



National Environmental Health Science & Protection Accreditation Council (EHAC)

MEETING MINUTES & Action Items

EHAC Annual Meeting of the Council*
June 23-24, 2018
Anaheim Marriott • Anaheim, California

Action Items Resulting from Council Decisions:

No.	ACTION ITEMS from June 23-24, 2018 Annual Meeting	Responsible Person	Due date
1.	Send out all approved extension (ODU, CSU Northridge, East Central) and accreditation letters (BSU, East Carolina, ECU, ETSU, MVSU, U Findlay, U Georgi, UI Springfield), via email and mail.	Busch Isaksen and Mitchell	7/23/2018
2.	Update EHAC Policy, Const., Bylaws, UG Requirements and Grad. Guidelines with June Council decisions	Mitchell	8/15/2018
3.	Send out 2018 Annual Meeting Minutes for Council approval after approval from Chair and Secretary	Mitchell, Busch Isaksen	By 8/2/2018 (30 days past meeting)
4.	Discuss adding a requirement to the UG Requirements and Grad Guidelines to explain what students can actually do upon course completion	Board	
5.	Creation Self-study Templates for UG and Grad programs completing a combined Self-study and Templates and specific guidance and instructions for Site Visitors assigned to these programs	Board/Council Member training committee/Tania Busch Isaksen/Mitchell	9/1/2018
6.	Systematize and streamline reporting and accreditation processes	Busch Isaksen/Mitchell	1/1/2019
7.	Update website with accreditation period and next review date for all programs	Mitchell	8/1/2018
8.	Report Diversity Numbers in Annual Report as rates	Mitchell/Committee	2019
9.	Review and revise Annual Report and Outcome Assessment Survey Tools	Committee	2019
10.	Plan 50 th Anniversary of EHAC's first accreditation	Committee?	June 2019

* **Abbreviations used in these minutes:** Environmental Health (EH), Undergraduate (UG), Graduate (G)

11.	Confirm that Wright State University has removed any mention of EHAC accreditation from website and printed materials.	Mitchell	August 31, 2018
12.	Establish agreement between EHAC and AEHAP around new program recruitment efforts	Mitchell/Busch Isaksen/Pinon	October 1, 2018
13.	Two committees will form to write an article based on the outcome assessment data as well as to review and revise the annual update survey and outcome assessment survey.	Committees	January 2019?
14.	Treser will Chair a Committee to address the CEPH situation that will focus on preparing a document explicitly stating the value of EHAC accreditation as a STEM based professional degree.	Treser/Mitchell	August 2018
15.	Don Williams agreed to participate on the committee and to help familiarize a new committee Chair (to be appointed by Busch Isaksen) with election related activities.	Williams/Mitchell	September 2018
16.	Deem requested a breakdown of students accepted to the COSTEP program in 2018.	Mitchell/CoSTEP	September 2018
17.	Busch Isaksen asked if Jason Marion could make a list of these PhD programs that might be interested in EHAC accreditation. Schools can do both if they can figure out how to do so. Marion reported getting positive feedback from CEPH regarding this route.	Mitchell/Marion	September 2018
18.	Tom Deem suggested reviving the quality control process for assuring programs are update to date and in compliance with all EHAC requirements	Mitchell	2020

Saturday, June 23, 2018

1.0 Call to Order: Chair Busch Isaksen called the meeting to order at 8:02am.

1.1 Welcome and Introductions

EHAC Council Attendees: Chair – Tania Busch Isaksen, Secretary - Laura Suppes, Vice Chair for Undergraduate Programs - Steve Johnson, Vice Chair for Graduate Programs - Sharron LaFollette, Director-at-Large – Jim Dingman, Elections Chair – Don Williams, Gary Brown, Tom Deem, Jason Finley, Mike Fletcher, Dave Gilkey, Mark Houser, Chyla Hunter, Jason Lewis, Priscilla Oliver, Welford Roberts, Chris Sparks, Chuck Treser.

EHAC Council Members – absent: Pat Bohan, Tom Turco

Guest attendees: Tim Murphy, Rania Sabty-Daily, COL Wendell Moore, Swatantra Kethireddy

Chair Busch Isaksen asked Council Members to estimate their years of EH career experience: 452 years of Environmental Health experience among all Council members present.

1.2 Approval of Agenda:

- **Motion:** Treser moved to approve the agenda
- **Second:** LaFollette.
- **Discussion:**
 - Gilkey requested the addition of a discussion topic around how to count course credit hours (percentage of topics taught within one course). Busch Isaksen added this topic to the policy discussion section of the agenda – Section 10.1 - on Sunday.
 - Busch Isaksen stated that election of EHAC Board officers would occur after lunch in order to populate the ballot (Section 3.2).
 - Minor edits - “ad hoc” should be “standing” in Section 2.1 and “elections” should be “nominations” in Section 3.2.
- **Motion 2:** Treser moved to approve the agenda as modified.
- **Second:** LaFollette
- **Decision:** Motion to approve the modified agenda was approved unanimously.

2.0 Officer Reports

2.1 Chair’s Report – Tania Busch Isaksen

- **EHAC Accomplishments and Activities**
 - Successfully reviewed and visited 12 reaccrediting programs for 2017-2018
 - Mentored at least two new EH programs toward initial accreditation in 2019 (one potential international program).
 - Updated EHAC’s website with accurate information.
 - Increased accreditation fees and dues to more accurately reflect the value and cost of EHAC accreditation.
 - Began effort to streamline EHAC’s accreditation process.
 - Committee Opportunities – Chair Busch Isaksen encouraged Council members to sign up for multiple committee opportunities.

2.2 Secretary’s Report – Laura Suppes

- **Summary of 2017 Annual Meeting Minutes and Action Items**
 - Reaccredited five programs.
 - Approved Increase in Initial and Reaccreditation Fees.
 - Charged Board with recommending a sustaining accreditation dues increase.
 - Promoted Leslie Mitchell to Interim ED.

2.3 Treasurer’s Report – Mike Fletcher

- **FY 2018 TYD Financial Report**
 - **Profit Loss – October 1, 2017 - June 14, 2018**
 - **Income reported - \$41,292.40**
 - **Expenses reported - \$50,524.73**
 - **Difference = - \$9,232.33.** Fletcher commented that this kind of annual revenue loss is not sustainable and explained that this was the reason that both accreditation fees

- and dues have been increased. Fletcher submitted that the Board and Council prepared accordingly for this fiscal situation. Fletcher reported that the financial documents were prepared by Carla Brown. There were no questions.
- Fletcher reported on the profit and loss document highlighting Line 30 - staffing costs. Fletcher explained that fees for staff have increased as EHAC has assumed employer responsibilities from AEHAP. AEHAP's loss of CDC funding required significant changes in how both organizations conduct business. Fletcher also noted that EHAC is working with only one staff person and a part-time financial manager. Fletcher explained the downward trend in Line 60 - net income is, again, due to EHAC's transition to being an employer. Fletcher reiterated that EHAC is roughly \$10,000, at this point, in the hole this fiscal year. This will increase until September, as our income from fees and dues has largely already been received. We should expect to be dipping into savings ~30k this fiscal year. This further supports our action to having raised fees and dues for this upcoming fiscal year.
 - **Proposed budget for 2018-2019** (fiscal year from October 1 - September 30)
 - Fletcher explained two budget scenarios for the Council to consider. One scenario (Column B) presented expenses related to EHAC moving to, and working out of, a virtual office and another scenario (Column C) presented expenses related to staying in the current office space.
 1. Virtual Office budget explanation (Board recommend scenario):
 - Fletcher explained that the main goal of moving to a virtual office is to save money. Brown has estimated that future (about a year out) overall savings for EHAC minus the expense of closing the office and moving to a virtual situation will be around \$10,000 + per year.
 - Questions arose from the Council around the meaning of a "virtual office". Fletcher and Mitchell explained that the brick and mortar office will be vacated when our current lease expires and Mitchell will work from her home by October 31, 2018. All vital documents will eventually be converted to digital and stored in the "cloud". Hard copies of significant documents (tax forms, recent self-studies, insurance, etc.) will be kept and stored in a storage unit, likely near Mitchell's home. All unnecessary documents will be shredded by a commercial company. Houser commented that most of his staff now work at home offices over 50% of the time and that seems to be the direction things are moving. Deem asked about how the office furniture and computer equipment will be dealt with. Office equipment will be donated or sold and computer equipment that is outdated will be destroyed and disposed of. Deem and Finley asked about an allowance for updating equipment. Fletcher answered this has been included in the budget. Deem also enquired as to "ownership" of office related equipment - computers, screens, printers, etc. and suggested that having some kind of documentation related to that would be helpful. Jason Lewis also inquired about establishing some kind of lifecycle budget for replacement of out dated equipment as necessary.

