

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

November 8, 2018

The Education Standards and Practices Board (ESPB) Program Approval Advisory Committee (PAAC) meeting was called to order by ESPB Executive Director Rebecca Pitkin at 8:30am. PAAC members present were Jessica Rush, Andi Dulski-Bucholz, Mary Eldredge-Sandbo, Bob Toso, Cheryl Nilsen, Stacy Duffield, Penny Veit-Hetletved, Brenda Tufte. Ben Johnson joined at 8:22am.

PAAC member Kim Belgarde was absent from the meeting.

Also present were Rebecca Pitkin and Amy Folkestad from ESPB, Amy Frier from Trinity Bible College, Holly Peterson from Minot State joined at 8:30am.

Introductions were held.

**Approval of October 2018 Minutes** – Bob Toso made a motion to approve the PAAC minutes from October 2018. Motion seconded by Jessica Rush. All PAAC members voted in favor, none opposed. Motion carried.

**Additions/Changes to Agenda** – Becky asked to add an item to the agenda for one additional option for state program approval. All PAAC members voted in favor of the addition to the agenda, none opposed. Motion carried.

**Trinity Bible College (TBC) Application for Accreditation: Amy Frier** – At the October PAAC meeting, members raised many questions regarding Trinity Bible College's status. PAAC motioned to have Amy Frier from Trinity Bible College at the November PAAC meeting to answer questions and concerns that were raised at the October meeting.

Bob Toso questioned the college's financial status. Amy reported that TBC is in a better financial situation than they have previously been. Recently, TBC received a large donation that will improve financials even more. Bob also questioned TBC's ongoing relationship with Valley City State University (VCSU). Trinity Bible College has had a memorandum of understanding with VCSU to offer education degrees to their students since accreditation was voluntarily resigned in 2011. Amy reported that VCSU has been very helpful with helping TBC transition back into a standalone program.

Amy stated that someone will be hired to help with data and accreditation. She said the President of TBC is committed and willing to put resources where needed so their education program can become approved. TBC board has already approved the position and hiring should be plausible at the end of this school year. Brenda Tufte questioned if the position has been posted yet, which it has not.

Brenda Tufte brought up the point that before accreditation is granted, it's generally necessary to see that faculty has already been hired. This is a general rule for accreditation as well as for Higher Learning Commission accreditation.

Stacey Duffield asked if coursework has been mapped to see what is needed as far as capacity of faculty and when courses will need to be offered. She also questioned if TBC has the faculty to teach the specific methods and content courses needed for all elementary and secondary areas. Stacey expressed concern that these instructors would be overloaded. Amy addressed this and said that general education faculty would take over some courses so instructors teaching education courses wouldn't be in overload.

Stacey asked what projected enrollment in programs would be. At this point, the secondary programs have not been advertised, so no anticipated number at this time. Right now, TBC has 54 students enrolled in the elementary education program they offer in cooperation with VCSU. Eight students will graduate from that program at the end of this year. Many students have expressed interest in the English program. With smaller programs like science and social studies, courses will be rotated so that more students will be in each course. Stacey continued to express concern if the program numbers aren't high enough, how would TBC would sustain courses – would students be told they can't be enrolled in those programs? Amy believes there would be a way to balance courses so the program wouldn't need to go dormant. Stacy encouraged her to find a way to crunch numbers so TBC will know if these programs would truly be viable.

Bob Toso made a motion to table any further discussion. Motion seconded by Jessica Rush. All PAAC members voted in favor, none opposed. Motion carried.

**Minot State Special Education Program** – Holly Peterson from Minot State University joined to go over Minot State's master's program in special education. Changes to the program were made in response to changes in licensure. The biggest change happened within the core and strategist components. Standards have been approved as part of CAEP site visit that happened this fall.

Brenda Tufte commented that she liked the model that has been brought forward and does not have any concerns about it.

Holly pointed out that at the graduate level, they have students complete Praxis II test in their specific disability area and have strategist candidates complete the mild/moderate Praxis II. For those who are using this degree to obtain licensure, they would need to complete the Core Knowledge and Applications test.

Bob Toso made the motion to approve Minot State's master's program in special education. Motion seconded by Brenda Tufte. All PAAC members voted in favor, none opposed. Motion carried.

**UND Master of Science in Curriculum and Instruction** – UND is wanting to branch out and offer this as a master's degree option. Brenda Tufte made a motion to approve UND's Master of Science in Curriculum and Instruction. Motion seconded by Penny Veit-Hetletved. All voted in favor of approving UND's Master of Science in Curriculum and Instruction. None opposed. Motion carried.

### **Turtle Mountain Community College (TMCC) Site Visit Team Recommendation –**

Cheryl Nilsen spoke about Turtle Mountain Community College's Fall 2018 focus visit. The review team found that TMCC had made significant progress in addressing the areas for improvement (AFIs) and Standard 2 that was not met at the last visit. An individual has been hired to help them with institutional assessment, which in turn, has helped TMCC to determine who is responsible for gathering and working with this data. TMCC will have to address this in each year's annual report. Recommendation from the team was that TMCC will receive full accreditation for 7 years.

Bob Toso made a motion to accept the recommendation of the team to approve Turtle Mountain Community College's education programs for 7 years. Motion seconded by Brenda Tufte. All voted in favor, none opposed. Motion carried.

### **Potential Modifications to CAEP Outcomes/Continuing Accreditation Decisions –**

When an institution has a site visit, the visiting team makes recommendations based on the visit and brings those recommendations to PAAC. North Dakota uses the existing CAEP Continuing Accreditation Decisions. There are currently 4 options. For ND institutions that do not seek full CAEP accreditation, they still go through a state team review using the CAEP standards. Becky is looking at adding a 5<sup>th</sup> option for universities that only seek state approval.

- 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.

Cheryl Nilsen asked when improvement plan would be developed. This would occur after the recommendation of the site visit team is approved by PAAC.

Stacy Duffield pointed out that when CAEP guidelines were developed, this was for national accreditation and did not take standalone state accreditation into consideration.

Brenda Tufte wondered if there should be a step added where the institution provides a response to the plan. She believes a notification should be sent to students to let them know the program is on probationary status. Becky indicated she has it noted in the plan that this is sent at the halfway point (one year) if progress is not being made.

Cheryl Nilsen made a motion to approve this 5<sup>th</sup> option as a continuing accreditation decision for state program reviews, seconded by Penny Veit-Hetletved. All voted in favor, none opposed. Motion carried.

Meeting was adjourned at 9:03am.

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Brenda Tufte, Chair

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Rebecca Pitkin, Secretary/Executive Director