



# *National Environmental Health Science & Protection Accreditation Council (EHAC)*

MEETING MINUTES & ACTION ITEMS

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## **EHAC Annual Meeting of the Council\*** **July 11-12, 2020** **Virtual Meeting - Zoom**



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\* **Abbreviations used in these minutes:** Association of Environmental Health Academic Programs (AEHAP), Environmental Health (EH), Environmental Health Officer Professional Advisory Committee (EHOPAC), Graduate (G), Graduate Environmental Health Certificate (GEHC), Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP), National Environmental Health Association (NEHA), Program Director (PD), Undergraduate (UG)

### Accreditation Actions Resulting from Council Decisions

No.	Accreditation Actions July 11-12, 2020 Annual Meeting	Responsible Person	Due Date
1.	<b>East Tennessee State University:</b> the Council fundamentally accepts ETSU’s response to add the EHAC internship requirement to the BSEH Honors in Discipline program and that ETSU must provide evidence for this change by December 15, 2020.	Leslie Mitchell	<b>Letter for UG Vice Chair Review – July 28, 2020</b>
2.	<b>Old Dominion University:</b> Full accreditation without condition for six years.	Leslie Mitchell	<b>Letter for UG Vice Chair Review – July 28, 2020</b>
3.	<b>West Chester University:</b> Full accreditation without condition for six years.	Leslie Mitchell	<b>Letter for UG Vice Chair Review – July 28, 2020</b>
4.	<b>Missouri Southern State University:</b> Full accreditation without condition for six years.	Leslie Mitchell	<b>Letter for UG Vice Chair Review – July 28, 2020</b>
5.	<b>CA State Northridge (Undergraduate):</b> Full accreditation without condition for six years.	Leslie Mitchell	<b>Letter for UG Vice Chair Review – July 28, 2020</b>
6.	<b>CA State Northridge (Graduate):</b> Full accreditation without condition for six years.	Leslie Mitchell	<b>Letter for UG Vice Chair Review – July 28, 2020</b>
7.	<b>East Central University – OK</b> - two year conditional accreditation to allow ECU time to verify that food protection and vector borne disease topics are incorporated into the courses being taught across all three concentrations within the Environmental Health Science Degree Program and to implement recommendations of an active advisory committee. The remainder of the 6 year accreditation period will convey upon the meeting of these conditions.	Leslie Mitchell	<b>Letter for UG Vice Chair Review – July 28, 2020</b>
No.	Action Items Resulting from Council Discussion	Responsible Person	Due Date
1.	Create a “Best Practices” manual based upon review of online internship experiences that were successful as well as challenging. It is likely	Leslie Mitchell	January 30, 2021

	that this virtual situation will continue into 2020-2021, if not longer.		
2.	Dr. Oliver volunteered to raise the issue of CA Dept. of Health not accepting online lab oriented course work with her contacts in the field and at NEHA. EHAC will keep abreast of this issue and any other similar impacts on additional degree programs.	Priscilla Oliver (follow up by Leslie Mitchell)	Already working
3.	Innovative degree program structure encouragement. Mitchell will revise with Council suggestions and take to Board for review.	Leslie Mitchell	September 1, 2020
4.	Revised Annual Update Survey will be submitted to Board for review and approval/disapproval.	Dave Gilkey	December 2020
5.	Williams suggested that the Site Visit Lead or other leadership can call Program Directors to touch base with them regarding receipt of their reaccreditation or accreditation letter in order to touch base, make sure they understand the letter and remind them of opportunities like SEHA, other AEHAP opportunities, JRCOSTEP, etc. The main goal of this effort is to create and maintain helpful contact with Program Directors.	Jason Finley, Site Visit Leads	September 1, 2020
6.	EHAC will establish a mentoring process for reaccrediting degree programs that ensures self/program evaluation takes place as part of the self-study – to avoid perpetuating any incorrect or lack of information set down in the previous self-study. Also, when there is a change in Program Director, EHAC will contact them to see if they have any questions and to assist with explanation of the process. The newly formed Mentorship Committee will develop a process for connecting with PDs.	Leslie Mitchell – Program Mentorship Comm.	Ongoing
<b>No.</b>	<b>Committee Charges for 2020-2021</b>	<b>Chair/Members</b>	<b>2020-2021</b>
1.	Nominations Committee <ul style="list-style-type: none"> <li>• Add language to Special Election policy to allow elected members to serve at least 18 months of their first term regardless of election date/term of replaced Council member.</li> </ul>	Christopher Sparks (Chair) Don Williams	December 2020

2.	<p>Requirements and Guidelines Review and Revision Comm.:</p> <ul style="list-style-type: none"> <li>Align Table 2 in conjunction with Undergraduate Requirements revision.</li> <li>Require all topics cited in Table 2 to be represented in syllabus.</li> </ul>	<p>Tania Busch Isaksen (Chair) Swat Kethireddy Lee Newman</p>	July 2022
3.	<p>Annual Update Survey Review and Revision Comm.</p> <ul style="list-style-type: none"> <li>Have a revised version of the Survey completed by the January 2021 distribution date, which the Board will review and approve prior to providing to Program Directors in January 2021.</li> <li>An article will be produced for the JEH.</li> </ul>	<p>Dave Gilkey (Chair) Ying Li Rania Sabty</p>	<p>Survey due for Board Review - December 2020, JEH Journal Article due - March 2021</p>
4.	<p>Marketing and Values Committee</p> <ul style="list-style-type: none"> <li>Obtain additional quotes on value of EH from companies – PepsiCo, Honda of North America, MPC, and others along with agency quotes..... USPHS???</li> <li>Identify other language to use in marketing materials.</li> <li>Identify the specific target audience for marketing.</li> <li>Identify how to market to the above target audiences.</li> <li>Tell the story with examples.</li> <li>Have to inform folks on what EH professionals do..</li> <li>Determine the marketing artifacts.</li> <li>Determine usefulness of social Media usage.</li> <li>Develop career paths from middle school to:</li> <li>In order to market to University Administrations: how to determine what is import to Administration regarding EHAC accreditation and speak to those needs?</li> <li>Deep dive into the Uncover EH leadership competencies... use these to show value of the career.</li> <li>EH related Legislation – EH requirement? Survey academic programs for employment related information.</li> </ul>	<p>Tim Murphy Tom Deem Jason Finley Mike Quinn Mike Fletcher Gary Brown Tania Busch Isaksen Priscilla Oliver Jason Lewis</p>	March 2021
5.	<p>Site Visit Best Practices/Virtual Site Visit Committee</p>	<p>Mike Fletcher (Chair) Mark Houser</p>	December 2020

	<ul style="list-style-type: none"> <li>Align most questions with EHAC policy and cite Policy number with questions.</li> </ul>		
6.	<p>Bylaws and Policy Committee</p> <ul style="list-style-type: none"> <li>Review EHAC Policy 5.3.4 Electronic Voting in Format &amp; Process for Site Visit Team Presentations and develop a process for identifying and defining degree programs qualifying as having “no major findings inconsistent with the Academic Degree Program achieving full accreditation”.</li> <li>Virtual Site Visits: <ul style="list-style-type: none"> <li>When are virtual site visits applicable and adequate?</li> <li>Develop a best practices and process document for conducting virtual site visits (work with Site Visit Vest Practices Committee)</li> </ul> </li> <li>International Accreditation Policy <ul style="list-style-type: none"> <li>Committee will review current Policy and research the international policies of other accreditation organizations to determine if virtual site visits, even for initial accreditation, might be an option.</li> </ul> </li> </ul>	Tania Busch Isaksen Wendell Moore	July 2021 or earlier