- LaFollette asked when Jack Hatlen stopped recording EHAC history and suggested that Treser take up this effort and these kinds of historic documents be stored with him.
- Priscilla Oliver asked about the potential for EHAC sharing and office with NEHA. Treser explained that while this option may still be open, the original intent was for AEHAP to potential share office space at NEHA – rather than EHAC. Treser stressed the importance of keeping the EHAC and AEHAP separate as accreditation and marketing organizations. Treser pointed to the example of the separation of CEPH from their marketing arm. Treser also added that there has really never been any discussion about moving both EHAC and AEHAP to NEHA in the past. Busch Isaksen added that the EHAC Board has not discussed sharing office space at NEHA.
- 2. Brick and Mortar Budget for 2018-2109
 - Fletcher briefly explained the brick and mortar version of the 2018-2019 budget citing the large expenditure for monthly rent, phone and internet service, utilities. Fletcher explained that these are unnecessary costs, as EHAC’s office is not used for meetings or receiving guests or visitors.
- **Motion: Jim Dingman moved to approve the virtual office version of the proposed 2018-2019 EHAC budget.**
- **Second: LaFollette**
- **Discussion**
 - Johnson asked if the virtual office budgeted costs reflect actual costs, as he felt the estimates were on the low side – especially around equipment and replacement equipment costs. He was also concerned with replacement costs for potential failing equipment – like a laptop. Finley suggested that equipment failure is not a factor to consider related to office location as equipment will or will not break whether in a brick and mortar or virtual situation. Finley agreed that the budget should include consideration for equipment replacement. Busch Isaksen explained that Brown and Mitchell have researched the cost of phone service, a new printer/fax/scanner, potential periodic office space or services rental, a hot spot, etc. and have added some “cushion” for unexpected expenses that may develop.
 - Dingman called the question reiterating his support for approval of the current proposed virtual budget and to revisit mid-year in order to make adjustments if necessary.
- **Vote: Council voted unanimously to approve the virtual office version of the proposed 2018-2019 EHAC budget.**
 - Post vote discussion: Tom Deem expressed his appreciation for the historic financial document covering the last several years of income and expenses. Deem pointed to the decline in dues over this period and asked Fletcher if there are less programs. Fletcher responded that there has been a great deal of gain and loss of programs over the last few years. Fletcher submitted that he does not know how programs will respond to the new annual fees and that some

more might be lost. However, Mitchell has received no feedback regarding multiple communications around increasing fees and dues. LaFollette commented that she spoke about the fee and dues increase to folks on both of her site visits. Gilkey commented that some programs, like Boise State, may have to choose between CEPH and EHAC accreditation in the future. Tim Murphy added that EHAC accreditation is significantly less costly than CEPH, ABET and others but of similar or better value.

- Fletcher suggested that it would be a good idea to include a letter comparing the cost and value of EHAC with CEPH and ABET accreditation. However, both Murphy and Busch Isaksen disagreed and suggested that it would be better to include a letter that is focused on the value of EHAC accreditation.
- Finley pointed out that chronologically, the letter announcing the accreditation and reaccreditation fee increase as well as the October 2018 dues increase went out to program directors, other related communications have taken place and site visits were made – all with no response or any feedback from programs directors. Finley posited that it seems like there would have been at least some reaction by now if there was significant concern about the changes.
- Council members discussed the range of fees associated with CEPH and ABET accreditations citing the extremely high fees compared to EHAC.
- Tom Deem suggested that EHAC needs to have a firm plan for gaining accreditations in the near future. LaFollette submitted that this has historically been AEHAP's area of responsibility and EHAC has not historically solicited new programs. Finley suggested that this policy could be changed.
- **Busch Isaksen suggested that an agreement between EHAC and AEHAP could be (re) established to address this situation and develop a firm plan for recruiting new programs. Finley suggested determining what the current policy states and developing a committee to jointly address program recruitment.**

2.4 Executive Director's Report – Leslie Mitchell

- **State of the Council: Banner year!**
 - 23 total volunteer Self-study Reviewers and Site Visitors.
 - Total of roughly 1,400 volunteer hours.
- **Plans for 2018-2019:**
 - Committee Volunteer Opportunities.
 - Update and Align All Policy Documents.
 - Streamline/Systematize Accreditation Process.
 - Institute Mentoring Programs for Potential and Newly Accredited Programs.
 - Enhance Mentoring and Training for New and Current Council Members.
 - Welcome program for new Council Members.
 - Self-study review training.
 - Site Visit training.
- **50th anniversary celebration of the first accredited EH program in 1969 = East Tennessee State University.**

- Council suggested planning an event(s) to celebrate this anniversary, especially since the 2019 annual meeting is being held in Nashville, TN, just a couple of hours from ETSU.
 - **Mark Houser volunteered to help with planning some sort of celebration in tandem with ETSU.**
- **Annual Update of Programs and Outcome Assessment Report – Leslie Mitchell**
 - Mitchell provided a report based on annual update survey data submitted by all accredited programs in 2018 and on outcome assessment data submitted by 2018 reaccrediting programs.
 - Discussion focused on desire to increase the number of accredited programs and enrollment, areas of high and low employee knowledge in the workforce and ways to improve the gathering and reporting of all data.
 - Overall increase in diversity of students.
 - **Dingman requested that diversity numbers be reported as rates.**
 - There are more UG and G female students than male students (Reverse is true for EH faculty).
 - Non-profit representation in the workforce is slim which there is close competition between private and public employers.
 - On campus recruitment techniques – You Tube, Twitter and peer relationships are the most successful.
 - Program directors are mostly reporting health programs.
 - Consistent administration concern about program enrollment was reported.
 - The number of faculty lacking EH experience is growing. This needs to be addressed by EHAC, as UG requirements and G guidelines require Program Directors to have EH experience.
 - 1,800 EHAC graduate students have graduated and 10,000 Undergraduate students have graduated in the last 50 years.
 - Outcome Assessment data showed:
 - Wish list for more training (from students) in: radiation health, built environment, risk analysis, solid and hazardous waste, air quality, injury prevention, occupational health and safety.
 - **Action: Two committees will form to write an article based on the outcome assessment data as well as to review and revise the annual update survey and outcome assessment survey.**
 - **Goal for 2018-2019 – revise both Annual Update Survey and Outcome Assessment Survey. Jason Finley and Tim Murphy volunteered to revise the surveys.** Examples for improvement include: in “Wish list for more training” – what is meant by “training”? Deficiencies will be identified and addressed in the updates.
 - Mitchell suggested that the Council should consider adding additional gender options to the Annual Report Survey choices. Additions to Outcome Assessment Survey – “How did you first hear about the programs and what made you join the program?”

- Oliver asked if EHAC will be celebrating the 50th anniversary of our first accredited program (East Tennessee State in 1969).

3.0 Standing Committee Reports

3.1 Busch Isaksen explained the desire and need to re-establish productive Standing Committees (Bylaws Committee and Nominations Committee) and to create new standing committees.

- Discussion:
 - **Nominations committee**
 - **Don Williams agreed to participate on the committee and to help familiarize a new committee Chair (to be appointed by Busch Isaksen) with election related activities.**
 - **Bylaws Committee is chaired by the Director-at-Large = CAPT Don Williams**
 - Deem raised the issue of whether to have project based committees or to establish more standing committees. LaFollette commented that all of these proposed committees will be standing and ongoing – they may be more active when there is a specific need/project.
 - Murphy emphasized the importance of establishing a Values Committee that would determine ways to convey the value of an EHAC accredited degree to students. Murphy commented that this value study would be helpful to students, to their potential employers and to funding entities related to grant money.
- **Motion: Fletcher moved that the Council create the recommended standing committees in addition to a Values Committee.**
- **Second:** Oliver
- **Dingman called the question.**
- **Vote:** Motion to create the following standing committees (New Council Member Training Committee, Requirements and Guidelines Committee, AEHAP Mentorship Committee, Policy Committee, Values Committee and Annual Update Survey and Outcome Assessment Survey Committee) passed with one abstention.
- **Discussion after vote:**
 - **Busch Isaksen noted that EHAC needs to identify a new relationship with AEHAP to determine responsibilities and to align recruiting and marketing messages for potential new programs.**
 - Fletcher submitted that open and frequent communication needs to be established/re-established between AEHAP and EHAC and also asked the question – “Is AEHAP the only organization that can recruit and market for EHAC?”
 - Sparks commented that the Policy Committee and the Guidelines and Requirements Committee need to work together closely to align documents.
- **Standing Committees, Charges and Chairs:**
 1. **Bylaws Committee: Chair – Don Williams**
 2. **Nominations Committee: Chair - ??**

Charge: cited in Constitution and to develop method for achieving geographic membership balance on Council.

 - a. Jason Finley

- b. Mark Houser
- c. Chyla Hunter
- d. Gary Brown
- e. Don Williams

3. New Council Member Training Committee: Chair ???

Charge: create welcome structure, develop and implement Site Visitor and Self-study reviewer training.

- a. Sharron LaFollette
- b. Mark Houser
- c. Priscilla Oliver

4. Requirements and Guidelines Committee: Chair???

Charge: Periodically review and revise UG requirements and Graduate Guidelines

- a. Sharron LaFollette
- b. Jason Finley
- c. Mark Houser
- d. Mike Fletcher
- e. Welford Roberts

5. AEHAP Mentorship Committee: Chair??

Charge: To establish a training committee for AEHAP mentors to ensure mentors are prepared to recruit and mentor potential new programs.

