH, PHRM	AH, PHRM	x	Saunders
Mills, Kaley	YES	x	no	Online	Adjunct	x	M.S. Reading Ed 2017 - UND, B.S. Elem. Ed 2009 - MSUM	x	x	EC, EDUC	EC, EDUC	x	Albrightson
Moss, Zahra	YES	x	no	Bottineau/online	FT	x	Ph.D. History 2012 - University of AZ, M.A. in History 2007 - University of NE, B.A. in Secondary Education 2005 - University of Puerto Rico	x	x	ART, HIST	ART, HIST	x	Albrightson
Nelson, Trisha	YES	x	no	Minot/Online	FT	x	B.A. in Psychology w/minor in Info. Systems Mgmt. 2000 - MSU	x	x	CIS, BOTE, HRM	CIS, BOTE, HRM	x	Saunders
Niesar, Sherry	YES	x	no	Online	Adjunct	x	M.S. Wildlife Science 1994 - SDSU, B.A. Earth Science and Biology 1983 - MSU	x	x	RLS, TOUR	RLS, TOUR	x	Saunders
Nilsen, Cheryl	YES	x	no	Minot	Adjunct	x	Doctor of Ed. in Curriculum & Instruction, 2018, Montana State University, MAT in Mathematics 1990 - Minot State University	x	x	ASC, MATH	ASC	x	Johnson
Norman, Robert	YES	x	no	Minot	PT	x	Ed.D. in Educational Technology 2020 - Central Michigan; M.S. in Computer Science 2021 - Georgia Southwestern; M.A. in English 2008 - University of OK; B.A. in English 2003 - Valdosta State	x	x	ASC, ENGL, CSCI	CSCI	x	Johnson
O'Toole, Kayla	YES	x	no	Bottineau/Online	Adjunct	x	M.Ed. in Teaching and Technology 2011 - VCSU; B.A.S. in Business Info. Technology 2006 - MSU	x	x	BOTE, CIS, CSCI	CSCI	x	Johnson

