

## **NDSEB EDUCATION ADVISORY COMMITTEE MEETING MINUTES**

Wednesday, June 16, 2021

The North Dakota State Electrical Board Education Advisory Committee meeting was called to order at 1:00 p.m. by Executive Director, James Schmidt. The meeting was held via Microsoft Teams.

Committee members present: Christian Opp – Apprentice Educator Representative; Jeff Kirstein – IEC Dakotas Representative; Robert Arso – Power Limited Representative; Brian Poykko – Professional Engineer Representative; Steve Mundahl – Journeyman Representative; Vance Vesey – Power Limited Representative; Adam Kidwell – JATC Representative; Ivan Maas – NDSCS Representative; James Schmidt – NDSEB Executive Director; and Scott Halle – NDSEB Training & Compliance Administrator. Also present was Ashley Windhorst, NDSEB Assistant to Executive Director and John Travis, NDSCS.

The agenda was reviewed and asked for any additional agenda items.

James Schmidt welcomed Robert Arso and Vance Vesey, who are the newly board appointed Power Limited Representative committee members. Robert and Vance introduced themselves and provided a brief background.

Vance Vesey is an instructor at Bismarck State College for the Instrumentation and Control program. He is licensed as a ND Journeyman and has prior work experience of automation, low voltage, and maintenance.

Robert Arso is in his 47<sup>th</sup> year at Bismarck State College. Prior to that he was at the State School of Science for five (5) years. He is involved in curriculum development and is the department chair for many technical programs.

The committee members also introduced themselves and provided a little background for Robert and Vance.

The May 12, 2021 NDSEB Education Advisory Committee Meeting minutes were approved as read.

Mr. Schmidt updated the education committee on board action stating the AE Tech class is not an acceptable training course as it's lacking the required timeframe for completion.

The committee finalized the minimum core class credits for related training at the last meeting and it was presented to the Board. The Board reviewed and approved the minimum core class credits for related training at its May 19, 2021 meeting.

The minimum core class credits for college was reviewed. The committee discussed how to determine the minimum requirements for college courses and discussed comparing currently approved programs to other programs submitted for approval. Committee reviewed the four

goal areas document that was put together for reviewing/accepting college programs. Discussion on what determines an accreditation agency. Discussed changing the wording of item three (3) to read the board may audit vs. the board shall audit. Committee determined they will need to continue to work on the progress of minimum credits for colleges.

Committee reviewed the apprenticeship related training course application and discussed sending it out to known providers to complete prior to classes starting this fall. Also discussed reviewing any received applications and determining what may be lacking or needing change vs. denying. Discussion on page two of application which provides a guide. Discussion on editing page two (2) of the application so they may insert/complete their course titles and hours vs. just the hours. Decided to change "other" under elective courses to "example" to eliminate confusion of thinking all listed electives are required.

At 1:55 p.m. Brian Fuder, NDSCS Apprenticeship Program Representative joined the meeting.

Committee discussed whether there is a timeframe of when applications can be received and reviewed or if classes need to be setup and follow the typical school year.

Committee discussed the last three parts of page one and whether its necessary to have "yes or no" included which those statements.

Committee discussed "curriculum materials are approved through a nationally recognized training center". Discussion on re-wording and how it should read. Committee decided to change it to read "List curriculum material provider." It was also decided to add a bullet under program requirements to state, "curriculum materials must be Board recognized."

Committee discussed and wants to add (August-May) on the second page in the section that discusses the school year.

Committee reviewed the Instructor Application and discussed the instructor qualifications. Career & Tech Ed will be added behind Vocational Education Department.

Committee discussed changing the wording or removing the last instructor qualification check box. It currently reads "Instructor of an Apprenticeship Training Program. (Limited Basis Only)" Discussion on leaving as is, as it covers subject specific instructors hired by a program administrator.

Committee reviewed the apprenticeship related training course audit checklist. This will be an agenda item to work on at future meetings.

Committee reviewed and discussed the policy for a related training electrical apprenticeship program.

At 2:55 p.m., the Committee recessed for a short break.

At 3:05 p.m., the Committee reconvened.

Committee continued to review and discuss the policy for a related training electrical apprenticeship program.

A cover letter will be sent out to all current apprenticeship training providers along with the course application, instructor application, and related training policy. A deadline was discussed, and the committee discussed reviewing received applications.

James asked the committee what future committee work there may be. Adam suggested the if the committee could review some of the ceu classes the board office currently approves. Scott Halle explained the current process of reviewing and approving continuing education courses.

The Education Committee tab of the NDSEB website will be updated and staff will also add a few approved CEU course applications as well so the committee can see/review the process of approvals.

Committee discussed the next meeting date and whether to have an in-person meeting or Teams meeting. The next meeting date will be determined later; however, will likely be in early August.

The being no further business, the meeting adjourned at 3:50 p.m.