Note: committee will determine whether soliciting new programs is permitted by EHAC policy, bylaws and constitution.

- a. Steve Johnson
- b. Mark Houser
- c. Welford Roberts
- d. Mike Fletcher

6. Policy Committee: Chair - Sharron LaFollette??

Charge: to revise EHAC policy document (including 2018) and align with all other documents, including: EHAC Constitution and Bylaws, UG Requirements and Graduate Guidelines. Policy and Guidelines/Requirements Committee will collaborate on updates.

- a. Chyla Hunter
- b. Tom Deem
- c. Christopher Sparks

7. Values Committee

Charge: Develop a descriptive document/white paper outlining the many values of EHAC accredited UG and/or Graduate degrees.

- a. Jason Lewis
- b. Jason Finley
- c. Laura Suppes

8. Annual Update Survey and Outcome Assessment Survey Article Committee: Chair – Dave Gilkey

Charge:

- Write Journal article based on Outcome Assessment and Annual Update Survey data analysis.
 - a. Dave Gilkey
 - b. Rania Sabty-Daily
 - c. Tim Murphy
 - d. Tania Busch Isaksen
 - e. Priscilla Oliver
 - f. Mike Fletcher

9. Annual Update Survey and Outcome Assessment Survey Revision and Rewrite

- Revise Annual Report Survey and Outcome Assessment Survey.
 - a. Tim Murphy
 - b. Jason Finley

3.2 Nomination Committee Report – CAPT Don Williams

• **Report of Elections Process and Results**

- Williams welcomed 2018-2021 Council Members: Dr. Stephen Johnson, Dr. Ying Li, COL (Ret.) Wendell Moore, Dr. Tim Murphy, Dr. Rania Sabty-Daily, Dr. Laura Suppes, CAPT Don Williams
- Williams and Busch Isaksen emphasized the need to persist in getting new Council members/nominees and asking nominees that don't win to keep trying.

• **Call for 2018-2019 Officers**

- General Chair - Tania Busch Isaksen
- Director-at-Large - Don Williams
- Secretary - Chyla Hunter
- Treasurer - Mike Fletcher
- UG Chair - Jason Finley
- Grad Chair - Sharron LaFollette
- Nominations Chair – postponed appointment by General Chair.

- **Motion:** Treser moved for the adoption of 2018-2019 slate of EHAC officer candidates. The motion was seconded by Sparks. No Discussion.

- **Vote: Motion to accept the 2018-2019 slate of EHAC Officer slate of candidates was unanimously approved.**

- **Call for Nominations for Nominations Committee Chair: postponed.**

3.3 Undergraduate Committee Report – Stephen Johnson

• **Updates of Decisions of the Board:**

- **Reaccreditation extension requests:**

- California State University – Northridge (UG/G)
 - **Motion:** Houser moved to give CSU – Northridge's Graduate Program a one year extension.
 - **Second:** Williams and there was
 - **Vote:** Unanimous approval by the Council.
- East Central University – undergraduate extension request approved for Council Consideration.

- **Motion:** Johnson moved to grant East Central University's Undergraduate program a one year extension.
- **Second:** no second necessary
- **Vote:** Unanimously approved by the Council.
- **Wright State University:**
 - Program has not responded to continued efforts to communicate regarding lack of 2018 Annual Report Completion, delinquent 2017-2018 annual dues payment and interest in applying for the 2019 reaccreditation process as their accreditation period ended in 2018.
 - **Motion:** Johnson moved that the Council notify WSU by letter that their accreditation expired in June 2018 and to indicate the processes and conditions of the expiration.
 - **Second:** no second necessary
 - **Vote:** Unanimous approval of the motion.
 - **Discussion after the vote:**
 - Treser emphasized informing WSU that they must remove all EHAC related information and accreditation related status from their website immediately. Dingman submitted that EHAC office should follow up with WSU to make sure that EHAC related information has been removed in a timely fashion and that letter should be sent by certified mail. Deem commented that legal action would be required if WSU refuses to remove EHAC related information.
- **Status of conditional programs:**
 - State University of New York, College of Environmental Science and Forestry is well on its way to fulfilling conditions placed on accreditation in 2017.
- **2018-2019 programs interested in initial accreditation/programs up for reaccreditation**
 - Montana State University – Dave Gilkey suggested that MSU may not be ready to apply for accreditation in October 2018 and that Montana Tech. (where he was recently hired) may be interested in pursuing accreditation if this is the case.
 - University of Technology, Jamaica – may apply in October 2018, but more likely to apply in October 2019.
- **Site Visit and Self-study Review volunteers:**
 - Johnson distributed 2018-2019 sign-up sheets for Volunteer Self-study Reviewers and Site Visitors.

[Note: LaFollette suggested adding reaccreditation dates for programs to the website.]

3.4 Graduate Committee Report

- **Updates of Decisions of the Board – Reaccreditation extension request:**
 - Old Dominion University's graduate program has requested an extension to 2020 to align with UG program accreditation date/
 - **Motion:** LaFollette moved to grant ODU's graduate program a one year extension.
 - **Vote:** Unanimously approved.
 - LaFollette reported that Mississippi Valley State University will be up for discussion tomorrow and they have spent a lot of time and effort aligning with EHAC requirements. She encouraged the Council to review the site visit and self-study materials.
- **2018-2019 programs up for reaccreditation** – no graduate programs reaccrediting in 2019.

4.0 Protocol visits

- Visit from NEHA (Pres. Adam London and President Elect Vince Radke)
 - Annual Informative Update.
 - Thank you from EHAC.

4.1 NEHA:

- President Adam London, President Riggs, and President-elect Vince Radke represented NEHA and each spoke to the Council about NEHA activities and future plans. London explained that his term in office was focused on how to make NEHA sustainable, which has been accomplished. Now NEHA can focus on its efforts on growing the Environmental Health profession.
 - Council questions related to how to make NEHA more attractive and accessible to students. LaFollette suggested that licensure, in particular, for EHAC program graduates would be an easy first step to more student involvement in NEHA.
 - Treser commented that EHAC and AEHAP have noticed the reinvigoration of NEHA student related activities and efforts to encourage student involvement. Treser requested an update on these activities. London reported on NEHA's ad hoc committee related to student involvement and credentialing, adding that two AEHAP Board members were asked to be a part of the committee. Radke reported that this committee will continue under his Presidency (with EHAC and AEHAP involvement) and that he is also advocating for one student to be placed on each NEHA committee to obtain their perspectives. Larry Ramden is current Chair of the Credentialing Committee. Mike Fletcher and Tim Murphy volunteered to continue to serve on the Credentialing Committee.
 - Murphy enquired about the possibility of reviving NEHA student chapters and explained that establishing NEHA student chapters and creating a credential for EHAC graduates would have great benefits for both NEHA and students. Murphy suggested creating an ad hoc committee to revive student chapters, which he and Carolyn Harvey volunteered to Chair, or they offered to develop this on their own. Murphy also suggested that NEHA could create a foundation focused on student access and recruitment, similar to that of the American Society of Safety Professionals (ASSP). London asked what it would take to get something like that off the ground and how to involve students in structuring the effort and result. Radke emphasized that structures for this exist in the form of an affiliate committee to support outside groups and that Committees have been opened to NEHA members not on the Board of Directors. Roberts suggested that NEHA has an existing endowment that could be used to support student focused efforts. Treser reiterated he would volunteer for a "Student" Committee that was dealing with establishing student NEHA chapters.
 - Radke will talk with NEHA student-oriented Committee Chair, once appointed and will put them in touch with Murphy and Treser. Radke stressed the need for assistance in identifying students to serve on NEHA committees. At this point they must "self-identify" that they want to serve. Roberts pointed out that historically NEHA has had non-board members on committees but that this option was voted down when he was in office.

- Radke suggested it would be most helpful for Chair Busch Isaksen to communicate with the new (currently unnamed) Committee chair(s) about student participation on the committees.
- NEHA Scholarships Committee – AAS/NEHA scholarship – Radke reported that there were no applicants from EHAC accredited programs in 2018 for the five \$1,000 scholarships to support NEHA AEC attendance. LaFollette suggested that the application process presents too much work for not enough money. Treser submitted that NEHA is not alone in lack of students applying for \$1,000 scholarships. Treser suggested doing a better job of getting word out to EHAC faculty and easing the application process to encourage more applicants. Suppes added that if the application process is easier it makes the money more worthwhile to students. Radke suggested that the scholarship committee needs to correspond directly with AEHAP/EHAC. Radke will send all Committee Chair information to Chair Busch Isaksen when available.