Appendix K. Master Checklist of all DCB Faculty

Pfennig, Becky	YES	x	no	Valley City	FT	x	B.S. in Nursing 1998 - University of Mary	x	x	NURS1XX	NURS 1XX	x	Baade
Pollman, Janeen	YES	x	no	Bottineau	Adjunct	x	B.S. Professional Communication with Marketing Minor 2021 - VCSU	x	x	UNIV, BADM	BADM	x	Saunders
Pugh, Deidra	YES	x	Yes form updated 7/11/22, Review for Completion	Dual Credit	PT	x	MA in Forensic Psychology, 2013, UND; B.S. in Human Resources 2004, VCSU	x	x	PSYC, Plan for SOC	PSYC, SOC	x	Albrightson
Remick, Melissa	YES	x	no	Valley City	FT	x	M.A. in English 2013 - Bemidji State University; B.A. English 2002 - NDSU	x	x	ASC, ENGL., UNIV	ASC, ENGL., UNIV	x	Albrightson
Richman, Harmony	YES	x	yes form updated 7/11/22	Valley City/Online	Adjunct/DC	x	MS Curriculum Instruction 2012, BS Math Teacher Ed 2008 - MSU Moorhead	x	x	Plan for MATH	MATH	x	Johnson
Ringham, Deborah	YES	x	no	Minot	Adjunct	x	M.S. in Management, 2018, Minot State; B.A. in English, 2007, Minot State	x	x	ASC, UNIV	ASC	x	Albrightson
Rivera, Valerie	YES	x	no	Bottineau	FT	x	Master of Bus. Leadership, 2019 - William Penn University	x	x	UNIV HPER	UNIV HPER	x	Johnson
Roberts, Larry		x	no	Bottineau	FT		B.A. in Interdisciplinary Studies - Sports Administration 1999 - Coastal Carolina University; A.A. in Sports Management 1997 - Neosho County Community College		x	HPER	HPER	x	Johnson
Rodacker, Emily	YES	x	no	Online	Adjunct	x	MBA in Management 2009 - U of Mary; B.S. in Marketing 2007 - MSU	x	x	ACCT, BOTE	ACCT, BOTE	x	Saunders
Rovig, Vanessa	YES	x	no	MSU campus	Adjunct	x	B.S. in Communication Disorders - Minot State 2014	x	x	UNIV	UNIV		Albrightson
Rufsvold, Alysia			no	Jamestown	PT	x	B.S.N. 2022 - Minot State; RN - Dakota College at Bottineau; LPN - DCB	x	x		NURS 1XX	x	Baade
Rybchinski, Travis	YES	x	Yes form updated	Bottineau	FT	x	B.A. in Physical Ed. 2000 - Concordia College; A.A. in Physical Ed.	x	x	HPER (Plan for	HPER	x	Johnson
Rygg, Carolyn	YES	x	no	Bottineau	PT	x	B.S. in Athletic Training 2018 - University of Mary	x	x	HPER	HPER		Johnson
Sanderson, Marshall	YES	x	no	Bottineau	PT	x	A.A.S. in Info Technology 1993 - LRSC	x	x	HPER	HPER	x	Johnson
Saunders, Clint	YES	x	yes form updated 6/6/22	Bottineau/Online	FT	x	MFA in Photography in 2011 - Academy of Art University; B.S. in Graphic Communication 2001 - MSU-Moorhead	x	x	ART, PHOT, THEA (plan)	ART, PHOT, THEA	x	O'Toole
Saykally, Katie	YES	x	no	Bottineau	PT	x	B.S. in Art Education 2011 - University of Wisconsin-Stout	x	x	HPER 220	HPER 220	x	Johnson
Schiele, Jon	YES	x	no	Edgeley HS	Adjunct/DC	x	B.S. Physical Ed. w/minors in Biology and Chemistry 2002 - Jamestown University	x	x	BIOL Lab	BIOL Lab Only	x	Johnson
Schneider, Damon	YES	x	no	Online	Adjunct	x	M.A. in English 2006; B.S. in Philosophy 2001 - University of Wisconsin	x	x	ASC, ENGL	ASC, ENGL	x	Albrightson
Siemens, Lindsey	YES	x	no	Online	Adjunct	x	Masters of PA Studies 2015 - UND; B.S. in Nursing 2002 - Medcenter One College of Nursing; A.S. in Health Professions 2000 - MSU-B	x	x	PHRM	PHRM	x	Saunders
Slubaugh, Lori	YES	x	no	Online	Adjunct	x	M.S. in Nursing 2010 - UND; B.A. in Nursing 1998 - Eastern Mennonite University	x	x	AH, GERO, NUTR	AH, NUTR	x	Saunders
Sorby, Karl	YES	x	no	Bottineau	FT	x	M.S. in Sports and Physical Education Administration 2016 - University of Mary	x	x	HPER	HPER	x	Johnson
Stevens, Leslie	YES	x	yes form updated on 6/6/22	Bottineau	Adjunct/DC	x	M.A. in Leadership - University of Jamestown, B.S. in Communications - NDSU	x	x	COMM	COMM	x	Albrightson
Sutheimer, Jason	YES	x	no	Online	Adjunct	x	MBA in Business Admin. and Human Resources 2015 - University of Mary	x	x	HRM	HRM	x	Saunders
Toepfer, Randle		x	no	Bottineau	PT		B.A. in Graphic Design and Minor in History 1993 - Sam House State University; A.A. in Advertising 1990 - Texas State Technical College		x	HPER	HPER	x	Johnson
Tofteland, Jon	YES	x	no	Bottineau	Adjunct	x	B.S. in Fisheries and Wildlife - 2008 VCSU	x	x	FWLD	FWLD	x	Saunders
Underwood, Bob	YES	x	no	Online	Adjunct	x	M.S. in Recreation & Park Admin. 1988 - Western Illinois University; B.S. in Forestry 1969 - Crbondale	x	x	FORS	FORS	x	Saunders
Unruh, Ashley	YES	x	no	South Prairie HS	Adjunct/DC	x	M.Ed. in Education 2018 - University of Jamestown; B.A. in English Education 2012 - Jamestown College; Comm. Grad Credits - Valley City State University	x	x	COMM	COMM	x	Albrightson
Valella, Roberta			no	Minot	FT		B.S.N. 2020 - Minot State University; RN 2007 - WSC; LPN 2003 - WSC	x	x		NURS 1XX, NURS 2XX	x	Baade
Vetter, Cassie		x	no	Magic City HS	Adjunct/DC		M.S. in Management, 2010, Minot State; B.S. in Business Ed., 1994, Minot State; A.S. in Bus. Admin., 1992, Bismarck State College	x	x	BADM	BADM	x	Saunders
Vollmer, Tara	YES	x	no	Glenburn HS	Adjunct/DC	x	M.Ed. in Curriculum & Instruction with Specialization in Math Ed.	x	x	MATH	MATH	x	Johnson
Vorenkamp, Todd	YES	x	no	Online	Adjunct	x	M.F.A. in Photography 2011 - Academy of Art University; B.S. in Marine Transportation 1996 - US Merchant Marine Academy	x	x	PHOT	PHOT	x	Saunders
Walker, Sharon	YES	x	no	Rugby HS	Adjunct/DC	x	MAT Mathematics Education 2003 - MSU	x	x	MATH	MATH		Johnson
Weaver, Megan	YES	x	no	Minot	Adjunct	x	M.S. in Nursing Leadership 2020 - Western Governors University; B.S. in Nursing 2017 - University of Portland	x	x	NURS 1XX, NURS 2XX	NURS 1XX, NURS 2XX	x	Baade

