



National Environmental Health Science & Protection Accreditation Council

2016 Annual Meeting Minutes

For June 11th, 2016

Hyatt Regency Riverwalk in San Antonio, TX
(approved by Council Sept. 2016)

1.1 Call to Order and Introductions (Murphy)

- Murphy called EHAC 2016 annual meeting to order at 8:39am.
 - Sign-in Sheet passed around.
 - Attendees introduced themselves .
- Attending:
 - Board and Council - Sharron LaFollette, Priscilla Oliver, Lynn Burgess, David Gilkey, Tom Turco, Anna Jeng, Jason Lewis, Jason Finley, Laura Suppes, Sandra Long, Will Hayes, Carolyn Hall, Milton Morris, Steve Johnson, Tom Deem, Jim Dingman, Don Williams, Alan Delapenna (by phone)
 - New Council Members: Michele DiMaggio, Mark Houser, Mike Fletcher, Welford Roberts and Guest: Sheila D. Pressley
 - Staff: Leslie Mitchell

1.2 Approval of Agenda (Murphy)

- David Gilkey motioned to approve agenda, Lynn Burgess seconded.
- Discussion: Jim Dingman added items for addressing in closed session.
- Agenda unanimously approved with addition of items to discuss in closed session.

2.1 Annual Update of Undergraduate (UG) and Graduate (G) Programs (Mitchell)

- Leslie Mitchell presented update of programs.
 - 29 undergraduate and 9 graduate.
 - 2.5% increase in UG enrollment but graduation decreased by 0.5%.
 - 61% increase in G and 11% graduation rate (Tom Deem asked where increase is coming from – the counting of online students and how university counts students, i.e., not counted as enrolled when in research mode).
 - Diversity increased by 103%.
 - Recruiting: face to face contact appears to be the best strategy.
- Loss of accreditation for Texas A&M and others – Why?: consolidation of degrees; deans not spending money for accreditation; major changes in program taking them out of meeting requirements for accreditation; low enrollments causing universities to close programs
 - Sharron LaFollette commented that EHAC has not lost programs to low enrollment because EHAC has been successful in helping low enrollment universities to survive.

- Carolyn Harvey commented that her state has cut funding but is looking hard at college programs that are producing students who get jobs. Eastern Kentucky Univ. enrollment is increasing because of their successful graduates.
- Diversity – domestic diversity shown in data; increase is related to bringing in historically black universities into accreditation. Tom Deem expressed approval of huge diversity gains. He would like to see the measurement of and perspective on diversity expand to geographic and experiential diversity as well.

2.2 Financial Reports (Dingman)

- Jim Dingman gave presentation:
 - EHAC finances are in good shape – though spending is over budget.
 - Carolyn Harvey questioned the overspending and this was explained as due to the loss some dues and unexpected extra expenditures for site visitors stuck due to weather conditions.

2.3 AEHAP Update (Burgess)

Note : Tim Murphy provided a brief history of recent events related to EHAC and AEHAP operations and funding and then opened the floor to a general discussion:

- Brief history:
 - AEAHAP board terminated the executive director in April 2016 and lost funding from NCEH/CDC in June (note: AEHAP was not the only organization that lost NCEH funding – funding cut is due to CDC reorganization and not problems with AEHAP).
 - Chuck Treser is currently the “unpaid” interim executive director of both AEHAP and EHAC.
 - AEHAP can financially survive for about a year with existing money. The funding cut affects EHAC operation as well, since the “office” is mostly funded by AEHAP.
 - Tim Murphy thanked Carla Brown (accountant) and Leslie Mitchell for their help with keeping the organizations going through this time of transition.
 - Tim Murphy, Lynn Burgess, Chuck Treser, Leslie Mitchell and Carla Brown met with Justin Gerding and John Sarisky to discuss the CDC's funding termination. We realized that this meeting that AEHAP has not been providing CDC with adequate measurements related to program success. It was evident that AEHAP needs better metrics to keep CDC and other potential funders adequately informed.
 - Sharron LaFollette pointed out that a budget for AEHAP has not been prepared for vote due to planning needed related to loss of CDC funding.
- Moving forward:
 - Observation that AEHAP has not been run economically and effectively.
 - Board must examine the purpose of the association and how AEHAP is operated in order to determine a path forward.