4.2 COSTEP and EHOPAC

- **Updates from Cmdrs. Vaouli and Quinn**

- Physical exam – there have been complaints about the lack of transparency of this requirement and COSTEP is in the process of clarifying this requirement. BMI requirements are complicated issues for athletes and are a problem for active duty people as well. Murphy commented that BMI is not a good indicator of whether you can do a job well and suggested requiring an actual physical for student applicants rather than relying on an arbitrary number. Vaouli agreed with the lack of science backing BMI numbers, however cited the application time period as too restrictive for requiring an actual physical of applicants. Currently, there is no option for appeal related to BMI disqualification. Vaouli will pass concern about the inappropriateness of BMI as a measurement of physical ability up the line. Vaouli also reported trying to improve the application's physical requirement by creating a medical review board that would be more transparent.
- Eligibility – currently - EHAC or other accredited students in Bachelor or Master's degree programs.
 - Eligibility requirements are under review as administrators are trying to identify graduates that will best fit the JR COSTEP program, as there is a proliferation of environmental and public health degrees available to students. COSTEP continues to hold EHAC accredited programs as those with the highest quality curriculum. They are reportedly finding CEPH guidelines are not adequate for officer needs. Administration is contemplating requiring a credential of some sort for some applicants from non EHAC accredited programs as graduates of CEPH programs are coming in without broad EH background and unprepared for deployment by USPHS.
- Applications Process – updates – the ability to apply for active duty officer positions at any time for JRCOSTEP graduates only has been temporarily suspended = the removal of one of the major incentives for entering the JRCOSTEP program.
 - Current JRCOSTEP application period - October 15 – Nov. 30, 2018
- Decline in applicants – possibly related to the timing of the application process.

- Questions from Council:
 - Suppes asked about the mental health screening process citing two of her students that have been denied because of “mental health” issues. These students are excelling in her program. Why were they denied? Vaouli recognized that this is a huge issue. Murphy submitted that for every one student that is denied due to physical or mental state, they will lose 10 more students because of word of mouth about negative experiences.
 - Application timing: Council members suggested the application open date is too far into the school year as students already have internships lined up by late fall/early winter. Vaouli submitted that is why they have change the application to slightly earlier in the winter.
 - Application process: Murphy cited students who have had their applications returned due to inadequate preparation and argued that communication is not adequate and their call-in numbers do not provide necessary answers to application completion. Vaouli recognized that this is an issue but reported that all incomplete applications will be returned, likely with no communication.
 - **Deem requested a breakdown of students accepted to the COSTEP program in 2018.**

4.3 AEHAP – Jason Marion reported for Anne Maire Zimeri

- Suppes submitted an idea for AEHAP to pursue to increase the practical experience level of faculty. She promotes a career path to her students from undergraduate to practical experience to gaining an advanced degree and then potential moving into a faculty. This career trajectory might be a good thing for AEHAP to market. She suggested that AEHAP could set up a Skype meeting for a representative from AEHAP to discuss and promote this topic.
- CEPH issues - Marion posed a question to the Council around accreditation of PhD level programs = What is the relationship among AEHAP/EHAC and EH PhD producing schools? Marion suggested that there is a large contingent of EH faculty that are not adhering to CEPH regulations who may be interested in EHAC accreditation. **Busch Isaksen asked if he could make a list of these PhD programs that might be interested in EHAC accreditation. Schools can do both if they can figure out how to do so. Marion reported getting positive feedback from CEPH regarding this route.**
- Fletcher reported that the Council just voted to create a committee to work with AEHAP on a mentoring program and that lines of communication need to be very open between AEHAP and EHAC.
- Marion will work with new AEHAP President to submit an article to NEHA’s Journal relating ethnicity data from the Outcome Assessment Survey of Reaccrediting Programs.

5.0 EHAC Business Meeting

- Board Recommended Policy changes “homework” – Busch Isaksen reminded Council to review policy change recommendations.
- **Return to Nominations Committee:** officer slate from the morning.
- **Motion:** Treser moved to adopt the Nominations Committee slate of officers.

- **Second:** Sparks
- **Vote:** Unanimous Approval

6.0 Accreditation Actions

6.1 Boise State University – Bachelor of Science in Public Health with an Emphasis in Environmental & Occupational Health and Safety

- **Site Visitors:** David Gilkey and Tom Deem
- **Strengths:**
 - Established program - since 1981
 - Regional reputation of excellence
 - Public Health rebranding of EOH Program
 - New Program Director
 - Solid science-based curriculum
 - Toxicology now 3 credits
 - Dedicated faculty
 - Established external advisory board
 - Field Trips / Practicum Experiences
 - Teaching Methods, Technology and Pedagogy
 - Library Services and Facilities
 - Integrated within the School of Allied Health Sciences
 - Bronco 2.0 Budget Process
 - Dean support
- **Challenges:**
 - New Program Director - Dr. Adams
 - “Emphasis” that roles into BS in PH fall 2018
 - Rebranding - Marketing plan and promotion
 - The most rigorous of “emphasis areas”
 - Dual Accreditation – EHAC/CEPH
 - Toxicology changed from 2 to 3 credits
 - Loss of elective credits
 - 12 credits of PH added to curriculum
 - Competition for lab space
 - Current capacity for 50 students
 - Retiring faculty (Tom Turco)
 - Broncos 2.0 budget – Increase funding
 - Additional dedicated faculty (TBD)
 - New College Director in 2018 (TBD)
 - MPH / MSPH program coming
 - Murphy asked their “gut” feeling on whether the program will last if/when Karin Adams and Tom Turco leave. Dave thinks that it will be viable because BSU is the only EH program in the region.
- **Motion:** Site Visit team (Gilkey and Deem) moved to grant BSU full accreditation for 6 years.
- **Vote:** Motion to grant 6 years accreditation to BSU was approved unanimously.

- **Letter:**
 1. Succession planning
 2. Keep in touch with EHAC on any changes
 3. Program Director replacement needs to be a qualified practitioner

6.2 University of Georgia – Bachelor of Science Degree in Environmental Health

- **Site Visitors:** Jim Dingman and Charles Treser
- **Strengths:**
 - Administration: Knowledgeable and supportive
 - Faculty: Sufficient, well qualified and respected by students
 - Students & Alumni: Happy with the program
 - Facilities: Aging and limiting growth
 - Research: EHS Faculty are heavily engaged in research
 - Advisory Board: Present and active
- **Challenges:**
 - Facilities: Aging building; inhibits additional faculty, research & student growth; separate from the rest of the college which is located on the Health Sciences Campus about 20 minutes away.
 - Internships: A number of the internships seem to be more oriented toward clinical or environmental studies
 - Advisory Board: Could use an academic member
 - PhD Program: Recommend it be accredited by EHAC
 - Program Director – trying to fund new laboratories. Dean is retiring. Faculty feel strongly that it will help them to get a new interim facility completed in the interim.

Motion: Site Visitors Treser and Dingman moved to grant full accreditation for six years.

Vote: Unanimously approved

Letter Should Include:

1. Succession planning
2. Concern about ageing facilities
3. Necessity of support from administration

6.3 University of Illinois – Master of Public Health – Environmental Health Concentration

- **Site Visitors:** Steve Johnson and Carolyn Harvey
- **Strengths:**
 - 6 FT faculty with new professor due in July 2018.
 - Online coordinator
 - Strong advisory committee meeting once per semester
 - Academics = 28 hour core, 8 hour EH concentration, Internship, and 12 hours of electives, all meeting EHAC requirements.
 - Well supported with adequate resources
 - Students and alumni highly supportive of program
 - Industry related course load
 - After Site Visit, Dr. Alamu eliminated an elective option that allowed students to potentially miss out on an EHAC required core course. This change is making its way

through the administrative governing process and will hopefully be in place by the fall of 2019.

- **Challenges:**

- Curriculum Mapping: A curriculum map was not provided. The team worked with the site to develop one which addressed this concern.
- Internship. The self-study report only indicated one year of student internship during the past six years. This was corrected and resubmitted to include two years as required.
- Written Exam. The written exam was open book and can be retaken if not passed. Although this was a concern, there was no requirement.
- Graduates: Concern was raised over 160 graduates, but only 34 were environmental health.
- Reported 160 graduates in self-study but there were actually only 34 EH graduates
- Suggested program redesign to make sure that all required courses must be taken – Dr. Alamu revised design so that there is only one EH major and all core requirements are met. This new course design is not in place yet – but is moving through the governing process.
 - Busch Isaksen asked what curriculum/degree options are currently in place - 3 options – these 3 technically do not meet all EHAC requirements from curriculum standpoint but Alamu is already trying to push the revised design through the decision process – this will probably be completed in 2019. Harvey reported that the Dean is supportive of the changes and in increasing resources for EH program. Johnson and Harvey emphasized the changes underway are making this program major much more cut and dry. They also reported that the Dean is interested in help from EHAC to make the program more specific and viable for students and graduates. Concern is when this will be actioned.
 - Busch Isaksen pointed out that some of the changes that were made at IU were made due to CEPH requirements, conflicting with EHAC requirements.
 - Alamu became chair in 2015 and there were no changes to curriculum prior to or soon after his arrival. Applied for CEPH accreditation this past year. Current program - 7 core courses with 3 categories/options that students to choose from. Concern that if students take some electives they may not meet EHAC requirements. New program was revised with Johnson's assistance and CEPH was o.k. with it.
 - Fletcher – are there any students that may have graduated without meeting EHAC requirements? Alamu doesn't think so. Has instructed faculty to advise EH students to choose the one option that meets EHAC requirements for an accredited EH degree.

