



National Environmental Health Science and Protection Accreditation Council (EHAC)

EHAC Board Meeting Minutes – December 5, 2019 – 10am Pac. Time

Board Members Present: Tania Busch Isaksen, Chyla Hunter, Sharron LaFollette, Jason Finley

Board Members Absent: Don Williams, Mike Fletcher (family emergency)

EHAC Staff: Leslie Mitchell

1.0 Meeting Called to order at: 10am PT by Busch Isaksen

2.0 Standing Items

2.1 Approval of Agenda: Agenda approved with addition of AEHAP JEH article discussion to new business.

2.2 Approval of October 29, 2019 Meeting Minutes.

- Minutes approved for the October 29, 2019 meeting minutes.

3.0 Reports

3.1 Chairperson's Report: within meeting

3.2 Treasurer's Report:

- Current financials – Mitchell reported in lieu of Fletcher;
 - Four programs have not paid their annual EHAC dues, however, Mitchell has been in continued contact with them and they are all working to get the payments made.
 - Mitchell reported that there is less of a budget impact due to the Errors and Operations Insurance because it is a 2-year policy that can be paid quarterly (EHAC had budgeted \$2300 a year for this policy – to be paid in a lump sum).

3.3 Undergraduate Program Report –

- **Indiana University Purdue (IUPUI) - new PD (Dr. Max Moreno)**
 - **Motion:** Finley motioned for the approval of Dr. Max Moreno as the new Program Director at IUPUI;
 - **Second:** LaFollette seconded
 - **Vote:** Motion carried unanimously
- **East Central University – new PD – Michael Bay**
 - **Motion:** Finley motioned for approval of Dr. Michael Bay as new Program Director at ECU;
 - **Second:** Hunter seconded
 - **Vote:** Motion carried unanimously
 - **Post Vote Discussion –**

- Busch Isaksen asked for an explanation of how one moves from the ARMY reserve to NAVY Reserve? Finley explained that Reservists serve an 8 year term in ARMY Nation Guard; after which, with approval from command there can be an interservice transfer.
- LaFollette suggested that it would be useful to add the a requirement for PDs to explain how they have achieved EH related practical experience. Busch Isaksen and Finley agreed, stressing the need for PDs to articulate the connection between their research efforts EH practical experience gained. Busch Isaksen stressed the pressing need for this requirement due to the observed trend that EH graduates are going directly into graduate and post graduate academic positions rather than gaining practical field experience (which was the case in the past). Finley added that this requirement should be linked to a conversation with new PDs to ensure that they have read EHAC's requirements and/or guidelines to familiarize themselves with the accreditation process and especially requirements specific to PDs. Busch Isaksen submitted that the new requirement may rest better in the EHAC policy document.
 - **ACTION: Mitchell will ensure that new PDs are alerted to the UG Requirement for PD practical experience and that the PDs receive a request for their CV, as well as a narrative articulating their EH practical experience and/or how their research is connected to EH practical experience.**
- **Western Carolina Chancellor change** - Dr. Kelli R. Brown
- **Illinois State University:**
 - **Curriculum Change** – adding a Finite Math course which Finley approved as an acceptable change that will not impact ISU's EHAC accredited curriculum. Algebra will be a prerequisite for the Finite Math course.
 - As a side note, Finley reported student requests for a little more flexibility in the ISU curriculum when Finley conducted a Site Visit to ISU last year. Finley submitted that he doesn't know whether it is the Board/Council's place to respond to that kind of thing, but wanted to submit this concern for the record. Finley suggested that the curriculum change may be an attempt to address the students' concern.

3.4 Graduate Program Report – Vice Chair LaFollette

- **University of Illinois update:**
 - Dr. Alamu left UIS in October. Dr. Egbe Egiebor has been appointed the new EH program director. Dr. Mohammed Shahidullah has been assigned as an adjunct to teach MPH 511 in the spring and they are searching for an epidemiologist to teach their spring 2020 advance epi. course. The current plan is to have a visiting professor in place for the fall term and launch a faculty search early in 2020. UIS is moving forward with the MPH EH program and has enrolled students that started in Fall 2019.
 - LaFollette does not know if new PD is qualified.
 - **ACTION: Mitchell will send letter requesting a CV and narrative explanation of any Practical Experience for LaFollette and the Board to consider. Amendment – CV will be requested as Graduate Guidelines do not require PD to have EH practical experience.**

- **Graduate guidelines: no action**
- **Fort Valley State University:**
 - Board has not received live link to updated catalog that contains curriculum wording addressing condition placed in 2015. LaFollette submitted that FVSU is way past the conditioned term limit.
 - **Action: Mitchell will:**
 - **Mitchell will pull up relevant paperwork for Board to consider at a January Board meeting and check on FVSU's website to see if the update has been published. Board will discuss further action at the January Board meeting.**