- Nationally, the CDC is moving away from prevention – affecting directions for this type of funding. Tim Murphy suggested that AEHAP need to push hard for prevention funding.
- Reassess volunteer allotment to the AEHAP/EHAC BODs – avoid double dipping on the between the EHAC and AHEAP leadership/boards.
- AEHAP meeting on Monday will have NCEH representative to answer questions and Tim Murphy and Lynn Burgess encouraged all to attend the planning session with open minds and "green light thinking" to tap into the potential for AEHAP's survival and success. Tim noted that loss of CDC funding means that AEHAP is not restricted from advocating – this frees the organization to be more vocal about the importance of environmental health, working to prevent disease rather than waiting for outbreaks or other tragedies to occur and then reacting.
- Tim Murphy solicited ideas as to how to run the organization – posing questions around moving or keeping the office in Washington, etc.
- Met with NCEH last week – looking at additional data to provide as evidence of success of AEHAP – look at additional way to provide matrixes to tie in to donors missions.
- Partnering more with NEHA. Carolyn relayed the offer of an office and support from the NEHA Denver office. Chuck has had conversations with Dave Dyjack at NEHA as to networking or services – but recognizes that we must keep clear distinction between the trade and accrediting organizations.
- Sharron LaFollette reminded all that she sits on the Board of Science Councilors, a group that has been very pleased with AEHAP's work. The Council needs to create and send a message from AEHAP Board via Sharron to the Board of Science Councilors at their meeting at the end of June.
- Note: this year is a national election cycle so there will be change in personnel and agendas. EHAC board and Council need to be on board with the changes and to identify where there might be support or not and how to respond.
- Alan Dellapenna emphasized that he is struck by the number of years that EHAC has been around as well as by the growth in the number of accredited programs and EHAC's commitment to diversity. Alan suggested that this provides a strong case for EHAC's contribution to the practice of environmental health. Tim Murphy added that AEHAP is always taking the initiative to seek out new programs and groups to send EHAC's way.

3.1 Nomination Committee report/Slate for Officers (Long)

- Report of elections Process and Results:
 - Michele DiMaggio – Practitioner
 - Mark Houser – Practitioner
 - Mel Knight – Practitioner
 - Mike Fletcher – Academic
 - Tania M. Busch Isaksen – Academic

- Welford C. Roberts – Academic
- Tim Murphy explained that New Council members terms begin at the end of the annual meeting and current Council terms end at the close of the EHAC annual meeting. The overlap of members was intentional so that new members can attend one annual meeting to become familiar with the organization before their term begins. Therefore, new Council members do not vote at this meeting.
- Call for 2016-2017 officers
 - Jim Dingman moved to table vote until constitution, policy and bylaw changes were discussed later in the meeting and Lynn seconded the motion. Motion was unanimously passed.

4.1 Undergraduate and Graduate Report (Burgess/Gilkey and LaFollette)

INFORMATIONAL ALONE via PowerPoint:

- Status of conditional programs:
 - West Chester University – conditions removed by BOD.
 - Central Michigan University -took full 2 years but conditions removed by BOD.
- Consideration of Findlay Extension:
 - aligns UG with Grad self-study – BOD approved one year extension.
- Consideration of Boise State University:
 - restructuring of administration and curriculum - BOD approved one year extension.
- Consideration of East Central Univ. program changes:
 - Changing names of courses and reorganization which changes program titles – BOD approval contingent on submission of new BIOL 1114 syllabus.
- Four Undergraduate programs are up for reaccreditation (there are no Graduate programs up for reaccreditation):
 - University of Massachusetts at Lowell
 - University of Washington
 - University of Wisconsin, Eau Claire,
 - Western Carolina University.
- Programs of interest:
 - SUNY-Syracuse
 - University of Northern Iowa
 - Kent State
 - Burgess reported that Montana State is not interested in accreditation but the State of Montana would like them to be.