[Note] Two Master's degrees – Master's in Env. Health and Master's in General Public Health (was taken as the equivalent of a Master of General Public Health). Irrespective of concentration you graduate with a degree in Public Health. University wants a clear distinction between MPH and MPH with concentration in EH.

- **Motion:** Site Visitors (Johnson and Harvey) moved that University of Illinois, Springfield's graduate program receives a conditional approval up to 2 years, with the remainder of the 6-years at full accreditation. The conditional accreditation will allow their revised program curriculum to be approved through their governance process.
- **Vote:** Motion passed Unanimously with one recusal.
- **Letter:**
 1. Execute governance process for the new curriculum
 2. Provide for ongoing monitoring to make sure that advisors are guiding students to meet EHAC requirements

[NOTE: Tom Deem suggested reviving the quality control process for assuring programs are update to date and in compliance with all EHAC requirements.]

- **Policy Revisions:**
 - **No. 2.01.2 Elections Policy Revisions**
 - **Motion:** LaFollette moved to approved revisions.
 - **Second:** Treser
 - **Discussion:** No discussion:
 - **Vote:** Approved unanimously.
 - **No. 2.06.5 Website Privacy Policy**
 - **Motion:** LaFollette moved to accept the policy as drafted.
 - **Second:** Treser seconded.
 - **Discussion:** Treser asked author Dingman if he looked at privacy guidelines form the European union. No, did not. Treser suggested that if those are going to be the standard, maybe EHAC should review those to incorporate into the new policy.
 - **Vote:** Approved unanimously
 - **No. 3.01.3 Undergraduate and Graduate Program Director Practical Experience.**
 - **Motion:** LaFollette moved to separate the discussion of this policy – first discussion will be on whether to combine UG and G practical experience requirement into one policy for both program levels and second discussion will be on the practical requirement itself.
 - **Second:** Treser
 - **Discussion:** No discussion
 - **Vote:** Unanimously approved.
 - **Discussion Topic 1:** combining UG and G practical experience requirement into one policy.
 - **Motion:** Treser moved to adopt combined UG and Graduate practical experience.
 - **Second:** LaFollette
 - **Vote:** Unanimously approved

 - **Discussion Topic 2:** Practical Requirement
 - **Motion:** Dingman moved to accept first version - 1.2.1
 - **Second:** LaFollette

- **Withdrawal:** Dingman withdrew his motion.
 - **Motion:** Johnson moved to drop “round” from first version of 1.2.1
 - **Second:** Deem
 - **Discussion:**
 - LaFollette explained the two different options for the Council to consider regarding practical experience. Historically faculty gained practical experience prior to their turn to academia. That is not happening anymore. However, EHAC still wants PDs to have experience. LaFollette added that the Council decided our perspective wasn’t liberal enough to capture individuals with good practical experience that hadn’t completed “real” practice. Now we are trying to figure out how to define practical experience for those who do not have practice experience.
 - Discussion of the two versions of the proposed practical requirement ensued with no conclusion. LaFollette proposed allowing her to wordsmith overnight and to discuss on Sunday.
 - **Vote:** Motion to drop “round” denied.
 - Busch Isaksen took a straw poll to determine whether to work solely on the first version of the 1.2.1 with 11 voting affirmative. LaFollette suggested this wording: Practice (work-related or internship) in a field of environmental health with preference to applied research in one or more areas of environmental health. She asked the Council to consider this overnight.
- **No. 3.03.3 Accreditation Fee Policy**
- **Motion:** LaFollette moved to accept policy with strikeouts – “will be” and “shall remain”.
 - **Second:** Finley
 - **Discussion:** No discussion
 - **Vote:** Unanimously approved.
- **No. 3.04.1 Site Visit Travel Form – removal**
- **Motion:** Dingman moved to remove the travel reimbursement form from this policy.
 - **Second:** LaFollette
 - **Discussion:** No discussion
 - **Vote:** Unanimously approved.
- **Policy 3.05 Annual Accreditation Fee**
- **Motion:** Houser moved to change January to October.
 - **Second:** Treser
 - **Discussion:** No discussion
 - **Vote:** Unanimously approved.
- Busch Isaksen called a recess at 4:52pm

EHAC Annual Meeting Minutes contd. – June 24, 2018

8.0 Call to Order – Busch Isaksen called the meeting to order at 8:05am

9.0 Accreditations Actions contd.

9.1 Mississippi Valley State University – Master of Science in Environmental Health

- **Site Visitors:** Don Williams and Sharron LaFollette
- **Background:** LaFollette reported that MVSU was going through a rough patch historically but they have made a big turnaround in the last year with Dr. Swatantra Kethireddy's leadership.
- **Strengths:**
 - Curriculum prepares students in:
 - Environmental quality control
 - Catalog also indicates concentrations not currently taught:
 - Environmental management
 - Natural disasters
 - Water resource management
 - Provides preparation in advanced problem solving and critical thinking
 - Developed overarching competencies mapped carefully to curriculum
 - Students and alumni comment positively on the quality teaching and internship/research
 - Great advisory Committee – many of whom are providing jobs to graduates
- **Challenges:**
 - The curriculum meets EHAC guidelines for developing competencies in EH, biostatistics, epidemiology, toxicology, risk assessment, risk management, and risk communication
 - The site visit team discussed strategies to:
 - Better assess and collect data across students
 - Recruit new students
 - Deliver efficient/transparent thesis/non-thesis options
 - Provide affordable and timely access to certifications/registrations
 - Use Advisory Committee productively in identifying internship opportunities, enhancing curriculum, and mentoring students
 - Identify ways to involve students to participate in professional conferences and networking experiences
- **Dr. Kethireddy's comments:**
 - Emphasis on graduate employment and internships
 - 3 faculty members in the department.
 - Lots of personalized guidance for students.
 - Recruitment efforts – Facebook and conference participation – trying to bring people from around the country.
 - Will be focusing on the recommendations of the site visit team soon.

- **Questions of Dr. Kethireddy:**
 - Morris observed that institutions are increasing their online presence. Is MVSU doing this? Kethireddy replied that most students are working, so most of curriculum is taught at night. 25% of coursework is offered of line – one or two classes per semester.
 - Deem asked about the advisory committee makeup which is from academia and industry and is very diverse. Two or three mentors are from industry and participated in the site visit.
- **Motion:** Site Visit Committee (LaFollette and Williams) moved for approval of full accreditation for 6 years for Mississippi Valley State University's graduate program.
- **Vote:** Unanimously approved
- **Letter:**
 1. Maintain current positive trajectory
 2. Make sure they track their students/data
 3. Applaud tremendous improvement

9.2 East Carolina University – Bachelor of Science and Master of Science in Environmental Health

- **Site Visitors: Sharron LaFollette, Milton Morris and Mark Houser**
 - UG and Graduate programs discussed together by Sharron.
- **Strengths:**
 - Undergraduate and graduate curricula meet or exceed the EHAC criteria;
 - Both curricula include applied concepts and experiences with the essential environmental health sciences;
 - The department is making a significant contribution to the environmental health workforce by graduating broadly trained environmental health practitioners, prepared both academically and through field experience;
 - Master's level coursework is accessible to working professionals through blended and online course delivery.
- **Challenges:**
 - Need to standardize syllabi
 - Suggest improving relationships with NEHA and other national professional orgs.
 - Advisory Council – many alumni on the committee. Recommended more diverse Alumni committee
 - Curriculum indicates what students learn but we also would like to know what graduates will be able to do.
- **Recommendations:**
 - Undergraduate and graduate curricula meet or exceed the EHAC criteria;
 - Both curricula include applied concepts and experiences with the essential environmental health sciences;
 - The department is making a significant contribution to the environmental health workforce by graduating broadly trained environmental health practitioners, prepared both academically and through field experience;
 - Master's level coursework is accessible to working professionals through blended and online course delivery.
- **Trainee comments:** Mark Houser
 - Tremendous staff, only one faculty member didn't have practical experience.