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## A. Saturday July 11, 2020 - EHAC Annual Meeting Day 1

1.0 Call to Order: Chair Busch Isaksen called the meeting to order at 8:05am PST.

1.1 Welcome and Introductions: Chair – Tania Busch Isaksen

- All EHAC Council Members, Primary Reviewers, 2019-2020 Site Visitors
- Introduce newly elected 2020-2021 Council Members and any visitors
- Zoom Logistics
- EHAC 2019-2020 Council Attendees: Chair – Tania Busch Isaksen, Vice Chair for Undergraduate Programs – Jason Finley, Vice Chair for Graduate Programs – Sharron LaFollette, Secretary – Chyla Hunter, Treasurer – Mike Fletcher, Member at Large – Don Williams, Gary Brown, Tom Deem, Mark Houser, Steve Johnson, Jason Lewis, Swatantra Kethireddy, Ying Li, Wendell Moore, Tim Murphy, Priscilla Oliver, Rania Sabty, Christopher Sparks, Laura Suppes, Chuck Treser,
- EHAC Staff: Leslie Mitchell
- Guest attendees: 2020-2021 Council Members: Chad Brown (Practitioner), Dave Gilkey (Academic), Lee Newman (Academic), Mark Quinn (Practitioner) [incumbents present: Gary Brown and Tom Deem]
- Approval of Agenda:
  - Motion: Mark Houser motioned to approve the Agenda.
  - Second: Tim Murphy
  - Discussion: None
  - Decision: Unanimously approved

2.0 Officer Reports

2.1 Chair's Report – Tania Busch Isaksen

- Goals for the meeting:
  - Elect 2020-2021 Board Officers
  - Review 6 Reaccrediting Degree Programs and 1 conditioned Degree Program
  - Approve 2020-2021 EHAC Budget
  - Volunteers and Assignments, Reviews and Plans for Standing and Ad-hoc Committees
- Major Accomplishments & Activities during 2019-2020:
  - Successfully reviewed 6 reaccrediting programs for 2020 – including 2 onsite site visits and 3 virtual visits.
  - Continued to mentor several potential new programs
  - Continued to review and revise accreditation related forms (Table 2 in UG Requirements) and protocol for Self-study Reviewers and Site Visitors
  - Conducted Self-study and Site Visit Reviewer training using new documentation support
  - Utilized Committees to move EHAC's mission forward – Values and Futures, Policy, Nominations, Annual Update Survey Revision, Site Visit Process and Best Practices, Graduate Guidelines Preparation, and identified need for a Program Mentorship Committee.

## 2.2 Executive Director's Report – Leslie Mitchell

- **Annual Update of EHAC organization and summary of activities**
  - Committee volunteer opportunities realized
  - Updated and aligned all Policy Documents
  - Streamlined/systematized accreditation process
  - Instituted mentoring programs for potential and newly accredited programs
  - Enhanced mentoring and training for new and current council members
  - Instituted welcome program for new Council Members
  - Conducted Self-study review training
  - Conducted Site Visit training
  - 37 accredited UG and Graduate Programs
  - 2019-2020 UG Enrollment – 1366 students
  - 2019-2020 UG Graduates – estimate of 317 students
  - 2019-2020 Graduate Enrollment – 299 students (down due to loss of Old Dominion University Graduate Program)
  - 2019-2020 Graduate Graduation – estimate of 119 students (down due to loss of Old Dominion University Graduate Program)
  - Mitchell highlighted partnership efforts with AEHAP, NEHA and the EH Coalition.
  - **NEPHIP Program update:** all internships were filled but had to be completed virtually. Mitchell mentioned that this situation has posed many challenges but has also provided some enhanced opportunities. Deem asked for further explanation around the “enhanced” experiences and Mitchell explained that some interns have experienced working much more closely and more often with their mentors than in past situations. Further, public health depts. are being provided with Go Pros to record different types of onsite inspections. Lastly, Mitchell reported that NEPHIP and the CDC worked to open the online NEPHIP resource page to ALL EHAC students, due to the pandemic, in addition to NEPHIP interns. These resources have been extremely helpful to students needing to complete their internship requirement during the summer of 2020.
    - **Action:** Deem suggested creating a “best practices” document based on review of the online internship efforts to identify successes and challenges. It is likely that this virtual situation will continue into 2020-2021, if not longer. Moreover, with limited future funding and an increase in virtual opportunities, it is likely that this will be the wave of the future and EHAC must be prepared.
  - **AEHAP** – Graduate Environmental Health Certificate (GEHC). Treser explained that there have been continuous reports of EHAC and other recent EH graduates having a very difficult time passing NEHA’s REHS exam due to a more recent focus on process based rather than knowledge based questions. To bridge the gap between recent graduates and those with more experience, as well as, strengthen the stature of recent EHAC accredited degree program graduates and thereby the entry level EH workforce, AEHAP is working with the AAS and EHAC to create a certificate. The certificate would acknowledge and highlight the qualifications of EHAC graduates as a result of their accredited education. Treser added that the preference would be for NEHA to either change the REHS exam or to create a bridging certification/credential of their own to address the rigorous preparation of EHAC accredited EH graduates.

- **Discussion:**
  - Rania Sabty asked if there would be discussion at some point of CEPH accreditation and challenges it presents for programs that also want to pursue EHAC accreditation? Can we reduce barriers by improving alignment somehow? Maybe an online course or something?
  - Sabty also asked about COVID adjustments/adaptation: Will we discuss issues related to REHS programs not accepting online science classes with lab, because of COVID? Students at CSUN are being held back from science classes (Spring 2020, Summer 2020 and now probably Fall 2020 in California) as a result. Is anyone talking to CA DPH - REHS programs to encourage flexibility?
  - Murphy submitted that Ohio has not or is not facing that same problem and suggested this is going to be a BIG problem for CA health departments in the future.
  - Busch Isaksen asked if anyone else's state DPH is not excepting online programs – no others were reported by Council or guests.
  - Priscilla Oliver added that the online lab class issue needs to be addressed uniformly across the country. Our professors are capable and able to come up with experiments and demonstrations of lessons that can cover the material so that the students can learn what they need to learn. She suggested this is the case for not only EH topics but also for pre-med courses requiring in person labs.
  - ACTION: Oliver said she would raise the topic up with NEHA and other relevant contacts.
  - ACTION: Murphy and Gilkey suggested addressing the online class issue with the CA DPH over the next year. (Note that Sabty expressed concern about waiting to act on this issue as there are problems for students right now.)
- **Innovative Degree Program Language:**
  - **Proposed language for addition to EHAC's website regarding encouragement of innovative degree program structures:** "More and more, colleges and university programs are facing the challenges of recruiting students to Environmental Health Degree Programs and of providing a quality Environmental Health education with limited funding, especially with the ongoing COVID 19 pandemic. EHAC is aware of these challenges and encourages institutions to be creative in designing innovative EH Degree Programs that address the needs of their broader student populations, are rigorous in their curriculum, accommodate multiple learning methodologies, and are economical for their college or university. EHAC is eager to support innovative degree program designs that encourage enrollment and create competent EH graduates."
    - **Chat discussion regarding wording:**
      - Murphy suggested to make sure that even if we encourage innovation the programs MUST still meet the requirements of EHAC. Especially the science courses being taught online.
      - Deem suggested that the intro paragraph emphasize the priority and importance of the programs and use that as the basis for encouraging innovation. The current 1st paragraph is negative and presents a problem to overcome. Let's talk about future state vision and objectives instead.

