



## National Environmental Health Science & Protection Accreditation Council

*Enhancing the education and training of students  
in environmental health science and protection*

### **EHAC Board Meeting Minutes – May 31, 2023 – 10am Pacific time**

**Board Members Present:** Tim Murphy, David Gilkey, Jason Lewis, Rania Sabty, Cindy Weckwerth

**Board Members Absent:** Kai Elgethun

**Others attending:** Kim Lichtfeld, DeBrena Hilton, Oreta Samples, Lok Pokhrel, Lee Newman, Welford Roberts

**EHAC Staff:** Leslie Mitchell

**1.0 Meeting Called to order at:** Murphy called the meeting to order at 10:03am PST

#### **2.0 Standing Items**

**2.1 Approval of Agenda:** Jason Lewis moved to approve the May 31, 2023, agenda. Second from Gilkey and agenda was approved unanimously.

**2.2 Approval of April 24, 2023 Meeting Minutes:** Sabty moved to approve the April 24, 2023 minutes. There was a second from Gilkey and the minutes were approved unanimously.

#### **3.0 Reports**

##### **3.1 AEHAP Update:** Dr. Kim Lichtveld – President

- April 18 – there was a Student Symposium, which went well. Many students attended and the presentations were well done and received.
- AEHAP Board - call for nominations: President Elect, Secretary, and Members-at-Large are needed for 2023-2024 term.
- AEHAP Annual Meeting – virtual at the end of July
- AEHAP will host a Round table at the 2023 NEHA AEC - focused on internship development and led by Dr. Anne Marie Zimeri.
- JEH article – Dr. Anne Marie Zimeri is assisting with internship focused article for the fall.
- AEHAP's future - strategic planning effort is moving forward.
  - AEHAP is facing financial challenges right now that need to be addressed.
  - AEHAP will be sending out a questionnaire to gauge support for the organization into the future – going to Program Directors, faculty, others.
  - AEHAP is looking forward to working with EHAC on this planning effort, as well as EHAC's current planning effort.

##### **3.2 Treasurer's Report:** Sabty and Mitchell provided a brief overview of the budget documents.

- Current Balance sheet:

- Checking: \$8,172.78
- Savings: \$82,129.73
- 2023-24 EHAC Proposed Budget
- Mitchell explained that the proposed budget is basically a roll-over from last year's budget, with the exception of the \$1500 expense for a computer and the addition of a 3% cost of living raise for the ED. Mitchell also explained that increased outside (beyond dues and fees) funding discussions will evolve with the strategic planning effort – formation of a business plan to present to potential funders, etc.
- Murphy put the proposed budget on the floor.
- **Motion:** Cindy Weckwerth motioned to approve the 2023-2024 budget for Council review at the Annual Meeting in July 2023.
- **Second:** Sabty
- **No Discussion**
- **Vote:** Unanimous approval.

### 3.3 Chairperson's/ED Report: Murphy/Mitchell

- HBCU EH Program Recruitment Update
  - Tuskegee University is very interested in pursuing accreditation – they are in need of administration support and funding for the application process and maintenance of accreditation. Mitchell and Murphy have met with faculty several times and will have another meeting in late June, hopefully.
  - Howard University is also very interested in accreditation, but it will likely be Fall before we are able to talk with the Interdisciplinary Dept. further, due to summer break.
  - Dr. Welford Roberts introduced EHAC to Virginia State University and Murphy and Mitchell, along with Dr. Roberts, met with Dr. Faison and other faculty from VSU. VSU would be starting an EH program(s) from scratch. VSU has a burgeoning Public Health Institute that is focused on community health currently but may become a place where an EHAC accredited degree(s) could reside. The Agriculture Dept. might be a source for many EHAC related core courses as well. Mitchell thanked Dr. Roberts for the introduction to Dr. Faison and VSU.
  - Mitchell and Murphy will be speaking with faculty from Morehouse School of Medicine about their MPH program on Thursday June 1, 2023.
  - Partnering with the CDC's Dr. Ayana Perkins has been very helpful in talking with HBCU's – especially Howard, her alma mater.
- 2023 EHAC Annual Meeting Update
  - Mitchell presented the draft EHAC Annual Meeting agenda to the Board.
    - Gilkey expressed concern about the amount of time given to the UG Requirements discussion. Mitchell explained that she hopes that the accreditation actions will not take their entire allotted hours. Regardless, we will give the discussion the time it takes for a decision to be made.
  - Board approved the draft agenda and Mitchell will move forward with providing explanations and documents to the Council in preparation for the meeting on July 29 and 30, 2023 in New Orleans, Louisiana.

### 3.4 Undergraduate Program Report: Vice Chair Dave Gilkey

- UG Requirements Revision Update
  - Gilkey shared that the Committee has arrived at a final draft for the Council to consider, having obtained and addressed comments from several Program Directors.
  - Gilkey commented that the revisions are solid, with only a couple of items that the Council may need to discuss including - definitions of “in-depth” vs. “exposure” and new wording related to the practical experience requirement.

### 3.5 Graduate Program Report: Vice Chair Elgethun

- Graduate Guidelines Revision update
  - Elgethun was absent so Mitchell reported on great progress with the draft guidelines.
  - Murphy and Mitchell urged the Board and Council Members who were present to have a very close look at the draft revisions because they are quite different from the current Guidelines. The Committee moved very much toward a competency-based approach that will rely heavily on a “crosswalk” spreadsheet to ensure that competencies are being taught and acquired by students.
  - Mitchell also presented the draft Curriculum Crosswalk spreadsheet described above. This spreadsheet will, again, be key to ensuring that the new Guidelines are met.
    - Gilkey suggested that a similar crosswalk template would be useful to develop for the revised UG Requirements. Murphy agreed and added that Dr. Sharron LaFollette (emeritus at University of Illinois, Springfield) had crosswalks of all of her courses and are a great example of how competencies were taught, met, and assessed.

### 3.6 Committee Reports

- Bylaws and Policy Committee Update
  - Policy 4.6 revisions - succession planning related
    - Mitchell explained that the Board and Council are strongly concerned about program related succession planning and the impact that the unplanned loss of a Program Director and/or faculty can have on accredited programs.
    - The Committee chose to focus on reporting rather than on hiring practices in revising Policy 4.6 in the EHAC Governing Policy. Changes included the additions of stated reporting requirements OUTSIDE of the reporting in the Annual Update Survey. The requirements related to reporting changes in Program Director, faculty, curriculum, and program status.
    - Sabty enquired as to procedure when a program reports changes in curriculum, gains approval from the EHAC Board, but make different decisions than were approved. Murphy explained that documentation regarding changes must be provided and that if a change was made that was not approved and that impacts accreditation criteria, there will be consequences for the program (e.g., conditioned accreditation or loss of accreditation.)
    - **Motion:** Gilkey moved to approved revision to Policy 4.6 Reporting Obligations, Annual Update Survey, & Dues Policy
    - **Second:** Sabty
    - **Discussion:** none
    - **Vote:** Unanimous approval

**4.0 Old Business:**

**5.0 New Business:**

**6.0 Next Board Meeting: June 28 , 2023 at 1pm Pacific 1 hour**

**7.0 Adjournment at 11:03am Pacific.**