Discussion

- Planning strategically for future – identify ways to train as many of the council to be site visitors as possible in a cost effective manner.
- Title of degrees – emphasize transcripts recognizing graduation from accredited programs rather than requiring a specific name of program.

- Mentorship program – changed last year; mentor can no longer “certify” that program is ready – need seasoned guideline experts for the mentoring.
- Deem raised questions of duplication/redundancy and the cost of having accreditation from both EHAC and CEPH. Deem suggested a white paper on the comparing the advantages and disadvantages of having both accreditations versus one or the other. Deem encouraged emphasizing the benefits of EHAC accreditation - especially the COSTEP program.

4.2 Outcome Assessment Report (Murphy delayed until after lunch))

- Add number of students graduated column so know how to interpret % response from graduates to survey. Murphy planning to add narrative to enhance report.
- Interesting that students assess themselves lower in core course areas than supervisors – where is disjunction (hypercritical of self versus not knowing potential possible?).
- As change analysis of data display format and interpretation, get review by practitioners as to the practicality of the information provided.
- Need to evaluate survey for relevance with current guidelines.
- Need to gauge supervisor analysis. Need to figure out way to identify job title and responsibilities of practitioner and match with guidelines.
- Figure out ways to use this data to our advantage during discussions back with NCEH.
- Need to increase analysis of impact of bodies on EH.
- Deem suggested conducting a trend analysis assessing whether or not practitioners find this survey helpful.
- Roberts expressed concern that there is an assumption that the supervisor knows what an employee's responsibilities and abilities are.

4.3 Visit from NEHA President (David Riggs)

Switched order of 4.1 and 4.2 and 5.0 to accommodate incoming president of NEHA.

- NEHA restructured over last year under new exec director Dr. Dyjack
- 4611 members (14% increase) - a lot of increase in entry level positions.
- New business and industry affiliate.
- Increased focus on outreach to students - mentoring and scholarship.
- New training for affiliate officers – better interface with affiliates to help them grow and feed back into national organizations.
- More credentialed individual 3207 RS, 637 Healthy Homes and food certifications - looking to identify new credentialing opportunities.
- Looking for ways to increase student involvement in NEHA:
 - Note: Right now – health care industry is expanding positions in EH (1800 positions went unfilled because couldn't find trained EH folks to fill the positions.
 - Try to find sponsorship for internship (especially in smaller local health departments) (NEHA does have a new grant to provide funding for some students in traditionally non-paying internship opportunities).

- President available to speak to local and student associations (David Riggs also does topic specific presentations – "Blue Gold – Water Wars" and "Generations in the Workplace").
- Plea to faculty to become NEHA members.
- New web site.
- Increased influence in Washington DC – Dr. Dyjack just got back from Whitehouse meeting – he'd been asked about Zika virus in particular.

Discussion (suggestions from Council):

- Decrease cost of credentials.
- Decrease cost for students to attend.
- Encourage NEHA members to participate in EHAC (need practitioners on Council in particular).
- Outreach to industry (especially utilities); possible free membership for students.
- Introduce NEHA through Skype to student university EH associations.
- Clarify process for studying and sitting for REHS.
- Advertise that NEHA has scholarship money to support local health department internships.
- Deem asked "Where is the compelling story today?". How can we best show the impact of EH students on the workforce and especially on American public health?

5.1 COSTEP Update (Shugart)

(attended by conference line) with Commander Monica Leonard (new recruitment chair).