- Vector control program – outstanding (state of NC got out of the vector control business and ECU took up the effort).
- **Comments from Program Director – Tim Kelley**
 - Tim Kelley – believes intention of Council is to help programs succeed – THANK YOU.
- **Questions from Council:**
 - Kelly was asked about the activity of student associations on campus. The focus of student groups is based on faculty areas rather than associated with national organizations. William Hill is guiding one UG student group = EH ECO pirates. The ECO Pirates include EH students as well as students in other programs as well. They are connecting a lot with regional health depts. – particularly in the vector control program. Providing vector control services to state. This involves UG and Grad students. 4 or 5 full time Graduate Assistants work in program along with UG G students as well.
 - Lewis – are you pursuing CEPH accreditation? Starting to adjust program to meet CEPH and EHAC accreditations for UG program. Kelly reported that he is pushing strongly to maintain both accreditations. Tania – school wide or program accreditation oriented? Dept. of Public Health – currently CEPH accredited and Dept. of Health Education and Promotion – CEPH accredited as well. Dept. of Health Education and Promotion are going to go under the School of Public Health and be accredited by CEPH as well.
- **Motion: LaFollette moved to grant ECU’s undergraduate program full accreditation for 6 years.**
 - **ACTION: Specific guidance and instructions will be completed and provided to all volunteers in the future regarding site visit expectations for combined UG and G programs.**
 - **ACTION: Further discuss the need to explain explicitly what students can actually “do” upon course completion (learning objectives) in both UG requirements and Graduate guidelines.**
- **Vote: Motion to grant ECU’s Graduate program full accreditation for 6 years passed with 1 abstention.**
- **Letter:**
 1. Outline issues related to inadequate syllabi
 2. Encourage more transparency in course descriptions and expectations
 3. Encourage increased interaction with professional organizations

10.1 Policy Discussions contd. from earlier

- **Policy No. 3.01.3 - Return to Practical Experience Policy discussion:**
 - Dingman proposed discussing the two different Practical Requirement options separately with the first option being Number 1 and Number 2 and the second option being Letter A and Letter B. Dingman submitted that Number 1 and Letter A define practical experience while Number 2 and Letter B define how to obtain that experience. Dingman’s submitted that faculty should have at least the same experience levels as their students. Dingman questioned how to define/document 200 vs 300 hours of experience and suggested that since student interns are required to do this then it should be feasible for faculty to record their practical experience time as well. (Dingman would like to avoid faculty simply shadowing a practitioner for a day, for instance, and submitting that as completion of their requirement.)

- Gilkey submitted his opposition to counting hours in a portfolio of experience, citing the difficulty for faculty to assess or keep track of all the time they may spend doing practical EH work.
- Lewis cited the need for a metric for measuring experience.
- Busch Isaksen suggested changing the wording to make the charge equivalent to what is expected of student interns – as different programs require different number of internship hours for their students.
- Murphy was not a fan of counting hours but understands the need to for faculty to show their level of field experience. Murphy likes the idea of experience related portfolio and does not think this would be a huge burden on faculty.
- Roberts cited his difficulty with the experience discussion as employers hire EH professional based on a judgment of the provided CV – which generally includes time estimates of experience. He feels this is a trust issue and is sufficient documentation for assessing practical experience.
- Busch Isaksen cited the difficulty for Board to determine if practical experience is adequate from a CV from a person with a non EH degree, with an all research based experience history, except a possible mention of a period of practical experience.
- Oliver agreed that the CV is more relevant and that quantifying hours is extremely difficult.
- Finley asked for clarification about the topic of discussion – quantitative or qualitative issue.
- Treser explained that EHAC already has a policy requiring practical experience of Program Directors. Currently the Council is attempting to develop wording that defines that requirement, due to changes in faculty development and lack of practical experience. Historically faculty have achieved a master’s degree and then gone into the field to gain practical experience and then back to school for a terminal degree and on to academia. This traditional route is no longer the case and now there is a growing lack of practical experience among EH faculty. This needs to be addressed because most graduate of EH programs are not going into research, they are going into the field and need faculty advisors with that kind of experience. Treser emphasized that there is not pipeline to bring experienced faculty into the EH discipline.
- LaFollette also provided examples of the difficulty in assessing practical experience from a CV. For instance, if your experience is lab related only, it is difficult to know if there has been any actual field related work – data collection, interacting with people in the field. Board needs guidance that allows PDs to show they have this kind of experience.
- Deem suggested including examples as an interpretation of the current policy language.
- Fletcher added that the real problem arises when you have someone with barely any experience – how do you measure that experience qualitatively. Fletcher suggested to be fair, there needs to be an experience related time requirement.
- Treser liked the idea of using a case study/example as an interpretation or definition of the practical experience requirement.
- LaFollette suggested basing experience level on a demonstration of competency.
- Busch Isaksen asked what a demonstration of competency would look like?
- Finley suggested – what if there was language that required program directors to have experience equal to or great than that expected from students? Dingman asked how that would be measured if not by some sort of time expectation and what the experience must entail.
- Brown suggested requiring 400 hours of time and Treser added that there still needs to be away to count the time.

- LaFollette playing devil's advocate posited: what if there is a PD with a PhD who has been head of a public health department, but who has no practical field experience?
- **Motion:** Dingman moved to remove word "alternatively" and renumber the second 1.2.1 and make that 1.2.2.1 and take the second 1.2.2 and renumber to 1.2.2.2. And that we agree with the concepts defining 1.2.1 as the what (practice-based experience), and 1.2.2 as the how (in field (1.2.2.1) and research (1.2.2.2) paths to experience) with wordsmithing the responsibility of the new policy committee
- **Second:** LaFollette
- **Discussion:**
 - Deem suggested being more lenient as to the ways in which people can describe/assess their experience because in the end, the decision defaults to a judgement call based on the best available information. Deem suggested their needs to be respect for the Board's ability to adequately judge the situation.
 - Busch Isaksen emphasized that there needs to be clear guidance on this topic because Board composition changes from year to year. She suggested that clear guidance would not detract from the Board's ability to judge but would rather be an enhancement to their decision making process.
- **Vote:** Dingman's motion passed with one opposing vote and one abstention.

9.3 University of Findlay - Bachelor of Science in Environmental Safety and Occupational Health

- **Site Visitors:** Mike Fletcher, Tom Turco and Alan Dellapenna
- **Strengths:**
 - Dr. Murphy is a great recruiter for the program. Most students interviewed were brought into the program through his selling of the program.
 - The University of Findlay is fortunate to be located near industrial centers that have the need for their graduates.
 - The All Hazards Training Center attracts students to the university by peaking their interest in emergency response, safety, environmental and public health protection.
 - The connectivity from student to program to prospective employer is astounding with there being numerous contacts seeking students out for employment beyond alumni. Students have no problem in gaining internships or employment. Alumni are readily hiring graduates and often do not have enough graduates to fill their employment needs.
 - The reputation for being the primary school for industrial/occupational health education in the area keeps employers coming back to Findlay to seek out environmental safety and occupational health graduates.
 - The program is doing a good meeting the needs of employers in the region; they clearly understand how to prepare students for the job market.
 - Undergraduate students enjoy the ability to do research.
- **Challenges/Recommendations:**
 - The list of course requirements on page 35 should list the CHEM 111 & 111L Basic Chemistry 4 hours as listed in the EHAC requirements on page 38.
 - Identify how internships (field experience) taken by ESOH 496 Environmental, Safety, or Occupational Health Research are equivalent to those taken under ESOH 490 ESOH Internship.

- Identify that ESOH 496 and ESOH 490 both require a minimum of 180 hours of field experience as it is not identified in the course description or the course syllabus.
- Under EHAC Cross Cutting Knowledge Areas for Environmental Health Management, identify a course or courses that have the topic requirement of “emergency management systems”.
- Include an “in-depth instruction” of Food Protection and Zoonotic/Vector Borne Disease Prevention in at least one course i.e. identified in course syllabi, objectives, and schedule.
- **Motion: Site Visit Team recommended full accreditation for University of Findlay’s Undergraduate Program for six years.**
- **Comments from Dr. Murphy:**
 - Murphy reported on a great site visit and that he had made the requested changes submitted by the site visit team.
- **Vote:** Motion to approve full accreditation for the University of Findlay’s Undergraduate Program for six years - denied with six yeas and 11 nays.
- **Motion: LaFollette motioned to grant conditional accreditation up to two years, with the condition that all student take the internship course, 490, followed by the remainder of the 6 years at full accreditation if the condition is met.**
- **Second:** Treser
- **Vote:** Motion passed with 16 yes votes and 1 abstention
- **Letter:**
 1. Condition - that all students take the internship course 490
 2. Make aware that program can petition for exemption to the course requirement.
 3. Provide missing course syllabi and emphasize importance following self-study template.
 4. Complement strength of program.

9.3a University of Findlay – Master of Science in Environmental Safety and Health Management

- **Site Visitors – Tom Turco, Mike Fletcher and Allan Dellapenna**
- **Strengths:**
 - The program is associated with the All Hazards Training Center that provides students with opportunity for training in HAZWOPER, Confined Space and Rescue.
 - The program has excellent connections with the stakeholders which provide multiple employment opportunities.
 - The program has an emphasis on the administrative side of environmental.
 - The program facilitates assessment of not only physical risk but also administrative risk in an operation.
 - The faculty have a variety of field experiences which allows them to teach from practical examples.
 - The program facilitates competency based learning.
 - The program properly prepares students for future employment according to graduates of the program.
 - The program has strong leadership in Dr. Murphy, that said, the faculty are aware of the vulnerability this creates. Dr. Murphy is currently being very strategic in his new hires in order to create sustainability in the future for the program.
- **Comments from Murphy:**
 - Murphy agreed that programs are vulnerable when the strong leader leaves – there definitely could be a problem. Findlay has a succession plan scenario describing current

duties and duty assignments if director disappears. His goal – grooming people to take over Chairs of both programs in 3-5 years.

