



EHAC Board Meeting Minutes – March 14, 2019 – 1:30pm PT

Board members present: Tania Busch Isaksen, Mike Fletcher, Chyla Hunter, Sharron LaFollette, Jason Finley

Board Members Absent: Don Williams

EHAC Staff: Leslie Mitchell

1.0 Meeting Called to order at: Chair Busch Isaksen called the meeting to order at 1:36 pm

2.0 Standing Items

2.1 Approval of Agenda: agenda approved

2.2 Approval of February 7, 2019 Meeting Minutes: minutes approved

3.0 Reports

3.1 Chairperson's Report (Busch Isaksen):

- No report

3.2 Treasurer's Report (Mike Fletcher)

- Current financials – Fletcher summarized the EHAC financials. All is on track with budgeting for this year. All EHAC dues have been paid. Mitchell reported that site visit reimbursements are being made and invoiced reimbursements are trickling in slowly.

3.3 Undergraduate Programs (Finley):

- University of Findlay – Mitchell explained that the condition placed on Univ. of Findlay was to require a practice-based internship experience for their students (Their past curriculum allowed for either a research or practice-based internship experience which did not meet EHAC requirements). LaFollette explained she and Finley questioned whether students may have previously graduated without having taken a practice-based internship. That was possible but not likely.

Motion: LaFollette motioned for Board approval of removal of the condition placed on Univ. of Findlay and extension of full accreditation for the remainder of Univ. of Findlay's six-year accreditation term – 2018-2024.

Second: Fletcher

Decision: Unanimously approved

- Eastern Kentucky University – Mitchell explained that ECU's UG program was required to add a Physics class that meets EHAC requirements to their curriculum. They have addressed the condition adequately with the addition of Physics 131 and Finely recommended condition removal and approval of full accreditation for the remainder of their term – 2018-2024.

Motion: LaFollette motion to approve condition removal from ECU's undergraduate program and extension of full accreditation through 2024.

Second: Fletcher

Decision: Unanimously Approved

3.4 Graduate Program Report (Sharron LaFollette):

- California State University Dominguez Hills – CSU DH is exploring the creation of a Master's Degree in EH – Disaster Management. Shannon Roback had a question concerning the economic model for supporting this program as it would be based in the College of Extended International Education and would be funded by student support/enrollment only, rather than via University funding. Roback asked if this would comply with EHAC Guidelines. In other words, CSU DH would only except students as cohorts who pay for the program as they go. LaFollette does not see an issue with this or, for that matter, that EHAC has any say in the matter of funding as long the program meets faculty, equipment and other guidelines sufficiently. LaFollette submitted that UIS has a similar economic model and it works just fine.
 - LaFollette recommends allowing the proposed type of economic model. Busch Isaksen added that she feels EHAC needs to be more flexible across the board (changes happening in program structure/interdisciplinary nature, etc.), including in the area of funding.
 - Busch Isaksen also noted that the Council might be concerned about the longevity/sustainability of this type of funding structure even if the Board approves of this economic situation.

ACTION: LaFollette will write a letter to CSU citing Graduate Guidelines language that emphasizes requirements for faculty, lab facilities etc. (e.g. their economic model must support the requirements), for Busch Isaksen's signature.

- Fort Valley State University – LaFollette explained that FVSU never submitted documentation relating to the 2015 enacted condition to add "required" language to their course catalog related to "skills and knowledge" prerequisites for core science courses. EHAC failed to notify them of their lack of compliance with the condition and they are 2 years beyond their conditional accreditation deadline. However, FVSU has made changes in their course balance sheet that address the condition and have plans to make the catalog change ASAP. LaFollette recommended moving forward with the removal of their condition once they have changed the catalog to meet the following condition:

- EHAC Graduate Guidelines, Section V. Accreditation Criteria, Subsection B. Curriculum requires that the students are required to have “Skills and knowledge of natural sciences including biological sciences, chemistry and other sciences”.
- Fort Valley State University may submit documentation that the above conditions have been met at any time during this two-year time frame. Such documentation should include a catalog copy that indicates to the students that they must have a background in the natural sciences prior to entering the academic program, or that the required background is obtained during their academic program at FVSU.