- Application period open ONLY Oct. to Dec. 2016. All materials required by end of Dec. Screening (medical and security) in Jan to March.
- Most of COSTEPs are from EHAC accredited schools.
- COSTEPs must return to school (i.e., must be in progress of degree) and free of other obligations (cannot be in two uniformed services at one time).
- No Sr. COSTEP (post-graduation) program for EH positions at this time .
- Applications for full-time active duty must be done within four years of participating as a COSTEP.
- 20 students selected for 2016 and all are placed.
- FDA was added last year and National Park Service was added to the COSTEP program this year.
- Reasons for unsuccessful applicants: poor GPA (<2.8), unsupportive references, failed medical or security clearances, conflicting obligation.
- Open application window is June 2016 – only window for 2016 unless person has done COSTEP within last four years (referred through EHP appointment board process – new this year).
- Links to information and application process were provided.
- Rather than conducting conference calls, as in the past, they are planning to use a webinar to network with students and the universities (universities in attendance agreed that this would be a great idea) – likely will occur in October 2016.

- Appointment standard update: to be updated this year, asked for chair of policy and standards committee to write a white paper on accreditations for EH officers. They are very happy with EHAC accreditation process but do have questions on CEPH accreditation. Committee would like to get a better handle on what CEPH can or cannot offer in preparing students because they are finding applicants coming in from accredited CEPH programs that do not have enough science. Calendar year deadline for update. Update will be shared with Don Williams.

6.1 Mississippi State Valley University (UG and G)

Undergraduate Program Site Visit Report (Sharron LaFollette and Sandra Long):

- UG program meets or exceeds the EHAC criteria.
 - Curriculum includes applied concepts and experiences.
 - Program is graduating broadly trained practitioners who are prepared both academically and through field experience.
- UG program concerns:
 - Program is currently under stipulation based on low enrollment.
 - Need to expand use of the advisory committee.
 - Should consider increasing practitioner involvement on advisory committee .
 - Should consider offering more than one elective as enrollment is currently around 16 students and has plenty of opportunities to grow.
 - Suggest providing a mentor to help program map the structure of their course load.

Motion: Site Team recommended a 6 year full accreditation for the MVSU Undergraduate Program.

Decision: Motion for 6 year full accreditation for the MVSU Undergraduate program passed unanimously.

Graduate Program Site Visit Report:

- MVSU graduate program does not meet EHAC guidelines for developing competencies in:
 - Toxicology
 - Risk assessment
 - Risk management
- Response from Program Director (Spencer)

- Program plans to move the toxicology course from an elective to a core course – the change has been approved internally.
- Some courses (toxicology and epidemiology) cover risk assessment and management.
- Program is considering adding a risk assessment course.
- Program is planning to utilize the community advisory board – will meet annually beginning in January 2017.
- Program faculty members have received research grants.
- Students will participate in research project to gain experience.

Motion #1: Site Visit Team recommended a 2 year conditional accreditation and if conditions are met, MVSU's graduate program is given full accreditation for 6 years.

Vote on Motion #1: 7 yes, 9 no, 2 abstain

Motion #2: A motion proposed for 2 year conditional accreditation, with the condition that a new self-study should be submitted within the first year (2017) and a site visit be conducted in the second year (2018). The Council review will take place in June 2018.

Vote on Motion #2: 17 yes, 1 abstention

Letter to MVSU regarding Graduate Program will include:

- Request mapping of course structures as proof that they are meeting the outcome that the Council has approved.
- Gilkey suggested reviewing original site visit report for what to include in the letter.
- Assign mentor in the letter – LaFollette is nominated by Burgess and accepts.

Murphy called lunch at 12:00pm

Meeting called back to order at 1:34pm

6.2 Baylor University (UG)

Site Visit Report (Gilkey):

- Baylor's second reaccreditation cycle.

- Field Techniques has a great manual for guidance .
- Seminar connects students with experts in field as speakers.
- International experts also brought in on occasion.
- Resource rich institution – 8 environmental health faculty operating 20 state of the art laboratories .

