

Fond du Lac Tribal and Community College (FDLTCC)
Deans Meeting Agenda/Minutes

Date: October 22, 2025

Attendees:

Kelly McCalla, Vice President of Academic Affairs
Nicole Kneeland, Dean of Indigenous and Academic Affairs
Sara Montgomery, Dean of Education
Jessica Hubers, Dean of Nursing and Health Science

Meeting Topics and Discussion Summary

1. Summer Schedule

- Any final changes before I send out the draft?
- Do we need Psychology?

2. Program Coordinators/Recruiting—Tracking

- Currently in the Program Coordinators Duties

Recruitment & Marketing

- *Respond to prospective students when Admissions shares their info.*
 - *Explore ways to increase interest in your program at local high schools.*
 - *Visit CITS and FDL Ojibwe School classrooms (alone or with other coordinators) to promote your program.*
 - *Collaborate with Marketing on videos and promotional materials.*
 - *Review and update your program's webpage annually, including: Faculty bios, Career outlook and salary info, Transfer options.*
 - *Ensure your program is represented at 5–6 campus visit days each year (spring break visit is optional).*
 - *Track your outreach efforts to recruit students and report them in your annual Program Review*
- Will need to develop a process for tracking.

3. New Program Development

- Discuss/Create a list of possible new program in each of our areas.
- Focus on short-term certificate or even non-credit options.
- What would the development process look like—Budget, timeline, space needs, etc.
- Examples:
 - Art—An add-on Indigenous Art Certificate
 - Human Services—
 - Accounting Certificate--

4. Leadership Team Training

- Next training should be in November—Any ideas for training topic?
- Previous idea: Invite a speaker to provide an overview of the history of the reservation as a follow-up to the FDL tour.

Tabled for Later/Reminders

- Further discussion on Cross-listed Classes

- Best Practices for Deans:
 - Shared communication templates
 - Appropriate steps for performance improvement

Reminders

- AASC Meetings for the Year:
 - Fridays—Oct. 3, Nov. 7, Dec. 5, Jan. 9, Feb. 6, Mar. 6, Apr. 3, May 1 (10:30-Noon)
 - Deadline for submissions two weeks prior to the meeting
 - New courses and program changes Require 2 reading (Oct. 24 is two weeks before Nov. 7 and Nov. 21 is two weeks before Dec. 5)

Notes

Loads for 2025-26

- Nursing (Names aren't listed for spring)
- K Abram - 16 for fall - 11 for spring = 27 (Add ENGL 1120)—3 Cr.
- Jana Anderson - 15 for fall - 11 for spring = 26 (System office buying credits)
- Michelle Goose - 12 for fall - 13 for spring = 25 (Unlimited Special 24 Credits is full load)
- Lyz Jaakola - 14 for fall - 12 for spring = 26
- Mike Knudson - 12 for fall - 17 for spring = 29
- Mason Martin - 12 for fall = 15 for spring = 27 (Need to see if teaching for Pine or add class)
- Joel Olejnicak - 10.76 for fall - 18 for spring = 28.75 (Has an alternative calendar—Ok with Summer)
- Blair Powless - 14 for fall - 14 for spring = 28
- Dawn Quigley - 13 for fall - 6 for spring = 19 (Confirm 24 Credits for Fulltime)
- Karen Savage-Blue - 15.75 for fall - 12 for spring - 27.75
- Jessica Thompson - 16 for fall - 0 for spring

Hello Sara, Kelly and Nicole,

As discussed in our Deans' meetings, because I coordinated/facilitated all of the Leadership Team trainings last academic year by myself, I will not be coordinating or hosting the leadership trainings this academic year.


I've included Stephanie and Anita on this email to maintain awareness for communicating/planning with the Leadership Team.

If you're looking for leadership ideas, I have created a folder in our Teams site that includes a variety of podcasts and YouTube videos and many already have guides with reflection/discussion for teams to use together.

Here's the link if you're interested:

 [Leader Guides \(Podcasts, Videos\)](#)

[Leadership Podcasts-YouTube Activities](#)

As things are getting decided, we probably want to create a similar tracking tool like last year:  [24-25 Training Schedule.docx](#)

Thank you,

Dr. Jessica Huber, DNP, MSN, RN

(she/her/hers)

From: Kneeland, Nicole M <nicole.kneeland@fdltcc.edu>

Sent: Tuesday, October 14, 2025 10:04 AM

To: Hanson, Anita G <anita.hanson@fdltcc.edu>; Huber, Jessica <Jessica.Huber@fdltcc.edu>;
Montgomery, Sara L <smontgomery@fdltcc.edu>; McCalla, Kelly B <kelly.mccalla@fdltcc.edu>

Cc: Untiedt, Stephanie K <stephanie.untiedt@fdltcc.edu>

Subject: Re: Stephanie mentioned FDL-leadership-Team

I was originally scheduled to coordinate the September training; however, due to my surgery, Taylor agreed to lead that month's session. In exchange, I will be coordinating the November training. I will be in New Zealand during the training but will have someone on campus to lead.

I believe that as leaders, we are all capable of organizing and facilitating trainings effectively. Because of that, I don't think it's necessary to create a shared folder of ideas—it may not be the best use of everyone's time and energy.