



EHAC Annual Meeting

June 4-5, 2010

June 4th, 2010

Council members present: Sharron LaFollette, Tom Hatfield, Dale Stephenson, Pat Bohan, Stephen Johnson, Jim Dingman, Sandi Donohue, Lynn Burgess, Priscilla Oliver, Mel Knight, Michael Fletcher, Diana Rawlings, Alice Anderson,

Staff present: Yalonda Sinde' and Brittany Matter

Guests present: Welford Roberts, Keith Krinn, David Gilkey, William Lindemann, Carolyn Harvey (non-voting new member), Doug Briggs (non-voting new member)

- 1.0 Meeting was called to order by Chair LaFollette at 9:00am. Self-introductions from council/staff.
- 2.0 Agenda was approved as written.
- 3.0 Yalonda presented the annual update of programs. See Report. There are about 14 states that do not have accredited programs and AEHAP is going to increase marketing in those states. B/C EHAC accredits 2-3 programs a year and AEHAP continues to increase marketing, EHAC may have to increase the days scheduled for the annual meeting each year. Next year at the annual meeting, the agenda will have to be altered in order to complete all required tasks. Jim suggested that an electronic copy be sent to Council members in order to minimize meeting length.
- 4.0 Priscilla and Yalonda presented the Financial Reports. \$450 was returned to Boston University and MVSU paid \$200.00 less than they were supposed to but dues coming soon. EHAC pays AEHAP for use of the office. The actual vs. the budget shows we are within budget. Annual meeting expenses are about the same. Financial management is about the same. Site visits includes site visit training for Sandi Donohue to Colorado State University, which was applied. AEHAP and EHAC split the travel for the staff. As for the balance sheet, EHAC is not in the red. Oct. 1, 2010-September 30, 2011 projected budget-we will be receiving dues from new accredited programs. Site Visit trainee travel was added to next fiscal year at \$1,450.00. . Going back to 2007, we are spending about the

same. The annual meetings are running a bit more each year. So far we don't see need to increase dues. We have been able to not increase the stipend that goes to AEHAP in contract for the office. It's \$1700.00 a month that EHAC pays AEHAP and it doesn't need to increase. Jim moved to approve the proposed budget. Mel seconded. Proposed budget approved unanimously.

- 5.0 Sharron LaFollette and Sandi Donohue provided the site visit report for Colorado State University. Visit was March 2-3, 2010. David Gilkey answered questions from the council. Dave thinks the Council should revisit the clarity of online access to self studies--maybe there should be a single hardcopy in the office in conjunction with the electronic copy. The Council went into a closed session to discuss the program and make a determination on accreditation. The Council conferred full accreditation upon CSU for 6 years. Their next review will be June 2016.
- 6.0 Pat Bohan and Jim Dingman presented the New Mexico State University re-accreditation site visit report. William Lindemann from NMSU provided comments on the site visit and responded to questions from the Council. Bill noted the following: (1) a lab had been added to Environmental Science 256 to replace lab requirement for general biology, (2) external members will be added to the advisory committee, (3) calculus 2 has been dropped and replaced with advanced statistics relevant to environmental problems (e.g.: modeling) and geostatistics, and (4) a microbiology lab has been added. Food protection, as identified with restaurant inspections, is not taught. They do a couple of tours to food production facilities. The Council went into closed session to discuss the program and make a determination on accreditation. The Council granted a 2-year conditional accreditation, with the following conditions to be included in the notification letter: (1) a program director that is qualified under EHAC guidelines, and (2) biology course(s) must have the required lab component. In addition, the program show a public health focus in their curriculum. Their next review will be June 2012. If program opts not to meet the conditions, current students in the program may graduate with accreditation within a reasonable time interval.
- 7.0 Welford Roberts President, and Keith Krinn, President-Elect, of NEHA spoke to the Council about NEHA and its desire for joint programs and activities that will mutually benefit both NEHA and AEHAP/EHAC. Keith mentioned that he is interested in revitalizing the student NEHA affiliate (SNEHA) as a "full-blown" NEHA affiliate, and asked EHAC's assistance. Keith and Welford responded to general questions from Council members regarding issues of: networking, globalization, and "green" issues.
- 8.0 Ingrid Ritchie and Chuck Higgins (available via teleconference) presented the Ohio University re-accreditation site visit report. Tim Ryan (available via teleconference) from OU provided comments on the site visit and responded to questions from the Council. The Council went into closed session to discuss the program and make a determination on accreditation. The Council conferred up to

2 years of conditional accreditation, with the possibility of an additional four years of full accreditation (six total years), after the following conditions are met:. Conditions are: (1) a microbiology lab is required, and (2) documentation of how emergency management systems is covered.