Motion:

- Full accreditation for six years

Vote: Motion for full 6 year accreditation passed unanimously

Letter should include:

- EHAC policy will require program to show redacted records of student work/course work in order to determine that the work was completed.
(Council needs to find ways within FERPA to get access to student information- need to write EHAC policy to access redacted student records – Note: Site Visit Team was not able to access evidence of student work).
- Make certain that program requires 180 hours of internship.
- Lynn will write a separate letter that includes recommendation to have advisory committee attend annual meeting on campus).

6.3 Benedict University (UG)

Site Visit Report (Delapenna and Knight):

- **Strengths:**
 - Enjoy strong support at the university and has a good STEM program.
 - Open enrollment school so lots of programs to make sure students are successful
 - New facility devoted to the program.
 - Not a lot of instrumentation and lab equipment, didn't move from old facility but getting new equipment to supply the new building.
 - Working on succession of administration.

- New budget for buying new equipment.
- University is purchasing 90 plus acres of additional land specifically to improve environmental education.
- No significant variants from guidelines.
- **Concerns:**
 - Program does not have a lot of lab equipment – but they are in the process of updating their facilities with \$133,000 grant.
 - Enrollment is down.
- **Morris's comments:**
 - Program is blessed because it is viewed favorably by administration, all the way to the top.
 - President conferred with environmental health faculty to determine how best newly acquired land could be used for EH education..

Motion: Delapenna moved for full accreditation for 6 years for Benedict College

Vote: Motion for full 6 year accreditation for Benedict College approved unanimously

7.1 Policy Discussion (Dingman)

- LaFollette discussed "intent of interpretation" and challenged the Council to volunteer to step forward for review of policies to make sure they remain current and appropriate and to improve transparency where necessary.
- Dingman's main purpose in reviewing the constitution and bylaws was to be alert for bias toward academicians. Dingman and Council want to encourage practitioner participation through changing constitution and bylaws.
- Dingman encouraged Council to focus first on concept rather than word smithing as they worked through the Constitution and Policy revisions.

EHAC Constitution – revisions:

- Article IV: Change membership from 15 to 14. Add " and by even numbers up to and including twenty"
Article IV section – add actively working in their field. Add Director at Large which must be a practitioner.
[General discussion first then moved to bylaws revisions. Because of bylaws not voted on no need to change constitution until after bylaws decisions.]
- Vote to approve revisions: (all moves by Jim)
 - Article 1-3: Dingman moved to accept changes, seconded by Hayes, motion passed with unanimous approval
 - Article 4: Dingman moved to accept changes, Gilkey seconded: one abstention, motion passed.
 - Article 4, Section one: Dingman moved to accept changes, Burgess seconded, motion passed with unanimous approval.
 - Article 5-8: Dingman moved to accept proposed changes, Morris seconded, motion passed with unanimous approval.
- Motion by Johnson that the Council has had sufficient time to review current document, Williams seconded; three abstentions: motion passed.

EHAC Bylaws Revisions:

- Change requirements for sitting on council.
 - Maximum degree substitution is for 3 years of experience.
 - Make sure academician doesn't have to have internship.....but emphasize experience.
 - Delete diversity (2.3D instead perhaps talk about diversity and inclusion suggested by Dr. Presley) and instead talk about excellence in membership.
 - Council members must identify as to which position they are applying for.
Council members who resign can return at later date.
 - Non-attendance is termination from Council not resigning from Council. Need a plan for tie votes of BOD.
- Add - must have two academicians on BOD. Make sure name changes are in accordance with articles of incorporation etc. requirements.
- Add official language for voting membership of co-chair for both UG and Grad chairs.
- Secretary "maintains" rather than "keep" records.
- Add auditing on an annual basis (Add as section 9.5.3).
 - Treasurer and book keeper should be looking at everything on a monthly basis.
Gives daily management of Council to executive director.
- Add director at large responsibilities: ethics, monitor, voting member, look at bylaws at regular basis.
- Clean up member/director as Board Director. Keep in last sentence of compensation language.
- Look at indemnification language and make sure protected. (Tom Deem will get language reviewed).