- ACTION – Mitchell will revise and present new wording to Board for review and recommendation to the Council.

### 2.3 Secretary's Report – Chyla Hunter

- **Review of the minutes of July 7-8, 2019 EHAC Annual Meeting (previously approved by Council). Hunter reported 2019 Annual meeting actions and presentations:**
  - Approved revision of entire EHAC policy document
  - Approved Accreditation Fee increase as of October 2019:
    - Initial Accreditation Fee = \$1500
    - Reaccreditation Fee = \$1,000
  - Approved sending a letter to the Surgeon General addressing the limited application period for JRCOSTEPs in 2019
  - Approved creation of new Ad-hoc Committees
  - Council will consider whether to review Undergraduate Requirements in 2021 rather than when scheduled (2022).
    - Deem asked who is leading the Revision effort and Busch Isaksen explained that the Graduate Guidelines will be the priority for 2020-2021 but the UG Requirements will also be prepared for review as well and that she hopes to be leading the effort via the Guidelines and Requirements Committee.

### 2.4 Treasurer's Report - Mike Fletcher

- **FY 2019-2020 Financial Report: October 1, 2019 – May 30, 2020**
  - **Balance Sheet:**
    - Total Assets: \$78,605.35 as of May 31, 2020
    - Liabilities - \$1,211.52
    - Total Equity – \$77,393.83
    - Total Liability and Equity - \$78,605.35
  - **Profit and Loss Report:**
    - Gross income - \$84,012.73
    - Income from Accreditation - \$81,200
    - Payroll expenses: \$41,441.99
    - Site Visit expenses (“cost” is reimbursed by programs): \$2707.02
    - Net income: \$33,594
  - **Current Actuals and Projections:**
    - Treser question the \$554.80 travel expense and Mitchell explained that was a flight ticket expense that has been reimbursed since the financial documents were approved by the Board for presentation to the Council.
    - Action: Murphy raised issue of cost associated with virtual visits – e.g. if EHAC volunteers have to use their own virtual platforms, etc. should these cost be reimbursed? Busch Isaksen suggested that the Site Visit Best Practices Committee could address this question and others related to virtual site visits, eventually developing an additional Best Practices document as guidance on these issues including determining:
      - If a virtual site visit is applicable; and

- If a Program Director must appear in person or virtually before the Council during reaccreditation.
- **Proposed EHAC Budget for 2020-2021** (fiscal year from October 1 - September 30)
  - **Motion: Houser motioned to approve 2020-2021 budget as submitted by the Treasurer.**
  - **Second: Murphy**
  - **Discussion: None**
  - **Decision: Unanimously approved.**

## 2.5 Vice Chair for Undergraduate Programs Report – Jason Finley

- **Updates of Decisions of the Board:**
  - **New Program Directors – approved by Board in 2019-2020**
    - East Central University – Dr. Michael Bay
    - University of Indiana – Dr. Max Moreno
- **2019-20 degree programs up for reaccreditation:**
  - California State University – Northridge (UG)
  - East Central University (UG)
  - Missouri Southern State University (UG)
  - Old Dominion University (UG)
  - West Chester University (UG)
  - **ETSU Conditional Accreditation Discussion**
    - **Motion: Treser moved that the bylaws requirement limiting conditional accreditation to two years, be suspended for two years.**
    - **Second: Murphy**
    - **Decision: Motion denied**
    - **Motion #2: Brown motioned that the Council fundamentally accept ETSU's response to add the EHAC internship requirement to the BSEH Honors in Discipline program and that ETSU must provide evidence for this change by December 15, 2020.**
    - **Second: Priscilla Oliver**
    - **Discussion: above**
    - **Vote: Unanimously approved**
- **2020-2021 degree programs interested in initial accreditation**
  - Arkansas State University, Jonesboro, AR – Dave Gilkey mentoring Arkansas State
- **2020-2021 Programs up for Reaccreditation**
  - State University of New York Environmental College of Environmental Science and Forestry (SUNY ESF)
- **Distribute sign-up sheets for Volunteer Self-study Reviewers and Site Visitors**
- **Table 2 Self-study Checklist Revision (Tabled until afternoon)**
  - Busch Isaksen explained that she made changes to address the difficulty programs have had with the % column.
    - **ACTION: Following much discussion, it was decided to realign Table 2 simultaneously with the review and revision of the Undergraduate Requirements slated to begin this year.**
    - **ACTION: Addition to UG Requirements state that all required topics must be mentioned in the syllabus of courses for which the topics are cited within "Table 2".**

## 2.6 Vice Chair for Graduate Programs – Sharron LaFollette

- **New Program Directors – approved by Board in 2019-2020**
  - University of Illinois, Springfield (Graduate) – Dr. Egbe Egiebor
- **2019-2020 Reaccrediting graduate degree programs:**
  - California State University, Northridge
- **2020-2021 programs interested in initial accreditation**
  - California State University, Dominguez Hills – Sharron LaFollette mentoring.
- **2020-2021 programs up for reaccreditation:**
  - Fort Valley State University, Mississippi

## 3.0 Committee Reports

### 3.1 Nominations Committee Report – Don Williams

- **2020-2021 newly elected Academicians:**
  - Gary Brown – Eastern Kentucky University (2<sup>nd</sup> term)
  - Dave Gilkey - Montana Tech (1<sup>st</sup> term)
  - Carolyn Harvey – retired from Eastern Kentucky University (1<sup>st</sup> term)
  - Lee Newman – State University of New York, Environmental Science and Forestry (1<sup>st</sup> term)
- **2020-2021 newly elected Practitioners:**
  - Chad Brown – Director of EH Licking County Health Dpt. (1<sup>st</sup> term)
  - Mike Quinn – CDR USPHS, Department of the Interior (1<sup>st</sup> term)
  - Tom Deem – Senior Leader, the Boeing Company (2<sup>nd</sup> term)
- **Slate of Board Nominees – announce and Call for additional nominees for 2020-2021 EHAC Board offices and Closed Vote:**
  - **General Chair: Jason Finley**
  - **Vice Chair for Undergraduate Programs: Dave Gilkey**
  - **Vice Chair for Graduate Programs: Tania Busch Isaksen**
  - **Secretary: Rania Sabty, Laura Suppes**
  - **Treasurer: Tim Murphy**
  - **Director-At-Large: Don Williams**

### 4.0 Annual Update Survey Review Report – Dave Gilkey

- Gilkey reported on the Review Committee's efforts related to review of EHAC's Annual Update Survey. The committee focused on identifying and eliminating redundancy and questions that no longer provide value. The Committee also suggested additional questions related to diversity.
- Gilkey lead the Council through an approval process of the Committee's recommendations and will revise the Survey based upon feedback from the Council.
- **Motion: Murphy motioned to have proposed changes to the Annual Update Survey approved/disapproved by the EHAC Board.**
- **Second: Mark Houser**
- **Discussion: None**
- **Vote: Unanimously approved**
- **ACTIONS:**