- Murphy was asked if there are prerequisites for entering the Graduate program. Murphy replied that an EH degree is not required. Also, submitted that the graduate degree can be obtained completely online, on campus or a mixture of both. Deem asked how field experience is acquired for online students. Murphy replied that graduate students can take field training classes for certificates but not for credit. Graduate students gain experience via research projects or internship requirement.
- **Motion: Site Visit Team (Fletcher and Dellapenna) moved to grant full accreditation for the University of Findlay's Graduate Program for six years.**
- **Vote: Unanimously passed**
- **Letter:**
 1. Commend strength of program
 2. Keep on keeping on – good job.

9.4 Eastern Kentucky University - Bachelor of Science in Environmental health Science

- **Site Visitors:** Pat Bohan, Tim Murphy and Welford Roberts (trainee)
- **Strengths:**
 - Experienced and dedicated faculty
 - Student centered
 - Strong support from administration
 - Solid advisory committee
 - Excellent internship opportunities
 - Long history of success
 - Engaged and inspired students
 - Roberts reported that faculty and student interaction is comparable to a family situation – very supportive.
- **Challenges:**
 - Advisory Committee meets only occasionally, if at all.
 - Physics 101 is a minimum requirement that is not for science majors
- **Findings inconsistent with accreditation requirements:**
 - Advisory committee needs to meet more frequently
 - PHY 101 (Conceptual Physics – 3 credits) is a minimum requirement
 - PHY 101 is intended for non-science majors
 - PHY 101 does not appear to meet EHAC requirements
 - PHY 131 (College Physics – 5 credits) is an option but has trigonometry as a pre-requisite
- **Comments:** Vonja Grabeel
 - Grabeel thanked the site visit team for their thoroughness and helpfulness.
 - Physics 101 – this requirement changed because they added more math requirements due to a change in the Physics curriculum which increased their original physics requirement to five credits. The EH degree could not accommodate this credit increase for a physics class. Staff felt it was more important to keep EH course than to make room for the 5 credit physics class by eliminating an EH course. Grabeel reported that EH majors get more physics exposure than in the regular physics course. Algebra is currently the required math. Program is developing their courses with much more applied math – math and situations

you will encounter in the field – problem solving oriented. The desire is for students to have more math, especially practical math training.

- **Motion:** Site Visit Team (Murphy and Roberts) recommended a conditional accreditation up to 2 years with the remainder of the 6 years at full accreditation upon EKU demonstrating that students are taking a physics course that is generally taken by students majoring in one of the natural sciences. [Note: EHAC UG Requirements state that all courses offered to meet this criterion shall be those generally taken by students majoring in one of the natural sciences. Council recognizes institutional restrictions may prevent EH student from enrolling in science major's courses. Therefore, programs must demonstrate substituted course be comparable. Currently there is nothing in writing for EKU UG program demonstrating that PHY 101 is comparable to the more rigorous physics course that do fit EHAC requirements.]
- **Vote: Unanimously passed**
- **Letter:**
 1. EKU must demonstrate that students are taking a physics course that is generally taken by students majoring in one of the natural sciences.
 2. Keep up the good work.

9.4a Eastern Kentucky University – Master of Public Health in Environmental Health Science

- **Site Visitors:** Tim Murphy, Pat Bohan and Welford Roberts (trainee)
- **Strengths:**
 - Strong support from the Dean
 - Strong faculty, four new and going through tenure process
 - Down two FTE
 - Curriculum meets EHAC requirements
 - Culminating experience – internship course
 - Students and Alumni are very supportive of the program and appreciate that faculty members “are as much mentors as teachers”
- **Challenges:**
 - Budget Challenges - funding for faculty development, travel, events, etc.
 - No major findings
 - Keep advisory committee active
 - Improve the graduate internship course to ensure the academic rigor is at the correct level and that all internships meet the learning outcomes for the program and EHAC for a culminating experience
- **Comments:** Dr. Grabeel
 - Grabeel reported massive budget challenges. Master's degrees are not supported in the state of Kentucky's new funding model. New state budget removed \$25 million from EKU's budgets and the program lost an FTE due this change.
 - Grabeel reported that EH program is acquiring new software that tracks intern hours on a daily basis. Reports must be approved by preceptor/mentor. EKU is adapting this software for UG and Graduate programs. Roberts submitted that he is more concerned with what students learn during their internship than tracking their time.
 - **LaFollette cited that toxicology is a required course (documentation regarding this requirement needs to be updated). EHAC needs this documentation from Grabeel to verify this requirement.**

- **Motion:** Site Visit Team recommends granting full accreditation for Eastern Kentucky University's Graduate Program for six years.
- **Vote:** Unanimously approved
- **Letter:**
 1. Improve documentation for student interns.
 2. Provide documentation regarding toxicology requirement.
 3. Keep up the good work.

[Welford highly commended his training opportunity at EKU]

9.5 East Tennessee State University – Bachelor of Science in Environmental Health

- **Site Visitors:** Tania Busch Isaksen, Gary Brown, Jason Finley
- **Strengths:**
 - Size of program – culture
 - Value
 - Longevity
 - Importance to the community
 - Rigorous study
 - Writing and communication skills
 - Critical thinkers
 - Prepared for the real world
 - Reputation of program
 - Individual attention by faculty – “You never get blown off or feel like a number”
 - Access to undergrad research
 - “I loved every minute of it!”
 - “These students are prepared for the real world”
- **Challenges:**
 - Equipment/facilities needs updating
- **UG Specific:**
 - Need more field trips and field equipment opportunities
 - Project management skills
 - Would like to receive or prepare for a variety of certifications including REHS
- **Inconsistency with EHAC Requirements:**
 - The program currently allows for an Honors-level thesis option as an alternative to the field (internship) experience
 - From EHAC UG Guidelines: “Alternatives to field practicum may be considered by the Council. Programs shall petition exemptions prior to event.”
 - If the program wants to continue to offer this exemption to field experience:
 - A Syllabus, including a detailed description of the alternative experience
 - Submitted to EHAC for review and approval.
- **Recommendations:**
 - As faculty near retirement, it is important to begin succession planning;
 - Reactivate and support the student environmental health association;
 - Diversify your advisory committee membership and engage with them on a yearly basis; and
 - As the College of Public Health undergoes their re- accreditation process through the Council on Education for Public Health (CEPH), it's important to note the potential impact on

- the EH undergrad program from CEPH's decision to define all environmental health / industrial hygiene and safety programs as an undergraduate public health degree
- **Comments from Dr. Kurt Maier**
 - Monroe T. Morgan founded program at ETSU
 - Succession planning – big deal and it is an issue for both programs
 - Successes over the years –
 - Ying Li
 - REHS instructor for NEHA AEC 2018
 - 2 interns this year
 - 2018 SRC winner
 - Maier felt that the site report was reasonably accurate.
 - Maier reported frustration with new CEPH requirements, which rarely mention EH. He cited that future Public Health majors will not have to take any EH course.
 - **Motion:** Site Visit team (Busch Isaksen and Brown and Jason Finley) recommended granting a two year conditional accreditation for East Tennessee State University's Undergraduate Program with an additional 4 years full accreditation contingent on the students be required to take the internship OR that the program demonstrate that their honor's thesis meets EHAC undergraduate requirements.
 - **Vote: Don Williams abstained. Motion carried**
 - **Letter:**
 1. Require students to take the internship course or propose alternative and demonstrate how it meets EHAC requirements.
 2. Acknowledgement of strong program, historic program
 3. Offer mentoring assistance from the Council.

9.5a East Tennessee State University – Master of Science in Environmental Health

- **Site Visitors:** Tania Busch Isaksen, Gary Brown, Jason Finely
- **Strengths:**
 - Size of program – culture
 - Value
 - Longevity
 - Importance to the community
 - Rigorous study
 - Writing and communication skills
 - Critical thinkers
 - Prepared for the real world
 - Reputation of program
 - Individual attention by faculty – “You never get blown off or feel like a number”
 - Access to undergrad research
 - “I loved every minute of it!”
 - “These students are prepared for the real world”
- **Challenges:**
 - Equipment/facilities needs updating
 - Size of dept. – limited lines of research
 - Decreasing number of students
 - GA funding is not competitive