Appendix K. Master Checklist of all DCB Faculty

Williams, Erin	YES	x	no	Bottineau/Online	FT	x	M.S. in Nursing 2020 - UND; BSN 1998 - MedCenter One	x	x	AH, HPER, NURS, PHRM, GERO 240	HPER, NURS	x	Baade
Williamson, Aimee	YES	x	no	Online	Adjunct	x	M.A. in History 2015 - UND	x	x	HIST	HIST	x	Albrightson

Appendix L. Interim Associate Dean of Academic Affairs and Director of Accreditation as Signatories
Faculty Qualification Form

Name of faculty: Hattie Albertson

Graduate Degree

Type/degree/year: M.A./American Studies/2003

Awarding institution: Penn State

Undergraduate Degree

Type/degree/year: B.S.Ed/English Education/2007

Awarding institution: Minot State University

Other degree information

Type/degree/year: _____

Awarding institution: _____

If faculty is not qualified based on degree alone, list all graduate courses and credits in relevant discipline(s):

Course prefix/number/title	Credits
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____

If faculty is not qualified based on degree and graduate credits, list tested experience:

Points	Tested experience
	1) Professional Work and/or Teaching Experience (0-9 points)
	2) Training or Education (0-12 points)
	3) Industry Certification (0-3 points)
	4) Professional License (0-3 points)
	5) Professional Publications (0-3 points)
	6) Professional Presentations (0-3 points)
	7) Awards of Recognition (0-3 points)
	8) Professional Memberships (0-1 point)
	9) Conference Attendance (0-1 point)
	10) Documented Military Training or Experience (0-9 points)
	11) Renowned in the Field (0-9 points)
	12) Graduate Credits in Area (0-9 points)
	Total Points (Must total 18 points)

Faculty Qualification Form

List all prefixes for which faculty member is currently qualified to teach:

EC, ENGL 2XX ^{AKKH}
KO

Are there any prefixes in which faculty member is currently teaching for which they are not qualified?


YES NO If yes, list all prefixes: EDUC, SPED

Does the faculty member need to be placed on a faculty qualification development plan?

YES NO If yes, attach a copy of the plan.


Leni Kvasnicka-Gates, Director of Accreditation/ALO

7-13-22
Date


Kayla O'Toole, Interim Associate Dean for Academic Affairs

July 13, 22
Date