- **Gilkey hopes to have a revised version of the Survey completed by the January 2021 distribution date, which the Board will review and approve prior to providing to Program Directors.**
- **An article will be produced with intention for publication in 2021**

## 5.0 Protocol Visits

### 5.1 NEHA – President Priscilla Oliver, President Elect Sandra Long and Executive Director Dave Dyjack

- **President Oliver:**
  - Dr. Oliver expressed her gratitude for serving as NEHA President for 2019-2020.
  - Thanked EHAC for signing on to the joint statement on diversity and racial justice with NEHA and AAS.
  - Cited NEHA's providing access to training modules to non-members and members for free until June 30, in response to the COVID crisis. Oliver encouraged EHAC Council to review the trainings that were most popular in order to address EH needs in the community and within EHAC curriculum.
  - Oliver said she would follow up on the CA online class situation that Dr. Sabty raised, as well.
  - She praised the quick switch to virtual internships for the NEPHIP program and advised evaluation and consideration of these opportunities in the future.
- **President Elect Sandra Long:**
  - She will be focusing her efforts on food safety and emergency preparedness during her time at NEHA and expressed her desire to work closely with EHAC to increase the number of graduates in order to increase a well trained workforce.
- **Executive Director Dave Dyjack:**
  - Dyjack summarized NEHA's current financial and membership situation – both were on the sharp incline in the past few years but have begun to slip recently, about which he expressed concern.
  - Dyjack proposed that EHAC and NEHA move forward with "our shared commitment on race and stated that the two organizations should work together loosely affiliated but tightly aligned". Dyjack proposed that this is "Our moment to rally around support of the profession."
  - Dyjack pointed out the huge stress load that public health officials and professionals are carrying and the growing attrition rate due to total lack of support and anti public health rhetoric from Federal leadership.
  - NEHA will be hosting a 2 day professional development program on August 18 and 19<sup>th</sup> in lieu of the canceled 2020 NEHA conference.
  - NEHA is considering how to move forward structurally with the COVID crises. Rather than expanding office space, they are looking towards a more virtual presence, as many employees seem to enjoy working from home and it's a lot cheaper than a grand office presence.
  - Dave cited recent work related to UNCOVER EH and other research activities at NEHA but also suggested that NEHA has a great deal of research data that could be useful to EHAC students interested in conducting data research with this information and possibly co-authoring a JEH article.
  - Dave Gilkey agreed with Dyjack about the stress level for public health workers citing a recent meeting of the Public Health workforce Development Committee in Montana where this subject was at the forefront.

- Tim Murphy asked how Dr. Dyjack thinks NEHA can work to get people to believe in science. Dyjack cited that NEHA is hiring a second public health communications specialist that will be looking into this situation. He suggested that we, as academics, should experiment to try to get some traction. Murphy submitted that while EHAC does not have a professional communications team, there is a large network of alumni that we can distribute too if that is of any help. Dyjack emphasized the importance of a data driven approach to finding a solution. Houser suggested that it is highly important to be sensitive about getting public health information out and to stick entirely to the facts.
- Sabty emphasized the lack of travel funding to attend things like NEHA, as travel funding has been taken away and is not likely to return. Her presence at NEHA AEC and EHACs annual meeting is in question. Dyjack responded that he feels her pain and is even questioning whether there will be a NEHA conference next year – due to exactly the funding issues she cited and that are occurring in public health departments as well.

## 5.2 COSTEP – CDR Mike Quinn provided an update on COSTEP related activities

- JRCOSTEP application period – revised from last year to be open longer: June 1 – September 30, 2020. Quinn expressed gratitude for EHAC’s letter regarding short 2019-20 application period was appreciated and contributed to a change in timing. Murphy suggested that a better closing date would be October 31 or even November. Quinn stated that they understand that and a request for extension has already been made.
- 2019 = 15 JRCOSTEPS (12 of these went to the Indian Health Service); 2020 = only 2 JRCOSTEPS due to short application period. Hoping that numbers will improve for 2021.
- Still requiring medical clearance and Murphy emphasized that his students who are football players cannot pass the height vs. weight requirements. Quinn noted Murphy’s concern.
- Quinn reported a drop in overall number of officers on active duty over the last year from 6500 to 6100. A stop loss policy is actually in effect = no retirements allowed.
- ¼ of current officers are eligible for retirement this year and within next two years, 1/3 of officers will be retirement eligible. Applications are up – hoping for 500 and had 300 applications in June.
- ¾ of force has been deployed for COVID related response.
- Quinn emphasized that applicant requirements included EHAC graduates and Master’s degree holders from CEPH. However, they are finding CEPH graduates with a master’s degree are not prepared for EH fieldwork, so have submitted a request that CEPH graduate also possess the REHS credential to ensure they have appropriate science background (this has not been the case in the past).
- Potential effort to provide a pipeline for current student into the USPHS – students could apply for jobs while still in school. This program is currently active for dentistry but may expand to EH positions (non-clinical categories).
- May be resurrecting the Ready Reserve component of the Public Health Service. Need for this component was made painfully evident during the COVID crisis. Current idea (after being threatened with cuts two years ago) is to grow USPHS strength to 10,000 over next five years – 7500 active duty officers and 2,500 Ready Reserve Officers. This would result in going from 350 EH officers to 375.
- Working hard to raise visibility of EH in Commissioned Corps as EH is not well understood in the USHPS, similar to the state nationwide.
- Gary Brown suggested conducting the JRCOSTEP instructional webinar in the first week of September instead of in July in order to have more student attendance.

### 5.3 AEHAP – Jamie Hisel provided an update on AEHAP activities.

- National Student Environmental Health Association (SEHA) – established last year and there are currently two member programs – Eastern Kentucky and University of Washington. AEHAP hoped to recruit more programs but COVID has impacted this effort.
- 2020 SRC – received 11 applications and chose winners from Eastern Kentucky, Montana State and East Carolina. These winners have been invited to present at the 2021 NEHA AEC since they were denied the chance this year due to COVID.
- Graduate Environmental Health Certificate: Hisel explained that this certificate is a bridge from graduation to the EH professional arena and is being created because EHAC graduates are not passing the REHS exam due to it being more process base than knowledge based. Desire is to create involvement in the profession early in their EH careers.
  - Treser added that partners in this effort are AAS and EHAC.
- Hisel noted AEHAP’s annual meeting on Monday July 13, 2020 and invited the Council to attend. The main topic will be discussion around how degree programs are handling the COVID situation – particularly around internship requirements.
- Announced new Board Members – Dr. Kim Hall (Western Carolina) - President; Dr. Ben Ryan (Baylor) - President Elect; Jamie Hisel (Eastern Kentucky) - Past President, Dr. Clint Pinion (Eastern Kentucky) - Treasurer; Dr. Sean Banaee (Old Dominion) - Member at Large.
- Plans include partnering with NSF to provide additional scholarships, host webinars relevant to EHAC students and Program Directors (SEHA, GEHC, COSTEP, etc.)
- Sabty asked if while the GEHC is being developed, if some study materials related to the REHS exam could be developed/made available as students are having a very difficult time passing the exam. Sabty wondered if a degree program may already have some study aids available. Busch Isaksen asked if there is any hard data on EHAC pass rates (Mitchell has asked for these number from NEHA but has not received an answer). She asked if there is actually a problem that needs to be solved by the GEHC. Sabty cited a roughly 20% pass rate but she was not absolutely sure of that number but knows it is very low – she has the tracking numbers at her office.
- Murphy enquired about a study effort around REHS pass rate at ECU that was completed in the past. Gary Brown submitted that they had about a 10% pass rate at the time of that study.
- Murphy pointed out that the “blueprint” available for the REHS exam shows that 80% of the questions are process, inspections or reviewing plans related – not what is taught by EHAC programs (foundational knowledge). Murphy suggested that a two step credential is needed – one for those just graduating and one for those with a few years’ experience. [Mike Quinn pointed out that CEPH graduates are required to have an REHS because they are not prepared with basic science. Priscilla Oliver encouraged NEHA members to get involved in this effort at the member level – they have a voice. Murphy reiterated his involvement in the credentialing effort and noted specific lack of support blocking a potential NEHA graduate credential.]
- Treser noted that the GEHC is not intended to be in competition with the REHS, it is intended to play a supporting role by acknowledging and raising awareness of the value of an EHAC accredited degree to students and potential employers and to ensure that people entering the profession have the science and technological background to practice EH effectively. The REHS is the obvious next step after these graduates have gained a few years’ experience.

