National Environmental Health Sciences and Protection Accreditation Council (EHAC) Undergraduate Self Study Checklist

Self Study Completion Action Plan, Timeline and Work Schedule

SECTION	TASK	SUBTASK
A. Identification		
	1. Program name	
	2. Name of school/college or department	
	3. Name of institution	
	4. Name of program administrator or contact person	
	5. Mailing address	
	6. Telephone, fax, E-mail address	
	7. Name of administrator who is to sign for the university	
	8. Name of chairperson of the school/college	
	9. Name of dean of school/college	
B. General Information		
	1. Institution's philosophy	
	2. Program objectives	
	3. Organizational table of the institution	
	4. Brief program history	
C. Curriculum		
	1. Admission requirements to EH program	
		a. When are students admitted?
		b. Grade or test score requirements
		c. Other admission requirements
	2. Course requirements	
		a. Prerequisite courses to be completed prior to admission or matriculation in tech/prof courses
		b. Prof/tech courses required-taught outside prog.
		c. Prof/tech courses taught w/in prog.
		d. Prof./tech selective/elective courses recomm
(Provide a list containing the course ID number, title, instructor for each course in C.2.b,c,d.)		
(Provide more detail in appendix to include course objectives, course outline class schedule of lect.,lab, assign. Text, ref. Cred.		
	3. Course evaluations, Curriculum Evaluation	

SECTION	TASK	SUBTASK
		a. Describe how stud & fac evaluate required courses
		b. When/how is curriculum reviewed or eval by faculty
		*c. Outcomes Assement plan - details
		*d. External Advisory Committee - details, CVs
	4. Plans or consid. To add courses or make sign. Changes in content of existing courses.	
(Copy of latest bulletin/catalog describing curric., course descr., plus general univ. info included in report)		
D. Student Data		
	1. Current Enrollment	
		Freshman
		Sophomore
		Junior
		Senior
		Prior baccalaureate degree
		Total Enrollment
	2. Number of graduates during past five years	
		a. Sept 1, 2009-Aug. 31, 20__
		b. Sept 1, 2008-Aug. 31, 20__
		c. Sept 1. 2007-Aug. 31, 20__
		d. Sept 1, 2006-Aug. 31, 20__
		e. Sept 1, 2005-Aug. 31, 20__
	3. List all graduates for the last two school years and identify their current activity (empl.) or status and location.	EHAC Grad Status Report (See Table template)
	4. Describe enrollment changes and trends and how the trend may affect the program. What are the projected enrollment figures over the next 5 years? Projected faculty FTE?	
	5. What is the program capacity at the current level of faculty funding, and facilities?	
	6. Is there a graduate level program in EH? Degree offered? What is the total enrollment of the graduate program?	
	7. How or in what ways are the graduate and UG programs integrated (e.g., stud. In same classes, faculty w/both progr.?	

SECTION	TASK	SUBTASK
E. Faculty		
	1. List all faculty who are direct participants in the program and include their faculty rank, degrees, role or assigned respons., and if they are FT or PT. Incl. cv in appendix.	Create table with faculty, FTE, courses taught
	2. What are the prog. Or univ. guidelines for teaching and advising loads for the faculty?	
	3. How is faculty performance evaluated? What prof. activities are faculty expected to carry on outside the institution?	
	4. What faculty development activities are available to faculty (e.g., leave, travel money for prof. Mtgs, release time for study / certifications, etc.	
F. Facilities and Resources		
	1. Summarize available library facilites directly relevant to the faculty and students.	
	2. Describe computer and internet resources available to the faculty and students (Technology Resources)	
	3. What lab facilities and equipment are available for teaching the professional/technical courses (Inventories)	
	4. What instructional facilities and learning-aid resources are available to the faculty?	
	5. What changes are anticipated regarding facilities and equipment availability to faculty and students?	
	6. What external facilities/agencies/organizations are available and used for field experiences - trips, interns	
	7. List external training used by students in this program. Is there an advisory committee for this program? Is so identify the members of the committee, the service provided by the committee, its meeting sched., etc.	
G. Program Funding		
	1. Describe the major sources of funding for this program and their relative stability. (Internal / External)	
	2. Describe research or special project grants which enrich the program through faculty support, opportun. for student employment, or similar enhancements.	
H. Faculty/ Admin. Eval.		
	1. What are the major strengths of this program?	
	2. Describe problem areas which are of current concern.	
	3. Summarize the long-term plans for this program.	

SECTION	TASK	SUBTASK
Other Actions Required	Alumni survey is required for the last 5 years graduates and their supervisors. This will be directed by NEHSPAC through an online survey.	Date uncertain due to NEHSPAC instruction yet to be forthcoming
I. Official Signatures		
	EH Program Director	
	Authorized Official of the Institution, Title	

December 1, __ submit selfstudy report (SelfStudy is due the Dec preceeding year of site visit)

Feb - April __ plan for site visit (Communicate with EHAC and schedule site visit between Feb/April)

June - July attend EHAC meeting at Annual NEHA (Program Director must atttend the EHAC Evaluation Session)