



## **EHAC Board Meeting Minutes – June 13, 2019 – 1:00pm PT**

**Board members present:** Tania Busch Isaksen, Chyla Hunter, Don Williams, Mike Fletcher, Jason Finley

**Board Members Absent:** Sharron LaFollette

**EHAC Staff:** Leslie Mitchell

**1.0 Meeting Called to order at:** Chair Busch Isaksen called the meeting to order at 1:04pm

### **2.0 Standing Items**

**2.1 Approval of Agenda:** agenda approved with addition of discussion of financial history and 2019-2020 Budget for 2019 Annual Council meeting.

**2.2 Approval of April 25, 2019 Meeting Minutes:** Minutes amended to remove Carolyn Harvey from 2019-2020 Council Membership as this was an administrative error. Minutes approved with the Harvey related correction.

### **3.0 Reports**

#### **3.1 Chairperson's Report (Busch Isaksen):**

- No report

#### **3.2 Treasurer's Report (Mike Fletcher)**

- Current financials:
  - Busch Isaksen proposed the following financial information for the annual meeting:
    - Financial history document – 2016-2018 (current document shared with Board)
    - 2018-2019 Corrected/approved Budget
    - 2018-2019 actuals and
    - Projected 2018-2019 budget outcome.

**ACTION: Mitchell will provide these documents for Busch Isaksen's review and approval to add to documentation for Council.**

#### **3.3 Undergraduate Programs (Finley):**

- Dickinson University – withdrawal of accreditation discussion
  - Finley reported on the status of Dickinson University (DU)
    - Program Director Lynn Burgess retired from his position May 15, 2017. Since that time, DU has not replaced the PD, has lost funding for the program and according to their 2018 Annual Update, has no plans to hire or restart the program. Their last student graduated in December 2018, with accreditation.
    - Finley recommended withdrawing DU’s accreditation at this point under Article V Sec. 4 of the Undergraduate Requirements for Accreditation, citing the withdrawal of accreditation due to “Major problems of compliance” including loss of program funding and problems requiring more than two years to correct. Additionally, Article VI Sec. 1 cites the requirement of an “individual identified responsible for program leadership.” DU reports that there is no one currently serving in this capacity as of Burgess’ retirement on May 15, 2017.
    - Fletcher pointed out that they do not know what the future of the program is at this time.
    - Finley submitted that a requested hiatus from accreditation was not granted by the EHAC Board as of January 23, 2018.
    - Busch Isaksen suggested that the hiring of a new faculty person to serve in the Program Director’s position could lead to significant changes in the program, that may not be in line with accreditation requirements. She would rather they lose accreditation and go through the application process anew if they are able to restart the program in the future.
    - DU’s accreditation will end as of July 2019 if accreditation is withdrawn.
    - Finley will present DU’s situation and recommendation for accreditation withdrawal under Article V, Sec. 4 of the UG Requirements.

**ACTION: Mitchell will write a letter to DSU alerting them to the impending loss of their EHAC accredited status. The letter will include:**

- All background communication – letters and emails.
  - Citation of Article V, Sec. 4 of the UG Requirements citing why they are losing accreditation.
  - Confirmation that their last student graduated with accreditation in December 2018
  - Confirmation that DU’s EHAC accredited status will end (with Council approval) as of July 7, 2019 at the Council’s annual meeting.
- University of Findlay UG Degree Name Change:
    - Finley brought U. Findlay’s change in UG Degree title to the Board’s attention: Bachelor of Science in Environmental, Safety, and Occupational Health Management to Bachelor of Science in Environment, Health, Safety, and Sustainability

- Ohio University Curriculum change update:
  - Finely reported that OU submitted their reported curriculum revisions in June. Busch Isaksen reminded the Board of the significant discussion that went into changes OU wanted to make in their Organic Chemistry requirement in 2016-2017.

**ACTION: Mitchell will arrange a meeting among Finely, LaFollette, Busch Isaksen and Mitchell to review and make a recommendation to the Board/Council regarding the changes.**

- Site Visit Evaluations and Peer Reviews report:
  - Finley reported that PD evaluations reflected the high caliber nature of EHAC site visitors.
  - There were no significant negative reports from PDs or from peer reviews among the Site Visitors
  - One request was made by a new PD for more written documentation and explanation of how to write a Self-study and conduct and host a Site Visit.
    - Mitchell suggested emphasizing the documentation that is available on the EHAC website to new PDs.

#### 3.4 Graduate Program Report (Sharron LaFollette): no report as LaFollette was absent

- East Carolina University Graduate Program - new Program Director (Dr. Stephanie Richards) -
- Site Visit Evaluations and Peer Reviews report:

#### 3.5 Policy Committee:

- Policy 4.3 Section 1.1.4 Licensure rewording proposal – no report from absent LaFollette.
- Merging of Bylaws with Policy Committee requires change of Bylaws (Article V, Sec. 1)
  - **ACTION: Busch Isaksen suggested making this a practical rather than official change.**
- Consideration of Revised Governing Policy document for Council
  - **ACTION – Board will review and send comments to Mitchell by June 21.**
- Practical Experience for Graduate Program Directors – this requirement in the Policy document has not been aligned in the Graduate Guidelines.
  - Busch Isaksen suggested allowing the Council to discuss the issue of whether or not Graduate PDs need to have practical experience. Finely is in favor of Graduate PDs having practical experience and looked forward to a vote on this issue at the annual meeting.
  - **ACTION: Practical Experience requirement for Grad (and UG) PDs will be left in the policy (as added in 2018) and included in discussion of the entire revised Policy document.**

- A newly established Graduate Guidelines Committee (at the 2019 Annual Meeting) can develop whatever policy results from the above discussions.

### **3.6 Office Report**

- Annual Meeting arrangements ongoing
- All documentation for Site Visits has been turned in except one PPT for MSU.

### **4.0 Old Business:**

### **5.0 New Business (Chair Busch Isaksen):**

### **6.0 Schedule Next Meeting – online**

### **7.0 Meeting adjourned by Bush Isaksen at 2:15pm**