Vote on by Bylaws articles: all motions to accept changes as made – Jim Dingman, followed by named second:

- Article 1
 - Section 1: add maximum academic substitution of 3 years for 5 year requirements; Hayes seconded: one abstention – motion passed.
 - Section 2.1-2.3: changing diversity question as discussed : Gilkey seconded; motion passed unanimously.
 - Section 2.6: Hayes seconded; motion passed unanimously.
 - Section 3: Burgess seconded; motion passed unanimously.
 - Section 4: Jeng seconded; motion passed unanimously.
 - Section 5: add change that considered to “have resigned replaced” with “removed” Hayes seconded; motion passed unanimously.
 - Section 6: editorial; Long seconded; motion passed unanimously.
- Article 2
 - Section 7: add 2 academicians minimum; Williams second; motion passed unanimously.
 - Section 8.2-8.5: Gilkey seconded; motion passed unanimously.
 - Section 9.1.1 – 9.2.2: minor grammar corrected; Hayes seconded; motion passed unanimously.
 - Section 9.2.3 and 9.3.3 Lewis second; motion passed unanimously.
 - Section 9.4: Burgess seconded; motion passed unanimously.
 - Section 9.5.1: with edition of on a monthly basis; LaFollette seconded; motion passed unanimously.
 - Section 9.5.3: add section with word external in front of audit – annual basis; Gilkey seconded; motion passed unanimously
 - Section 9.6.6: add section of exec director daily duties – change association to council; Suppes seconded; motion passed unanimously
 - Section 9.7: add section of director at large duties as collectively drafted on the floor; Gilkey seconded – 2 abstentions; motion passed
- Article 3
 - Section 10.1 – 10.4: Williams seconded; motion passed unanimously
 - Section 10.7: return struck sentence (i.e., no change) – no motion needed since no change.
 - Section 10.8 – 17: grammar; Deem seconded; motion passed unanimously
 - Article 7: grammar – Burgess seconded; motion passed unanimously
- Article 8
 - leave in struck out portion (revisit later) all the way to the end Article 13; Morris seconded; motion passed unanimously

8. Acknowledgements (Murphy)

- Distribute Certificates - Moved to Sunday

9.0 Announcements

July 10-13 NEHA (M-R): EHAC July 7 dinner and meeting July 8-9; Grand Rapids Michigan

10. Recess

Burgess moved to recess the meeting until tomorrow morning. Gilkey seconds motion and motion passed unanimously.



National Environmental Health Science & Protection Accreditation Council

2016 Annual Meeting Minutes

For June 12th, 2016

Hyatt Regency Riverwalk in San Antonio, TX
(approved September 2016)

1.1 Call to Order and Review of the Reaccreditation Candidates for the day (Murphy)

- Murphy called meeting to order at 8:40 am
 - Announcement: Stephen Johnson not here today. In the hospital, heart palpitation (arrhythmia). Justifiable excuse to miss meeting. Keep in thoughts.
 - Sign up sheet going around for interest in sight visit and primary review. Please indicate availability and whether or not you have conflict of interest. Site visits mid-January till mid-March.

2.1 Colorado State University (UG)

Site Visit Report (Turco) Strengths:

- Full-time advisor for students.
- Very student-oriented program.
- Lot of students going on to graduate school.
- Exhaustive internship guidelines.
- Ambassadors program (student recruiters and guides) showed site visit team around.
- All issues of primary reviewers were answered during site visit.

Dave Gilkey comments:

- Appreciated mentorship throughout EHAC as he learned Council process.
- Highlighted strengths of CSU funding and administration as well as student enrollment growth and success.