Motion: Fletcher moved to grant FVSU the remainder of full accreditation – to 2024.

Second: LaFollette

Vote: Unanimously approved.

ACTION: Leslie will call Dr. Samples and explain that they are technically out of compliance, need to make the catalog change ASAP and that after they make the change and submit documentation, EHAC will provide a letter of full accreditation for the remaining period of their 6-year term – 2018-2024. If they do not make the change in a timely fashion, accreditation will be removed.

- University of Illinois
 - Finley submitted that he would like to call Dr. Alamu and discuss the situation. H explained that the Graduate guidelines are clear (pg. 4-5 of Guidelines) = risk assessment, risk management, etc. are required courses. Rather than following the Guidelines, UI has made these core requirements electives. Finley explained that unless they can show that students are acquiring this knowledge and skill in other ways within the degree, this new curriculum does not meet EHAC Graduate Guidelines. Busch Isaksen agreed with Finley suggestion that he speak with Dr. Alamu to explain the Board’s concern with the changes. He will explain that UIS must require students to take risk courses or demonstrate that the students are getting this knowledge in the other required courses.
 - ACTION: Jason will call Dr. Alamu and report out at the next Board meeting.**
- ODU – Graduate Program update: ODU’s Grad. EH program has been closed. They have decided to let their EHAC accreditation expire and to submit a completely new application for accreditation of their new Graduate Program in the fall of 2020. LaFollette submitted that she attempted to explain that it would be better to simply submit their Self-study this year and maintain their accreditation or at least stay involved in EHAC, especially since they will now have to graduate a student from the new program before applying for accreditation. However, they decided that closing the program outright would be their best route. Current students in the program will graduate in spring 2020 with EHAC accreditation but that is all. Basically, LaFollette explained, EHAC will loose ODU for at least 2 years.
- Action: Finley requested that language be written into EHAC policy/guidelines/requirements describing in detail how long students in a program that is closed while they are enrolled can claim graduation from an EHAC accredited program.**

3.5 Office Report (Leslie Mitchell)

- 2019 EHAC Council Election – approval of slate of candidates. Discussed later in meeting.
- Montana State – Busch Isaksen explained that she and Christopher Sparks conducted the site visit to Montana State. MSU has very interdisciplinary university and program. EH program is overseen by 2 Deans. Busch Isaksen will advocate for MSU from a position that this type of situation is the wave of the future and that EHAC needs to work to adapt.
- Texas State University site visit - LaFollette discussed initial issues which were subsequently addressed.

4.0 Old Business:

- 2018-19 budget discrepancy/E and O insurance update (Busch Isaksen). At the last Board meeting it was decided that Busch Isaksen would send a letter to the Council explaining the issues. Busch Isaksen was anxious about writing a letter to explain this issue – so she suggested tabling the letter and making a presentation at the Council so that the matter can be explained directly to the Council and questions can be fielded in real time. Busch Isaksen will explain the problem, why the Board still recommends the E and O insurance and why the decision was delayed from the Spring.
- Board approved this option and Mitchell will add this topic to the Council meeting agenda for July.
- Council Membership Numbers/Elections
 - 2016 – Council changed bylaws to require 20 Council members with a 50:50 split between academics and practitioners at the 2016 Annual Meeting. This decision has not been implemented for the last 2 years. This issue was brought to the attention of the 2019 Board at the February 2019 Board meeting. Initial Board conversations revealed a Board preference for an Academic heavy Council with an uneven number of total members – e.g.s 21 member with more academics than practitioners. Board chose to simply maintain the current status quo at the February 2019 Board meeting. However:
 - After more consideration, Chair Busch Isaksen feels that the Board needs to observe the decision made in 2016 – e.g. need to adhere to Constitution and bylaws and change to 20 total members and 50:50 split between Academics and Practitioners. Busch Isaksen cited the need for the Council to vote to in order to change back to a 21 member Council with 1 more academic.
 - Finley pointed out that observing the 20 member/50:50 split affects the future. Busch Isaksen observed that the Board cannot assume that the Council will be in favor of moving back to a 21 member/50:50 split. Council voted to make the change to 20 members and 50:50 split and that needs to be observed. Finley added that there is potential for a year of gridlock if the 20/50:50 option is observed. Busch Isaksen reiterated her concern around not following the 2016 change in the Constitution/Bylaws.