3.5 Office Report: Mitchell reported on Old and New business below.

4.0 Old Business:

- **AEHAP JEH article:**
 - Busch Isaksen (and Finley agreed) is disappointed due to the lack of EHAC being represented in the author line. Busch Isaksen and Mitchell provided numerous talking points that were used in the article but did not Busch Isaksen as an author. This may have been an oversight but will need to be addressed in comments. Article also needs to have references cited and it would be useful to include links to EHAC and CEPH website/requirements. Busch Isaksen will highlight passages that EHAC provided and will ask that she be cited as a co-author of the article.
 - **Action – Board will submit all article comments to Mitchell by Sunday night Dec. 8.**
- **Board Succession Plan**
 - Mitchell presented the Board succession document sent to the Board for review explaining that similar organizations to EHAC generally either have a President/Chair Elect, a Past President/Chair or both. This situation encourages (as Finley pointed out) consistency continuity, and predictability within the EHAC Council and creates a more stable organization. This is of particular importance (as Busch Isaksen emphasized) due to EHAC becoming an employer and having to be a self-supporting organization – no longer supported by grants. Mitchell further explained the idea of combining the Chair Elect position with the Vice Chair for Undergraduate Programs. This was done in order to ensure that the Chair Elect would be greatly involved in the actions of the Board prior to assuming the General Chair position.
 - Board generally like the idea of a Chair Elect/VC for UG Programs and potentially a Past Chair with the following reservations:
 - LaFollette submitted that in the past, the VC for UG Programs has generally been an Academic and she worries that Practitioners have not generally been as involved as necessary in the past. Busch Isaksen submitted the last three Vice Chairs have been Practitioners and that many times Academics are not actively involved either.
 - Finley felt like the plan was a good one but submitted that if the Chair elect serves as VC UG programs, they might not have familiarity with Graduate programs. Busch

Isaksen commented that that is precisely the reason for a VC of Graduate Programs and that they need to be relied upon to bring their experience to the table. Finley also enquired as to why this change in Board structure is being considered right now – as things have seemed to work since 1969. Bush Isaksen explained the need for change is based on the EHAC's move to a employer and self-sustaining organization – see above.

- Finley submitted that changing the Board structure presents an opportunity to raise the Council's "game" and cited service on the Council and supporting EHAC's effort to create EH professional to protect society as a privilege and one that Council members need to step up to. EHAC's employer and self-sustaining status as well as its mission to educate and train students in EH and Protection.
- LaFollette had reservations on the Chair serving only one term and cited the need for multiple years (at least 2) to actually get into the swing of things and accomplish goals. Bush Isaksen agreed that a 2 year term is probably best. Finley pointed out that Council Member only serve 3 year terms so this type of thing needs to be carefully considered and designed so that the Council is not left short and is used is as inclusive as possible. One suggestion was to require the General Chair to have served on the Board the year prior to their election (or some period of time prior to election as Chair or Chair Elect?). Bush Isaksen agreed to prior service on the Board and preferred that the incoming Chair have served on the Board the prior year to being elected and also suggested that the incoming Chair could not be on their last year of service to the Council. Continuity concerns are extremely important.
- LaFollette also like the idea of having a Past Chair – even one that would not have a voting position on the Board but would be available for consultation.
- Changes like these will require Nominations Committee to enhance candidate screening process but refrain from being too dictatorial.
- Finley enquired about a timeline for enactment of a new structure.
 - Bush Isaksen explained that if a General Chair Elect scenario was decided upon, then a Board Chair and Chair Elect would be voted upon in 2020 and then afterward, only a Chair Elect would be voted upon.
 - **Action: Mitchell will rework Board Structure Scenario to include a Chair Elect and Past Chair, who would be available for consultation). Chair Elect position would require service on the Board in the last year or at least in the recent past (to preserve continuity). Also, due to Past Chair requirement, the Chair Elect cannot be in their last year of service to the Council.**
- **Semester vs. Quarter discussion:**
 - **Move UG Requirements Revision to 2021:**
 - Busch Isaksen has some ideas about addressing this issue. Finley requested to assist with this effort.

5.0 Old Business:

- **Site Visit/Self-study Review Training**
 - **Review Site Visit Schedule and Question Bank document –**

- Good guidance for Visitors – opportunity for to consult question but not a requirement of site visitors.
- **Worcester Dept. of Health Initiative – curriculum across 3 state schools in MA.**
 - Board is in favor of this type of innovation. Busch Isaksen, LaFollette, Finley and Mitchell will be on a call with Worcester representative on Dec. 17 to discuss options. Busch Isaksen pointed out that the main concern will be verifying that there are adequate faculty at each program to teach any agreed upon curriculum.
- **Electronic Consideration of Reaccrediting Degree Programs**
 - Busch Isaksen want to create Policy language that asserts EHAC’s desire to be a carbon friendly organization and that we can do that by:
 - Formal and regular employment of electronic vote for reaccrediting programs with no issues requiring significant consideration by the Council.
 - Stating that EHAC attempts to assign site visitors to locations that are within driving distance or at least no further than one state from their residence.
 - **Action: A Carbon Neutral Site Visit and Electronic Accreditation opportunities discussion will be added to the Annual Meeting Agenda for 2020.**

6.0 Schedule Next Board Mtg.

7.0 Adjournment Mtg. adjourned at 11:18am