Questions:

- Morris asked: Radiological component of program - what is focus of program? Undergraduate course in radiological health and cancer physics that lead to graduate studies possibilities. Morris requested that CSU develop relationship with Morris in order to give opportunities to students that want to come into graduate programs in radiological health.
- Harvey: What is your status with program? New program director has 10 years experience as practitioner and is PhD candidate (Judy Heiderscheidt). Dave is interim vice provost at CSU and looking for moving if given opportunity. Moving into new Department? Biomedical science degree packaged now, but believes marketing will keep enrollment high.

included in the curriculum for the EH program. Turco responded that public speaking is embedded within science classes.

- Murphy commented that students graduating from CU's program are amazing hires and Williams reiterated the program is top notch and graduates are successful employees.
-

Motion: Site team recommend that Colorado University be re-accredited for a full 6 years.
Motion passed with one abstention.

2.2 Dickinson State University

Site Visit Report (Murphy):

- University suffers from oil patch success – without degree can get job – low enrollments.
- Commitment from University to secure new tenured-track faculty position.
- Working on enrollment and marketing strategies.
- Recommended areas for improvement: recruiting strategies, teaching load for director suggestions, encourage students to take internships outside the local area, increase utilization of advisory committee, plan for Burgess' retirement.

Burgess comments: strongly considered not sending self-study in. Highlighted problems with program:

- not happy with administration – recovering from reputation as diploma mill – but administration has changed except for Dean.
- high rent area – no place for students to reasonably rent.
- university foundation – put into receivership (source of scholarships). No student scholarship.
- Turtle Mountain Community College – tried to reach out online to students to offer degree – put on hold.
- Academic standards of program limit number of students – has one student in the program now.
- Only one EH faculty (Burgess). Low on FTE faculty. Only ½ other faculty. University does not allowed for adjuncts.

Questions:

- Gilkey: Why is Dickinson not benefitting from oil money? Burgess - companies on the extraction end of the business are not interested in funding schools
- LaFollette: Clarify FTE – has faculty scattered around university so technically OK.
- Treser: What can EHAC do to help you? Really needs internship opportunities for students because N. Dakota is low on regulations for EH so not good experience for students. (e.g., can spread septic waste on ag fields). Take a real solid look at program when/if Lynn retires. No transition plan in place.
- Presley: is there at STEM program on campus for recruiting? Burgess - Yes. Used to have international students, none recently.

- Oliver – We need to make administration (especially of small programs) know the benefits of accreditation.
- Harvey – networking is critical to programs ongoing and growing - especially alumni networking.
- Treser – limited amount that EHAC can do because of accreditation hat. But there is tremendous amount that AEHAP can do.

Motion: Murphy moved for full accreditation for 6 years – motion passed unanimously

Letter:

- **Articulate the need for:**
 - Succession planning.
 - Enrollments concerns
 - Internships
 - FTE

2.3 Ohio University (UG)

Site Visit Report (Treser):

- Strong practice focus that meets all accreditation requirements.
- **Concerns:** In compliance at this point; however, changes are coming.
 - Changing from quarters to semester system. May prevent students from graduating on time (organic chemistry the issue).
 - Faculty carrying heavy teaching load and being pushed to increase research. May be struggling in the near future to get access to facilities.
 - Need to work on student enrollment (only about 45 students), but Dean wasn't very concerned because happy with quality of students in the department.
 - Organic chemistry course – two principles of chemistry (8 semester hours) and stand-alone organic class (spring class only and lab fall labs only) – 75% of students fail the spring class
 - Students taking too much physics now (6 semester hours) - going to eliminate "required" second physics.
 - OU enrollment not suffering from enrollment (highest fall freshman class). But courses are well enrolled and the administrators only care about butts in seats.