- Busch Isaksen encouraged more discussion on this topic at the AEHAP Annual Meeting – particularly around how to message the value of the certificate and how it's working in combination or collaboration with NEHA so that we are loosely affiliated but tightly aligned as Dyjack described earlier.

#### 6.0 Standing and Ad-hoc Committee Breakouts:

6.1 **Explanation of Breakout Groups** – Busch Isaksen explained that she had assigned Committee members to breakout rooms to discuss past year's accomplishments and plan for the coming year.

6.2 **Breakouts** – Busch Isaksen placed Council in breakout groups and joined the Policy Committee herself. Committee Chairs will report out on Sunday.

- Nominations Committee (Williams/Sparks)
- Annual Update Survey Revision Committee (Gilkey)
- Marketing (and Values) Committee (Murphy)
- Requirements/Guidelines Revision Committee (LaFollette)
- Site Visit Best Practice/Virtual Site Visits Committee (Fletcher)
- Program Mentorship Committee (Mitchell)

#### 6.3 Committees Report Out from Breakout Sessions – reports tabled until Sunday afternoon

- Nominations Committee (Williams/Sparks)
  - Williams presented a proposal to the Council regarding term limits for Special Elections. The Committee suggested that if a person wins a special election with 18 or fewer months remaining in their three year term that they are still eligible for two terms on their own. This is in order to recognize a “special” election as individuals are stepping forward to help EHAC by filling a need. If they serve longer than 18 months, it would count as a full term and they would be running for a 2nd term when the first one ends and then would have to wait a year to run again for 1- 2 terms.
  - **ACTION: Council was amenable to the proposal and the Committee will move forward with a proposed addition to EHAC's election policy.**
- Annual Update Survey Revision Committee (Gilkey)
  - Committee will review and implement Council feedback on Survey including the addition of questions related to equity, diversity, and inclusion.
  - Plan to have a revised survey to the Board for their review and approval/disapproval by December 2020.
  - Plan to submit a journal article to the Journal of Environmental Health based on the survey review by March 2021.
  - Motion: Murphy moved to have the revised annual update survey proposal submitted to the Board for approval or disapproval.
  - Second: Mark Houser
  - Vote: Unanimous Approval
- Marketing (and Values) Committee (Murphy) – main points from Breakout Session
  - Obtain additional quotes on value of EH from companies – PepsiCo, Honda of North America, MPC, and others along with agency quotes..... USPHS???
  - Identify other language to use in marketing materials.
  - Identify the specific target audience for marketing.

- Identify how to market to the above target audiences.
- Tell the story with examples.
- Have to inform folks on what EH professionals do..
- Determine the marketing artifacts.
- Social Media usage.
- Develop career paths from middle school to:
- In order to market to University Administrations: how to determine what is import to Administration regarding EHAC accreditation and speak to those needs?
- Deep dive into the Uncover EH leadership competencies... use these to show value of the career.
- Survey academic programs for employment related information.
- Murphy also spoke about the current EH related bill being held up in Congress. He suggested that it would be great to have a requirement for a level of competency for EH workers added to this legislation.
- Quinn added that student recruitment should focus on undeclared majors and on encouraging those with biology and chemistry interests to investigate EH. Focus on educating advisors about EH opportunities so that they know what is available to students. Murphy commented that many programs do this already and also have introductory classes in the general education categories in an attempt to educate and attract new students.
- Fletcher suggested the GEHC will be helpful to the recruitment effort in the future.
- Busch Isaksen added that one major way to have impact on raising awareness of EH in the student community is to highlight the fact that a large majority of the Advanced Placement (AP) Environmental Science courses offered by the College Board is actually related to Environmental Health. She would like to find a way to work with the Board in order to include the proper terminology around environmental health so that high schools students understand the difference between EH and ES. Thus, when they are looking for college degree program, they know about EH and what it is all about. Murphy submitted that he has a contact that used to work for the College Board and will approach him about this topic. AP classifies EH under Occupational and Environmental Health Nursing Degrees. Occupational Health and Industrial Hygiene is also a degree program cited by the AP.
- Sabty will provide survey related to student degree program choice at CSUN. Busch Isaksen has similar information for the University of Washington.
- Williams added that word of mouth is still the best recruitment tool available any time and any place.
- Requirements/Guidelines Revision Committee (LaFollette)
  - Bush Isaksen will lead Graduate Guidelines Review culminating with final revisions for consideration at the 2021 EHAC Annual Meeting.
  - Undergraduate Requirements will be considered as well in preparation for revision in 2022.
  - Include a competency around equity and diversity in both UG and Grad. documents.

- Review both documents to identify and remove redundancy among UG Requirements, Grad guidelines and EHAC Policy document. EHAC Policy document will contain information pertinent to both Requirements and Guidelines.
- Recraft Graduate Guidelines competencies into more of an umbrella type framework that starts with an overarching competency followed by all of the other competencies necessary to meet the fundamental concept.
- Align Table 2 with revised Undergraduate Requirements.
  - Require syllabus to include any topics cited in Table 2.
- Busch Isaksen opened discussion of requiring Graduate Program Directors to have EH practical experience. This discussion led to a discussion of whether Graduate students should have an internship experience. Much debate ensued raising the following main issues for future consideration:
  - Internship are important to employers (know that employees can do the job).
  - Extremely difficult for international graduate students to find internships.
  - Internship not as important to graduate students because they presumably have narrowed down their EH career interests.
  - Consistency between requirements and guidelines were encouraged with acknowledgement to need for flexibility.
  - Practicality of requiring internships at the Graduate level must be considered.
  - In the past, internships have been encouraged for Graduate students but not required.
- Busch Isaksen will lead the review and revision effort including Program Directors and Council Members in the process early and often.
- Consider how EHAC could relate to CEPH in order to ease the accreditation processes for dually accredited programs.
- Site Visit Best Practice/Virtual Site Visits Committee (Fletcher)
  - Site Visit Schedule and Important Questions:
    - Functionality – need feed back from Site Visitors – was it helpful?
    - Committee will add a diversity related question for PDs and administration (e.g. – what is the University doing to enhance diversity?)
    - Deem emphasized the importance that all questions be aligned with an EHAC requirement so that it does not appear that Site Visitors are fishing for information. Also keep in mind that some questions are asked in order to help the administration see that degree programs need support and to learn how to better support degree programs.
    - Deem requested that Site Visitors use and refine the document.
    - **ACTION: reference UG Requirements/Policy numbers to questions**
  - Site Visit Virtual Meeting Option – initial important points:
    - Must be as rigorous as an on-campus site visit.
    - Best for degree programs without a history or knowledge of problems.
    - Perform risk assessment to determine eligibility.
    - Need to think about the future – COVID may end, but travel funding will be hit hard for many years, etc. Need to strongly consider a different future and the benefits of moving to a more online framework. Also, if at some point EHAC accredited

