

**Education Standards and Practices Board  
Program Approval Advisory Committee  
Minutes**

December 6, 2018

The Education Standards and Practices Board (ESPB) Program Approval Advisory Committee (PAAC) meeting was called to order at 8:01am by Executive Director Rebecca Pitkin. PAAC members present were Mary Eldrege-Sandbo, Andi Dulski-Bucholz, Stacy Duffield, Jessica Rush, Kim Belgarde, Bob Toso, and Cheryl Nilsen.

PAAC members absent were Penny Veit-Hetletved, Ben Johnson, and Brenda Tufte.

Also present were Rebecca Pitkin and Amy Folkestad from ESPB.

Introductions were held.

**Approval of November 2018 Minutes** – Bob Toso made a motion to approve the November 2018 PAAC minutes. Motion seconded by Kim Belgarde. All voted in favor, none opposed. Motion carried.

**Additions/Changes to Agenda** – Kim Belgarde made a motion to approve the agenda as written. Motion seconded by Jessica Rush. All voted in favor, none opposed. Motion carried.

**Trinity Bible College (TBC) Application for Accreditation Discussion** – Trinity Bible College has a Higher Learning Commission visiting coming up this Spring. At the November PAAC meeting, members had questions about TBC's proposed secondary biology and mathematics education programs. Amy Frier has provided some follow-up from the last meeting and stated there are no plans for these programs to be offered in the near future. Plans have been submitted for elementary education, physical education, history, English, and early childhood education.

At this time, TBC is comfortable moving forward with most established programs for elementary and physical education and putting the others on hold.

Cheryl Nilsen stated the memorandum of understanding (MOU) with Valley City State University is critical as TBC moves forward with this transition. They need to have the support of the accredited program from VCSU as they move forward. Stacy Duffield believes that until all pieces are solidly in place at TBC, the MOU needs to stay in place. Andi Dulski-Bucholz voiced her agreement and that the phase-in plan needs to be quite detailed, so the transition can be successful.

PAAC could like to see Trinity Bible College's detailed and itemized phase-in plan indicating the schedule for their program review, that hiring has been completed, and complete independence.

Bob Toso made a motion to give TBC permission to carry on into spring semester. As a stipulation, they would need to submit a detailed phase-in plan by January,

documentation that faculty have been hired, and that the MOU with Valley City State University has been kept in place. Motion seconded by Jessica Rush. All voted in favor, none opposed. Motion carried.

**University of Jamestown Site Visit Team Recommendation** – Last month, an outcome/continuing accreditation decision was added for Probationary Accreditation at the state level, stating “Upon completion of a state visit, the state team may decide to grant probationary accreditation to an institution who has exhibited failure to meet several standards. The institution will receive an improvement plan, developed by the team, with clear deadlines within the two-year probationary period. Additional expended resources will be reimbursed to the individual team members and/or state agency by the institution. Failure to correct the conditions within the specified two (2)-year period results in revocation. Failure to meet deadlines within the two-year timeframe does not increase the amount of time before the next visit.”

University of Jamestown would fall under this new category. The team that visited UJ recommended to PAAC that probationary status be granted. An improvement plan has been drafted. By end of spring semester, they need to address how they will meet requirements of improvement plan. University of Jamestown’s rejoinder was received.

Andi Dulski-Bucholz asked if Becky felt UJ would have the capacity to put attention toward the items that need to be addressed. It will be the recommendation of the team that a consultant be hired to help them with this process, as the capacity is not currently present.

Andi Dulski-Bucholz made a motion that PAAC grant probationary accreditation to University of Jamestown. Motion seconded by Cheryl Nilsen. All voted in favor, none opposed. Motion carried.

**UND Curriculum and Instruction Program Review – (revisit for clarification).** At the November PAAC meeting, a motion was made to recommend the approval of UND Master of Science in Curriculum and Instruction.

Cheryl Nilsen made a motion that graduates of the UND Master of Science in Curriculum and Instruction program would need to meet the same content area standards as bachelor’s level programs. Seconded by Bob Toso. All voted in favor, none opposed. Motion carried.

Meeting was adjourned at 8:31am.

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xxx, Chair

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Rebecca Pitkin, Secretary/Executive Director