



EHAC Board Meeting Minutes – April 25, 2019 – 1:00pm PT

Board members present: Tania Busch Isaksen, Jason Finley, Sharron LaFollette and Mike Fletcher; Don Williams joined late.

Board Members Absent: Chyla Hunter

EHAC Staff: Leslie Mitchell

1.0 Meeting Called to order at: Chair Busch Isaksen called the meeting to order at 1:05pm PT

2.0 Standing Items

2.1 Approval of Agenda: agenda approved

2.2 Approval of March 14, 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:
 - Budget is spending as planned – no discrepancies.
 - All reimbursement invoices for site visits have been paid.

3.3 Undergraduate Programs (Finley):

- **New Program Director at West Chester University** – Lorenzo Cena:
Motion: Finley motioned to approve Dr. Lorenzo Cena as Program Director at West Chester University.
Second: Fletcher
Decision: Approved unanimously
- **SUNY Environmental Science and Forestry (ESF)** – 2017 accreditation conditions update:
 - Table 2 discrepancy between 2010 version of the UG Requirements (which SUNY used in their 2016 Self-study report) and Jan. 1, 2017 UG Requirements. There was a communication breakdown that caused some confusion over which version of the UG Guidelines/Requirements should be used to address the conditions placed

on SUNY. Finley suggested that mentor assigned to a program should be the person who makes decisions related to questions regarding accreditation requirements. Busch Isaksen suggested that Vice Chair should be in charge of whether requirements have been met and should make final decisions on condition related issues.

- **ACTION: Busch Isaksen suggested sending a letter to SUNY ESF specifying the exact details of the process and requirements regarding Table 2. Also send old conditions letter as well.**
 - **ACTION: Busch Isaksen suggested that in the future when a condition letter is written to a program, it should specify what version of the UG Requirements or Graduate guidelines they will be using as a guide to meet their conditions. Programs must use the most up to date version of these documents (regardless of the version they used for writing their original self-study).**
- East Central Oklahoma - losing PD at end of spring semester (Mitchell):
 - Dean is working on replacing Program Director – Mitchel has emailed with him about their applying for reaccreditation this year.

3.4 Graduate Program Report (Sharron LaFollette):

- University of Illinois update (Finley):
 - Finley explained that he did not understand the confusion over the conditions placed on UI but ended up going through the Graduate Guidelines with Dr. Alamu. Dr. Alamu is making the changes to include 2 classes as core classes, rather than having them be electives.
 - Busch Isaksen suggested checking with Steve Johnson and Carolyn Harvey to see if they mis-advised Dr. Alamu or if there was a misunderstanding. Finley suggested that was probably a misunderstanding. Finley observed that people don't seem to understand the UG requirements, don't read the UG requirements or don't care.
 - Finley will call PDs when there are future problems and walk through the requirements with them together – so that all are on the same page. This method seemed to work best with Dr. Alamu.
 - LaFollette commented that any additional changes to the curriculum will take a good amount of time to be enacted. LaFollette asked if they will have time to meet the 2020 condition deadline. Finley was uncertain about the timing.
- East Carolina University – losing PD in August 2019 (Mitchell)
 - Tim Kelly will be retiring in August. He communicated that there are plans to hire a new faculty that will have Program Director duties.
- Proposal to add practical experience requirement for PDs to Graduate Guidelines (LaFollette):

- LaFollette – feels experience is necessary for both Grad and UG program directors. Williams agreed. Busch Isaksen suggested that the question is the following: is practical experience something that is important for Graduate Programs director to have. Finley replied yes. Fletcher thinks they should have experience as well.
- LaFollette submitted that graduate programs in Public Health Schools may have Chairs that are not in the EH program (and thus would not have EH practical experience). Would that be too much of a hardship for programs in the PH school to have a PD with practical experience? LaFollette stated – “do I think they should have experience – yes, but it may not be feasible in this situation.”
- Busch Isaksen – for UG programs, one can assume that UG faculty are EH oriented and can adequately advise students going straight into EH practice. For graduate programs, Master’s students may not be going into practice. The EH degree may be a pathway to research for graduate students. That is why there are two different kinds of approaches for UG and Grad – which is why requirements and guidelines look different.
- Finley – from his perspective, this is part of the insight needed to advise graduates going into the field. Finley agreed with Tania but argued that Master’s degree students are like the UG degree students of the past. UG degrees are no longer enough for getting an entry level job in a lot of ways. Also, he suggested that there is power in consistency between programs.
- **Action: Busch Isaksen suggested that rather than try to solve this question today, she would like to assign this question to the new Committee revising Graduate guidelines. She want the Committee to emphasize really understanding how a change like this would impact existing and potential new programs. Board agreed to the formation of a Graduate Guidelines Committee to address this issue during their review and revision of the Guidelines in 2019-2020.**
- Finley cited one generality to consider. A program director/leader of department teaching EH students should have equal to or more practical experience to that required of students. That is the bottom line in his opinion. Busch Isaksen clarified that the Graduate guidelines do not require an internship, rather, a culminating experience.

3.5 Office Report (Leslie Mitchell)

- 2019 EHAC Council Election – results
 - **Academics: Tania Busch Isaksen and Mike Fletcher**
 - **Practitioners: Chyla Hunter, Christopher Sparks, Mark Houser**

4.0 Old Business:

- Program Director “Practical” experience requirement in Policy = for consideration from the Policy Committee (LaFollette, Chair)
 - Finley suggested that there should be some kind of wording related to professional licensure in Section 1.1.4 - such as “license, registered?”

- **ACTION: LaFollette will make the change and send to Mitchell.**
 - Busch Isaksen reminded Board that she would like to be able to vote on the updated entire revised Policy as a whole at the next Board meeting. Busch Isaksen emphasized that this practical experience interpretation and whether or not Graduate PDs should be required to have practical experience will get the most attention and most discussion. She asked the Board to have ready their questions/concerns for the June Board meeting so a decision and recommendation can be made for the Annual meeting.
 - Mitchell will send policy revision to LaFollette and Chuck Treser for their review and send out final revision to consider and recommend for consideration to the Council at annual meeting.
- Potential NEHA certification/credential for EHAC graduate – update from Fletcher – postponed

5.0 New Business (Chair Busch Isaksen):

- New Committees to be established at Annual Meeting:
 - “Best Practices” Committee for standardizing Site Visit process
 - Graduate Guidelines Planning Committee for 2020 Revision (
 - Annual Meeting Draft Agenda for approval (Mitchell) – will approve through online vote.
 - Number of Council members – recommendation – postponed to next Board meeting
 - Board succession plan – recommendation - postponed to next Board meeting

6.0 Confirm Budget meeting – 2 hours – - 10am Pacific – Thursday May 16

7.0 Schedule Next Meeting – online

8.0 Meeting adjourned by Bush Isaksen at 2:15pm PT