- many more programs and many came up for reaccreditation at the same time – on site visits for every degree program would not be possible.
- Pros - Saves money and travel time. Allows social distancing during epidemic. Allows visiting with faculty, students, administration, and advisors. Allows viewing of class facilities and lectures
  - Cons - Can see classroom and lecture, but not get the feel. Does not allow best personal visit with faculty, students, administration, and advisors. Lacks 3D view of facilities.
- Bylaws and Policy Committee:
    - Topics for 2020-21:
      - Review EHAC Policy 5.3.4 Electronic Voting in Format & Process for Site Visit Team Presentations and develop a process for identifying and defining degree programs qualifying as having “no major findings inconsistent with the Academic Degree Program achieving full accreditation”. According to EHAC Policy, Degree Programs so defined can be voted upon by the Council electronically and DO NOT have to send a representative to EHAC’s Annual Meeting.
      - Virtual site visits - the Council is largely in favor of having a policy providing for virtual reaccreditation site visits where applicable. Virtual visits for initial accreditation were a less popular idea among Council. Committee will review feedback from 2020 Site Visitors and Program Directors and develop proposals for Council consideration (Policy Committee will work with Site Visit Best Practices Committee to develop policy):
        1. When are virtual site visits applicable and adequate? If committee determines that there are appropriate occasions for virtual site visits, Committee will develop a process (similar to online decision process above mentioned) to determine when a virtual site visit is appropriate. This will include determining whether degree programs should be given a choice of whether to host an onsite visit or a virtual visits.
        2. Develop a best practices and process document for conducting virtual site visits – this will be addressed by the Site Visit Best Practices Committee.
      - International Accreditation Policy 6.1 pg. 83: Committee will review current Policy and research the international policies of other accreditation organizations to determine if virtual site visits, even for initial accreditation, might be an option. There continues to be interest from schools where there are travel advisories and the Council would like to consider potential options.

## **7.0 Announcement of New Board Officers and Appointment of Nominations Committee Chair**

- General Chair – Jason Finley
- Secretary – Laura Suppes
- Treasurer – Tim Murphy
- Vice Chair of Undergraduate Programs – Dave Gilkey
- Vice Chair of Graduate Programs – Tania Busch Isaksen
- Director-At-Large – Don Williams
- Nominations Committee Chair – Christopher Sparks

## 8.0 Committee Member Reassignments and Breakout Sessions #2 – no changes in Chairs except Nominations Committee

- Nominations Committee (Christopher Sparks – Chair)
- Annual Update Survey Revision Committee (Dave Gilkey – Chair)
- Marketing (and Values) Committee – add Mike Quinn and Gary Brown, (Tim Murphy – Chair)
- Requirements/Guidelines Revision Committee – add Lee Newman to committee. (Tania Busch Isaksen – Chair)
- Site Visit Best Practice/Virtual Site Visits Committee (Mike Fletcher – Chair)
- Bylaws and Policy Committee (Tania Busch Isaksen – Chair)

## 9.0 Adjourn: Busch Isaksen adjourned the meeting at 5:30pm PST

# B. Sunday July 12, 2020 - EHAC Annual Meeting Day 2

## 10.0 Call to Order: Chair Busch Isaksen called the meeting to order at 8am.

## 11.0 Accreditation Actions

### 11.1 Old Dominion University - UG

- **Site Visitors:** Sharron LaFollette (Lead), Mark Houser
- **Background:** LaFollette described the virtual site visit to ODU, commenting that it went very smoothly thanks to Dr. Banaee's assistance. The virtual visit was done by conference call because LaFollette's internet was down. She expressed her gratitude to Dr. Banaee, and all others involved in the visit from ODU. LaFollette added that they discussed the graduate EH program at ODU and how to recruit regionally into the undergraduate program.
- **Strengths:**
  - Curriculum meets the EHAC criteria.
    - Solid Core with 12 hrs. electives.
    - All required lab work.
  - Contributing to the EH workforce by graduating individuals prepared academically for entry level positions in general environmental health, industrial hygiene, and occupational safety.
  - Integrative assessment tool (WEAVE) for curriculum success assessment.
  - Program has an active Advisory Committee
- **Recommendations:**
  - The site visit team discussed strategies to:
    - continue to work on recruiting avenues in order to increase enrollment;
    - continue to improve evaluation and mentorship of internship experience;
    - increase student networking and professional development;

- develop faculty succession strategies, with particular attention to practitioner experience in all faculty; and
- further diversify Advisory Committee beyond program alumni.
- **Questions from PD Sean Banaee:** Dr. Banaee complimented Dr. LaFollette and Houser's efforts and conduct of the virtual site visit. He expressed surprise at how well the visit went and felt that all bases were adequately covered. Banaee also expressed hopefulness in the growth and popularity of the EH graduate program as a tool for UG EH degree program recruitment. Dr. Banaee spoke of many job opportunities that are available for their graduates and how industrial hygiene and environmental health and safety are areas of great employment growth.
- **Motion 1: LaFollette moved for full accreditation without condition for six years.**
- **Vote: Unanimously approved**

### 11.2 West Chester University (Undergraduate)

- **Site Visitors:** Tim Murphy (Lead) and Wendell Moore
- **Background:** Dr. Murphy described how the virtual visit took place. Dr. Cena provided a video showing labs and other facilities, which worked out well. Murphy explained that the site visitors could also glean a lot of helpful information from WCU's website.
- **Strengths:**
  - New dedicated lab and classroom space in the new building
  - Dedicated laboratory budget
  - Dedicated faculty members
  - Value
  - Broad based study
  - Adjunct faculty with relevant experience
  - Coursework that includes relevant labs
  - Rigorous and robust internship program
  - Program is supported by the higher administration of the college
  - Employability of students and graduates
- **Challenges:**
  - No major weaknesses or findings inconsistent with EHAC requirements found
  - Areas of concern from the site visit include:
    - Decreasing number of students;
    - Project management skills lacking according to graduates; and
    - Critical thinking skills, report writing, and presentation skills were reported lacking by employers.
- **Comments from PD Lorenzo Cena and Questions:**
  - Busch Isaksen asked Dr. Cena if they have been able to have Advisory Council meetings in the midst of the COVID crisis. Dr. Cena replied that they are in the process of establishing a more consistent process where the entire Advisory Committee meets together, rather than the one on one conversations that are happening now. Dr. Cena commented that the feedback they have received so far has been extremely helpful – especially related to specific areas of improvement for student knowledge and skills in preparation for future employment.
  - Treser asked if WCU has an Environmental Health Student Club. Dr. Cena replied there is a club that meets once a month and focuses mostly on service activities.