- Busch Isaksen asked if Carolyn Harvey is still teaching and if she is practicing. Welford Roberts and Carolyn Harvey are retired academics and practitioners. Finley commented that there is still a necessity to flesh out language which qualifies the condition of “practicing” if someone is retired, especially. LaFollette is working with Policy Committee to address this issue and practice based experience for PDs.
- **Board directed Mitchell to ask for election of only 2 academics and 3 practitioners in the 2019 Election.** If the Council is interested in returning to a 21 Member Council with more Academics than Practitioners (or some other situation), a vote can be taken. Those academic incumbents that aren’t reelected in the current election can be asked if they would like to serve on the 21-member Council.
- **LaFollette added that traditionally UG Chairs and Grad. chairs have moved into position of Chair. Board feels that this needs to be formalized. LaFollette suggested a Bylaws change that the Chair must have served as a Board member prior to being Chair. Finley and others agreed. Board will propose wording Think about wording for adding stability to Board to discuss at the April Board meeting.**
- NEHA AEC session with CEPH, EHAC, AEHAP update (Mitchell)
 - Tim Murphy is working to create a document relating the value of EHAC accreditation in preparation for the AEC session.
 - Mitchell has asked accredited programs to provide their program marketing materials so that the Values Committee can assess how programs are expressing the value of EHAC accreditation. Responses are trickling in to the office.
- **Potential NEHA certification/credential for EHAC graduates (Fletcher) – Mitchell may need to stand in for Murphy and Fletcher at the next NEHA Student Committee meeting.**

5.0 New Business (Chair Busch Isaksen):

- EH Coalition (Mitchell) – need for media contacts for EH related subjects – especially food safety and PFOS – potentially could ask our accred. program faculty? Tabled.
- UG Requirements (Finley):
 1. Finley asked what % “student and program records” should be reviewed during site visits? Busch Isaksen suggested randomly pulling 20% of the record. Finley asked if this was standard amount or flexible based on particular program. Busch Isaksen would like to standardize the amount.
 - Busch Isaksen also suggested that standardization of site visit needs to be expanded to include how to conduct meetings with administration (Provost, Deans, etc.). She would like to provide question and conduct templates – especially to help Practitioners be familiar with what is expected in these situations. These situations can be extremely intimidating and having guidance would help a great deal.
 2. Finley is working to refine UG requirements with a strong focus on consistency.
 3. Finley asked what EHAC actually accredits – departments, programs or degree. He desired clarification of the term in order to clarify the scope of faculty to include in self-study and site visit. Busch Isaksen submitted that EHAC accredits degrees. Finley

suggested that there may be confusion since EHAC call those in charge of the EHAC accredited Degree - Program Directors. He asserted that PDs may think of their program being accredited rather than a specific degree. Additionally, Finley asked what faculty CV's need to be supplied to support Self-studies – degree wide, program wide, department wide – and what if the degree is taught in an interdisciplinary way. EHAC accredits only the specific degree (major program of study). If a course is part of the degree program, the teaching professor's CV is required.

- LaFollette suggested that EHAC has not asked for CV's outside the department in the past.

- Finley suggested clarifying this language around scope of CV's required related to degree curriculum – especially as schools move to a more interdisciplinary situation where core EH course may be taught outside the degree program (MSU for instance).

4. Finley suggested refining the definition of “substitutable science course”. Finley asked who determines varication of suitability – a Program Director, Dean, etc? and from who does it come from – Program Director? LaFollette explained that site visitors generally used the course catalog and then documentation to prove equivalency. Syllabi can be provided by PD and reviewed by Site Visitors, at which time a decision is made.

6.0 Schedule Next Meeting – April 18 at 1:30pm

7.0 Meeting adjourned by Bush Isaksen at 2:57pm