- All graduate classes are offered during the day, making it difficult for working students
- The Dean has placed a moratorium on the MSEH program. Administration is supportive but their desire for the program's success is not translating into the support needed by the program to make forward progress.
- EH department is small and cannot be everything to everyone. They have plans for more faculty and funding but the Dean will not let him hire anyone.
- **Inconsistency with Requirements:**
 - The programs Missions, Goals and Objectives are not fully articulated; and
 - The Graduate Program is currently inactive; current students will be allowed to finish but no new students will be enrolled.
- **Recommendations for Program**
 - We encourage utilizing all the tools available to re- envision the M.S. EH program, including the external advisory committee and the Association of Environmental Health Academic Programs (AEHAP) mentoring program; and
 - We would encourage another look at reducing instructional fees for your graduate students
- **Comments from Program Director Dr. Kurt Maier**
 - Maire reported that Graduate stipends are supposed to cover tuition but not fees = \$3200 a month. University has no plans to raise stipend to address cost of living increases.
 - They are in the midst of developing a marketing effort – conducting a SWOT analysis, etc.
 - LaFollette asked if they are actively trying to get the moratorium removed. Maier responded that their 1st priority is the PhD program which is moving to a multidisciplinary PhD program – “One Health” – different concentrations – pharmacology, eh, etc. If that gets established, Maier wants to move EH program to this Research area.
 - The last MSEH student will graduate in ½ to 2 years from 2018.
 - Morris enquired about online opportunities. Maire responded that this option has been discussed but has been found to be too time consuming and nothing has developed.
 - Murphy submitted that faculty are tenured to the department (rather than the University) so if the department fold, they lose their jobs.
- **Comments from Site Visit Lead Tania Busch Isaksen**
 - Currently they do meet EHAC guidelines but there are many red flags:
 - Program did not let EHAC or site visitors know that their program had been inactivated – but they had known for more than 6 months.
 - Program in definite decline.
 - Administration has threatened to inactivate the programs for a decade and Department has had had to write remediation plans several times. Program had been told by Dean not to worry. Then that changed and yes they really do need to listen to the administration regarding the need to have more students in program.
- **Motion:** Site Visitor team (Busch Isaksen, Brown and Finley) recommended full accreditation for 6 years for ETSU's graduate program.
- **Vote: Unanimously passed with 1 abstention**
- **Letter:**
 1. Address currently inactive status
 2. Notify EHAC of changes in program in annual update
 3. Develop a succession plan
 4. Revise mission and vision statements and form objectives for the program.

10.1 Policy Changes contd:

- EHAC Governing Policies:
 - Constitution – definition of “retired” and in Governing Policy
 - **Motion:** Morris moved to remove the following statement from the Constitution: “A total of 2 (two) retired members can be permitted on the Council.” (and therefor any retirement reference from EHAC Governing Policy).
 - **Second:** Treser
 - **Discussion:** Discussion focused on how to define a “retired” person and on whether to have restrict the number of retired Council members at all:
 - Treser supported the motion to strike retirement reference from the Constitution but did no support creating a percentage of retirees vs. employed Council members. Treser also suggested that a definition of retirement could include whether a person has submitted “paperwork” for retirement. Dingman suggested a definition could focus on where the majority of one’s income originates – from employer or from retirement accounts. LaFollette suggested defining retirement within the bounds of service to profession – are people still actively engaged in the profession even though they may not be employed full time anymore. Treser questioned how one would define “actively engaged” and emphasized a desire to limit the Council to those who are active and current in the EH profession. Deem suggested that activity of retirees would include all volunteer activities that keep them actively involved in EH practice/field.
 - Dingman commented that there is no one on the current Council is “really” retired and questioned the need for a limit on number of retirees on the Council. Murphy added that Council should rely on the elections process to “weed out” those members who are not actively participating on the Council or in the EH field but also questioned if that would be a realistic expectation. Brown commented that he likes the limitation of two retired members because he would like to see the Council’s membership broaden to include younger academics. Brown noted that it is important to retain institutional knowledge as well but that faculty generally “die out of a job” and Council should be aware of need for fresh ideas. Oliver agreed that institutional knowledge is important and encourages stability in an organization. She added that some retirees enjoy serving and staying active. Finley emphasized the need for historical as well.
 - Bush Isaksen noted that it is important that members going off the Council should work to find their replacements. She also submitted that many people outside the EHAC community have tried to get on the Council but are not successful because they are unknown. She emphasized a need for balance between historical knowledge and fresh ideas and energy. Treser agreed, adding that a balance of old/new and productive members needs to be established. Gilkey added that he was involved with EHAC for at least ten years before he was asked to run for the Council. He would like to see potential Council members attending the meetings and becoming familiar with EHAC and *then* run for Council. LaFollette suggested that new people keep long time members on their toes.
 - Roberts asked whether the current discussion was to define retired or whether to have retirees on the Council.
 - Finley suggested that some people may not be working a 40 hour week but could still be considered full time employees. Busch Isaksen suggested that the definition of retired includes the concept of time vs. money.
 - Finley suggested dropping the retirement requirement from the Constitution.

- **Vote:** Motion passed with 1 nay and 3 abstentions.

10.2 Discussion Items:

- **Succession Planning for Council –**
 - Encourage Council members retiring from the council to find their replacements.
 - Encourage Council members to recruit all year around.
- **Potential for Combing Reaccreditation Reporting for Schools with both UG and Grad programs – pros and cons:**
 - Busch Isaksen proposed proving the option for Schools with closely aligned Undergraduate and Graduate Programs that are on the same reaccrediting cycle to combine their self-studies and for site visits to be combined as well. If programs were totally separate, then they would complete individual reports.
 - Self-studies – Busch Isaksen proposes a template for these combined self-studies and site visit reports.
 - PowerPoints – need to be split for UG and G programs.
 - **Chair received approval from Council to pursue effort to streamline reporting and systematize accreditation and reaccreditation processes.**
- **EHAC Response to recent changes in Council on Education for Public Health (CEPH)**
 - Busch Isaksen would like EHAC to develop a position paper stating the value of EHAC's scientifically rigorous, STEM based degree that is focused on practical EH experienced. She suggests the curriculum be tied specifically to the fact that an EHAC degree is STEM oriented.
 - Treser submitted that the National EH Partnership Council is highly concerned about developments in CEPH requirements that obscure EH courses. The NEHPC wrote a letter to CEPH in the late spring highlighting their concern about a general lack of EH representation in their requirements. Treser also explained that CEPH surveyed the PH and EH employment community and found that graduates were weak in communication, leadership, writing skills, etc. so they made changes to address that. Unfortunately, they cut science to allow more of the aforementioned skills and this is a detriment to EH.
 - Deem remembered COSTEP's emphasis on science in their presentation, as did Oliver regarding jobs at the EPA.
 - Williams commented that CEPH requirements are not producing graduate prepared for EH credentialing.
 - **Murphy suggested a statement relating Busch Isaksen's comments, etc. signed by agency representatives and private employers. Murphy is convening a national advisory Board including PepsiCo and Marathon where this type of thing could be addressed.**
 - Busch Isaksen reported that some schools are having to eliminate a lot of EH courses and may eventually have to decide whether they will maintain CEPH accreditation or EHAC accreditation.
 - Lewis pointed out that CEPH accreditation is important to schools applying for grant funding, so we do not want to alienate CEPH, CDC or programs dependent on this type of money.

- Oliver encouraged everyone to advocate for the EH Workforce Act of 2017 which is currently before Congress – put forth by Rep. Lawrence of Michigan – HB 1909. NEHA is supporting this action.
- **LaFollette cited legislation that restricts funding money to Schools of Public health – needs to be changed**
- **Action: Treser will Chair a Committee to address the CEPH situation that will focus on preparing a document explicitly stating the value of EHAC accreditation as a STEM based professional degree.**
 - Colonel Moore and Tim Murphy will assist Treser
 - Treser will share letter from Coalition that was sent to CEPH.
 - Treser suggested getting Doug Farqhar involved?
- **Update from the Alaskan Env. Health Association – Steve Kunkle**
 - Alaska Pacific University – dispute resolution classes
 - Artic Policy, Climate Change, Sustainability class
 - Want to go for EHAC accreditation – but want to have serious mentorship
 - If EHAC is interested in accreditation in AK – keep in contact with him – Steve Kunkle
 - Tom suggested contacting me
 - Not ready but optimistic
- **Accreditation Systemization and Growth - Tom Deem and Tim Murphy comments:**
 - Helping Schools move through accreditation
 - Is there a library of best practices?
 - o Succession plans?
 - o Self-study examples?
 - o Recruitment practices?
 - Really need repository for best practices – best forms, recruitment, etc.
 - HBCUs, tribal, AK native – help by providing classes that they cannot teach themselves. Potential for sharing online accredited class that would then allow these programs to be accredited.
 - Treser suggested letting AEHAP work on matching programs if this is identified as a real need. Murphy cited that before AEHAP can go to these programs, they have to know that EHAC would accept programs that are having classes being taught by other accredited university, which would require a policy and requirement change. LaFollette suggested that EHAC policy allows for this right now. **Strawman vote showed Council is interested in pursuing this topic.**
- Dave Gilkey – expressed his enjoyment of serving on the Council for 6 years and expressed a desire to serve again in the future.

10.3 Certificates and Schedule for 2019 Annual Meeting:

- Thank you, Tim, for bringing AV equipment!!!!
- Retiring Council Members recognized
- Thanks to all Council Members
- **2019 EHAC Annual Meeting – Nashville TN, Sunday-Monday July 7-8, 2018**

Adjournment at 4:30pm

Respectfully submitted Secretary

A handwritten signature in black ink, appearing to read "Chyla Hunter". The signature is written in a cursive style with a large initial "C".

LCDR Chyla Hunter

Attested to by General Chair

A handwritten signature in black ink, appearing to read "Tania Busch Isaksen". The signature is written in a cursive style with a large initial "T".

Dr. Tania Busch Isaksen