- Dr. Gilkey asked if they attend local NEHA conferences and they do not but Dr. Cena felt like it was a good idea. [Actually, PA does not have an Environmental Health Association, however, New Jersey is close by and they could attend NJNEHA.] Dr. Oliver stated that NEHA is working to get PA EHA back into existence.
- **Motion 1: Murphy motioned to approve full accreditation without conditions for six years.**
- **Vote: Unanimously approved**
- **ACTION:** Williams suggested that the Site Visit Lead or other leadership can call Program Directors to touch base with them regarding receipt of their reaccreditation or accreditation letter in order to touch base, make sure they understand the letter and remind them of opportunities like SEHA, other AEHAP opportunities, JRCOSTEP, etc. Maintain helpful contact with Program Directors.

### 11.3 Missouri Southern State University (Undergraduate) – onsite visit.

- **Site Visitors: Gary Brown (Lead) and Don Williams**
- **Background:** Brown reported that the site visit was very successful and proceeded smoothly due to preparation by Mike Fletcher and staff.
- **Strengths:**
  - Well supported by Administration
  - Only EHAC accredited program in the State and immediate region
  - Program of distinction and is being marketed as such
  - EH seniors taking the Missouri Certified Environmental Health Specialist (CEHS) exam as the major exit assessment
  - Value to profession
  - Laboratory Space
  - Newly Obtained Equipment
  - Critical thinkers
  - Access to professors and willingness to help
  - Reputation of program
  - Individual attention by faculty
- **Challenges:**
  - Challenges for students finding internships
  - Ms. Melissah Perkins, CSP, is teaching 15 hours, needs release time to develop internship opportunities
  - Develop more of a lab focus for existing classes or add an EHS lab class
  - More utilization of EHS Field Equipment
  - More field trip opportunities
  - Only 1 formal meeting of Advisory Council in the previous year but informal meetings take place throughout the year at local professional society meetings
  - Size of department - would like additional students
  - Rejuvenate the EHS Student Club
  - Challenges with variable USPHS COSTEP application dates
- **Comments from PD Mike Fletcher:** Professor Teresa Boman joined Fletcher for the review of MSSU.
- **Questions of PD:**

- LaFollette asked Fletcher for an update regarding past mention of agreements with local community colleges. Fletcher replied that they've developed an agreement with one local community college and are getting students from them on a fairly regular basis and they are working on others.
  - Lewis noted that Fletcher mentioned that the University is working to market the EH programs at MSSU, which is unusual. They are marketing primarily online to community colleges with most focus on MSSU's online program. This online situation kept the EH program at MSSU afloat over the last five years. MSSU's Boman added that she thought the University's marketing department hired a billboard and did some specific targeted recruitment using facebook most recently.
  - Gilkey asked if Fletcher had any online program related wisdom to share in this time of COVID related moves to online class situation worldwide. Fletcher commented that he feels online education is completely adequate but thinks that it takes a great deal more work to maintain communications with students in an online environment. He added that it is a bit more challenging to get to know students in an online situation, but it is possible. Boman added that laying out a firm schedule and expectations is key to success and students appreciate knowing when and what is expected of them up front.
  - Gilkey asked if there classes are taught in an asynchronous or synchronous way. Boman submitted that classes are mostly asynchronous due to the geographic breadth of students in their programs. She does set up online one on one sessions if and when necessary and there are occasional student presentation opportunities that classmates can join.
  - Oliver congratulated Fletcher on being the first accredited program to approach EHAC with the proposition of an online accredited program. Fletcher commented that the move to an online program was out of necessity – the program would have died without the influx of students brought about by the online opportunity. They recruited from outside the regular pull of students and therefor, most of the online students are nontraditional students, many are in the military and many are EH professionals that need a degree in order to advance in their field. Rarely do they get freshman as online students.
  - Oliver asked if MSSU is involved with local NEHA affiliate and Fletcher answered in the affirmative, stating that MO EHA provides a certified environmental specialist certification which is obtained by MSSU graduates. MO EHA also offers scholarships to attend their state conferences from which Fletcher's students benefit.
  - Treser asked if Fletcher would recommend online efforts to other degree programs. Fletcher replied that he did not know – it is a pretty specific niche they cater to. Having both onsite and online programs is also a great deal of work and finding onsite laboratory opportunities for online students is challenging.
  - Sabty asked about the effectiveness of online testing and learning of students. Boman replied that MSSU has a great support system for online students and also a great platform for testing taking from the student and security perspective. MSSU uses something called "honorlock".
  - Murphy enquired about the availability of the basic science classes – biology, chemistry , physics. Fletcher replied that students must get these classes somewhere else that is approved by MSSU and identified this as a stumbling block for the program as it is not truly a complete online program.
- **Motion 1: Brown motioned for full accreditation with no conditions for the next six years.**
  - **Vote: Unanimously approved**

#### 11.4 East Central University (Undergraduate)

- **Site Visitors: Mike Fletcher (Lead) and Tom Deem**
- **Background:** Fletcher explained that this had to be a virtual visit due to COVID and that it was an extremely hectic time due to a complete move to online classes at ECU from almost scratch. Overall, however, things went very well, and they were able to cover most of the bases necessary for an adequate site visit (except viewing a class in session). Further, Eric Howard created a great virtual walk around the campus and libraries and laboratory facilities at ECU.
- **Strengths:**
  - Fully established, with a good history, well recognized by many organizations and companies, and the Chickasaw Tribe.
  - Students have good internship opportunities. Graduates readily obtain jobs in EH and they do a great job of tapping into the local industry and public sector for internships and graduate employment.
  - There is adequate and available funding, with numerous resources available to students i.e. science and EH labs, CURL lab building, and the EPA Water Institute.
  - The devoted EH faculty have a good knowledge base of diverse topics i.e.
    - Dr. Guy Sewell, 18 years, tenured
      - Water resources, bioremediation
    - Mr. Eric Howard, 2 years
      - Epidemiology, food hygiene
    - Dr. Jessica Brumley, 1 year
      - Intro to EHS, water and air quality, biostatistics
  - The recent program alignment with the Department of Biology creates resource crossover opportunities related to faculty and labs and funding.
  - The degree program has a number of agreements with the Chickasaw tribe.
  - The degree programs has been historically well supported with internships and subsequent employment opportunities.
- **Challenges:**
  - The EHAC Technical Areas foundational principles of food protection and disease vector control need to be addressed in one or more of the required courses that all three degree concentrations will take, for all three degree concentrations to be accredited.
  - Environmental Management and Natural Resources Concentration classifies both areas as electives.
  - An advisory committee for the ECU EHS Program had just been created and specific information about the members and recommendations from them had not been identified at time of the site visit.
- **Comments from PD Michael Bay and Professor Eric Howard:**
  - The food hygiene and consumer protection course is now part of the core course requirements for all three concentrations and the epidemiology course has been adjusted to have a substantial portion specifically covering vector borne diseases. These changes will be effective next Fall. Further, Howard added that in the interim, all current advisors are advising all students to take the food hygiene course so they will have this course by the time they graduate.