Questions:

- Burgess asked for clarification of "groups": Group 1 (tenure track) vs Group 2 faculty (non-tenure track)

- Morrone explained that the program looks a lot different from quarters to semesters. In Morrone's opinion it has become a lot less diverse. Last students that went through the transition have just graduated.
- Morrone explained that the restructuring of the EH program at the College is completed, now in Social and Public Health Department; one of seven programs within the College. Two new courses in the curriculum:
 - Built Environment and Health
 - Climate Change and Public Health.
- Future issues (Morrone):
- Harvey: Faculty load: 15 credit hours per year (3/2)
- Morris: Organic chemistry separate lecture/lab – plans for other courses to go that direction? Morrone - No.
- Burgess: Can program teach own organic? Morrone – Not currently
- Murphy: Two levels principles courses – most chose lower level (1200-level)

Motion: Motion to approve for full reaccreditation for full 6 years. Motion unanimously approved.

Letter:

- Be certain that EHAC is notified of any curriculum/program changes for approval by Council

Pre-lunch announcements: Read material for guidelines changes discussion over lunch.

1.1 BOD elections:

Nominations (with no contest) for:

- Council Chair – Tim Murphy
- Secretary – Laura Suppes
- Treasurer – Priscilla Oliver (declined and nomination withdrawn); Mike Fletcher accepted nomination
- Undergraduate Chair – Stephen Johnson
- Graduate Chair – Sharron LaFollette
- Director at Large – Jim Dingman

General Discussion:

- **Need policy to deal with FERPA privacy rules for access to student records.** Propose policy developed by BOD and reviewed and approved by Council electronically prior to need for next cycle self-study reviews. **Murphy will volunteer for first draft and get to BOD for review Mid-July, then out to Council as soon as possible.**
- **Site visitors timely reimbursement policy** – review and Dingman suggests that all payment goes through EHAC. i.e., site visitor invoice Council and then Council invoices schools. Discussed bureaucracy and ethics of potential changes. Suggest encouraging schools to do as much up front arrangements themselves.
 - **Motion (LaFollette) seconded (Dingman): encourage schools to arrange and pay up front expenses and any reimbursable expenses from site visitors be handled through Council office with billing to school.**
 - Motion unanimously passed.

Harvey moved to suspend discussion until after lunch. **Seconded by Murphy. Motion passed unanimously.**

Reconvened after lunch at 1 pm.

Announcements:

- Request for closed session at end of day (if have time)
- Monday AEHAP 2-4 pm – Marriott River Center Rooms 17-18
- EHAC opening session at 4 pm – Secretary of HUD keynote speaker Grand Ballroom in Marriott River Center
- Monday Exhibit Hall 6 pm grand opening (set up 5 pm)
- Monday 7:30 pm Conference Room 12 Marriott Wagner and USPHS Award

2.1 Guidelines Implementation Policy Discussion/Vote and Guidelines Revisions Discussion/Vote(LaFollette/Treser)

- **Guidelines Implementation Policy Discussion/Vote**
 - LaFollette opened discussion explaining that the Council agreed that all guidelines needed to be reviewed regularly – agreed on a 10 year review cycle. LaFollette asked if Council wants to keep that time frame. Treser commented that the decision was for a *minimum* of 10 years so Council is not held to 10 years – they can review at any time. This gives flexibility to work with organization capacity to do a review.
 - LaFollette moved to keep guidelines review cycle at a minimum of every 10 years. **Seconded by Williams and motion carried unanimously.**
- **Periodic Review** – Treser moved to change from "review will" to "review may" consist of..... Burgess seconded motion and motion passed unanimously.
- Program shall have a minimum of thirty days to review and comment on proposed revisions to the Guidelines. Lafollette moved to accept and Treser seconded. Motion passed unanimously.

- **Guidelines Revisions Discussion/Vote**
 - **Note:** revisions and motions are shown in attached addendum to these minutes.

4.0 EHAC Strategic Planning and Funding Discussion (Murphy)
(closed session) – see additional file. – Happened after official meeting was closed.

0.0 Certificate distribution

5.0 Adjournment (Murphy) 3 pm after picture was taken