- Howard reported that they are working to create a structure for regular meetings of an Advisory Committee and have received very helpful feedback from individual meetings with committee members that were recently implemented.
- **Questions of PD and Prof. Howard:**
  - Williams asked if disease vector control is adequately covered in the curriculum. Dr. Bay replied that is pretty thoroughly covered in the Epidemiology and Howard added that while it wasn't specifically listed in the course syllabus when he began at ECU, the subject has been added to the syllabus so that it is definitely now a part of the Epidemiology course. An added bonus is that Epidemiology includes a lab, offering more exposure time to vector and other pertinent topics.
    - Gilkey asked what is taught in the Epidemiology lab as it is unusual for Epi to have a lab. Howard reported that he used the lab as a time for computer oriented statistical analysis training. He would like to add more vector related microscope oriented work in the future.
  - Chad Brown suggested CSUN implement a COOP plan – continuity of operations plan – to assist with current direction and planning for the degree program's future.
- **Motion 1: Fletcher motioned for a two year conditional accreditation to allow ECU time to verify that food protection and vector borne disease topics are incorporated into the courses being taught across all three concentrations within the Environmental Health Science Degree Program and to implement recommendations of an active advisory committee. The remainder of the 6 year accreditation period will convey upon the meeting of these conditions.**
- **Vote: Motion approved with one neh vote.**
- **ACTION:** LaFollette suggested that EHAC establish a mentoring process for reaccrediting degree programs that ensures this type of self/program evaluation takes place as part of the self-study – to avoid perpetuating any incorrect or lack of information set down in the previous self-study. Also, when there is a change in program director, EHAC will contact them to see if they have any questions and to assist with explanation of the process. The newly formed Mentorship Committee will develop a process for connecting with PDs.

#### 11.5 California State University – Northridge (Undergraduate)

- **Site Visitors: Tania Busch Isaksen (Lead) and Jason Lewis**
- **Background:** Busch Isaksen described a wonderful site visit to a beautiful and interesting campus.
- **Strengths:**
  - Size of program – culture
  - Value to local practice/applied skills
  - Longevity
  - Importance to the community
  - Rigorous study
  - Known by graduates and professionals in the field
  - Industry experienced faculty
  - Reliance on Subject Matter Expert Lecturers
  - Tremendous support from Alumni
  - Large and diverse connections to professional practice
  - Access to professors and willingness to help/Individual attention by faculty/informal
  - Well-developed internship pipelines/Reputation of program

- Actively engaged external advisory committee
- Great integration of emerging environmental health issues into current coursework.
- Fantastic support and recognition from the administration and there is discussion of how to better market the degree program.
- **Challenges/suggestions for the Program: Highlighted by Students, Alumni and Employers**
  - Marketing of Program (internal & external)
  - Ad hoc advisement
  - Need to streamline the thesis option process
  - Laboratory Maintenance Funding Structure
- **Program Modernization Considerations**
  - Development of Marketable EOH Pathways (key informant interviews/focus groups/listening sessions)
  - Interdisciplinary approach or loosening of EOH-only electives
  - Maintain external subject matter expertise
  - Student linkages to professional associations
  - Communication Skill Development:
    - Interpersonal
    - Professional
    - People Skills
    - Technical Writing
    - Risk Communication
- **Specific Undergraduate Program Requirements:**
  - Revise Table 2 to illustrate all of their required courses along with their electives, and included corresponding coverage to our requirements – completed.
  - Have a representative attend EHAC council meeting July 11-12, 2020
- **Specific Undergraduate Recommendations**
  - Support curriculum re-envisioning effort and emphasized the importance of a third-party external facilitator to ensure all viewpoints and needs are represented and reflected in proposed curriculum changes.
- **Questions of PD: No other questions**
- **Motion 1: Busch Isaksen motioned for full accreditation with no conditions for six years.**
- **Vote: Unanimously approved**

#### 11.6 California State University – Northridge (Graduate)

- **Site Visitors: Tania Busch Isaksen (Lead) and Jason Lewis**
- **Background:** Great visit and degree program.
- **Strengths:**
  - Size of program – culture
  - Value to local practice/applied skills
  - Longevity
  - Importance to the community
  - Rigorous study
  - Known by graduates and professionals in the field
  - Industry experienced faculty
  - Reliance on Subject Matter Expert Lecturers
  - Tremendous support from Alumni

- Large and diverse connections to professional practice
- Access to professors and willingness to help/Individual attention by faculty/informal
- Well-developed internship pipelines/Reputation of program
- Actively engaged external advisory committee
- **Challenges/suggestions for the Program: Highlighted by Students, Alumni and Employers**
  - Marketing of Program (internal & external)
  - Ad hoc advisement
  - Need to streamline the thesis option process
  - Laboratory Maintenance Funding Structure
- **Program Modernization Considerations**
  - Development of Marketable EOH Pathways (key informant interviews/focus groups/listening sessions)
  - Interdisciplinary approach or loosening of EOH-only electives
  - Maintain external subject matter expertise
  - Student linkages to professional associations
  - Communication Skill Development:
    - Interpersonal
    - Professional
    - People Skills
    - Technical Writing
    - Risk Communication
- **Specific Graduate Program Requirements**
  - Submit revised course syllabi to include a course schedule outline for 501B, 554, 556, 581 – completed.
  - Have a representative attend EHAC council meeting July 11-12, 2020
- **Specific Graduate Recommendations**
- It was clear that students want the thesis option to be obtainable within their current constraints. The main reported reason that a thesis was unobtainable was burdensome administrative “red tape” from Graduate Studies. We recommend the EOH graduate program identify the barriers keeping students from choosing this option and work with Graduate Studies to improve accessibility.
- **Comments from PD Nola Kennedy:**
  - Re: Graduate Thesis option – Kennedy explained they are trying to streamline the research thesis option by combining their research design and methods class with a concurrent research project – year long course. Gilkey pointed out that they are serving the practitioner audience by trying to create a streamlined option as well as a research track option = producing professional practitioners and research scientists.
  - Kennedy thanked Busch Isaksen and Lewis for suggesting using a moderator in their effort to restructure the undergraduate curriculum to their administration. The suggestion was helpful, and the position will be funded, which will be extremely beneficial to the restructuring process.
  - Sabty noted that one of their EH students was awarded Scholar of the Year for the entire school by the Dean’s office, noting that the EH program is one of the smallest but most impactful degree programs at CSUN.
- **Questions of PD:** no other questions
- **Motion 1: Busch Isaksen motioned for full accreditation with no conditions for six years.**
- **Vote: Unanimously approved**

**12.0 Committee Breakout Session to Plan for 2020-2021**

- Nominations Committee (Sparks/Williams)
- Annual Update Survey Revision Committee (Gilkey)
- Marketing (and Values) Committee (Murphy)
- Requirements/Guidelines Revision Committee (Busch Isaksen)
- Site Visit Best Practice/Virtual Site Visits Committee (Fletcher)
- Program Mentorship Committee (Mitchell)

**13.0 Certificates – Acknowledgement of 2 term Council Members who are leaving the Council:**

- **Sharron LaFollette**
- **Jason Lewis**
- **Priscilla Oliver**
- **Chuck Treser**

**14.0 Schedule 2021 Annual Meeting – July 10-11, 2021 in Spokane, WA**

**15.0 Adjourn: Busch Isaksen adjourned the meeting at 5:30pm**

**Respectfully Submitted,**

**Chyla Hunter, 2019-20 Secretary**



EHAC Secretary LCDR Chyla Hunter

**Tania Busch Isaksen, 2019-20 General Chair**



**Leslie D. Mitchell, Executive Director**