- 9.0 Policy, Bylaw & UG Guidelines Changes were provided by Sharron LaFollette.
 - 9.1 *Policy reorganization from 3.03.6. Separate to 3.03.7 into Accreditation Process Evaluation and 3.03.8 Peer Form.* The Undergraduate Guidelines form within self-study was updated. Alice moved to approve the changes to the policy structure. Tom seconded. The Council approved the motion to accept the form.
 - 9.2 *Bylaw: Article XIII. Consultants and Employees – Section 30.0 & 30.1* to separate the two issues addressed in this section to make it clearer. A motion to approve this change was made by Mel and seconded by Priscilla. Council approved unanimously.
 - 9.3 *Undergraduate Guidelines XI: Information for applicant's revision:* This revision clarifies that programs applying for initial accreditation must graduate students before they apply. Motion to approve by Lynn. Seconded by Mike. Lynn suggested a draft template for a self-study that everyone can download in word. AEHAP needs to make sure the mentors have the forms that detail that programs are meeting the requirements and to move their forms to the EHAC website. The Council unanimously approved the changes.

NOTE: The board for 2011 will work on developing a template for accreditation requirements and wording. In addition, the board needs to work on closing the loopholes currently present in the guidelines and policy manual.

- 10.0 The Council meeting was recessed for the day at 5:00 pm.

June 5th, 2010

Council members present: Sharron LaFollette, Tom Hatfield, Dale Stephenson, Pat Bohan, Stephen Johnson, Sandi Donohue, Lynn Burgess, Priscilla Oliver, Mel Knight, Michael Fletcher, Diana Rawlings, Alice Anderson, Don Williams

Staff present: Yalonda Sinde' and Brittany Matter

Guests present: David Gilkey, Milton Morris, Samuel Darko, Helene Tamboue, Bryan Brooks, Michael Kennedy, Michael Welch, Carolyn Harvey (non-voting new member), Doug Briggs (non-voting new member)

- 11.0 The Council meeting was re-convened at 8:30 am.
- 12.0 Yalonda provided an update on AEHAP. There are / have been a number of activities this year, including the following:
- Primary charter: increase enrollment. Target marketing tools. The intern is looking for targets
 - Careersenvhealth.com - career page for jobs for EH students
 - Two scholarships NSF international
 - Annual research scholarship present at NEHA AEC
 - Student lunch at NEHA AEC
 - Mentoring: Accreditation readiness tool: need to graduate a class
 - 26 school matched by AEHAP with mentor. In 1-3 years, this number will go up
 - MSI workshop was held. Participants included minority serving institutions, CDC, EH faculty
 - Exhibits; 3-4 conferences \ year
 - Cooperative agreement with CDC
 - EHAC graduate association (EGA): by joining they get community group interactions, and job possibilities
- 13.0 Don Williams presented the Nominating Committee report. This is his last term in EHAC, and a new Nominating Committee chair will be needed. Nominations for BOD were Sharron LaFollette – General Chair, Tom Hatfield - Grad Chair, Chuck Treser and Steve Johnson - Undergraduate Co-Chairs, Alice Anderson – Secretary, and Priscilla Oliver - Treasurer..
- 14.0 The Board was previously presented with the on-line program for MSSU, and after review, they decided that the program needed to be brought to the entire Council due to its unique nature. Mike Fletcher provided information to the Council about the program. Target students for the program are transfer students that cannot readily attend on-campus classes in EH. The general sciences and math classes must meet the EHAC accreditation requirements, and be taken at either a local community college or 4-year university (2.5 GPA is required). Upon acceptance to the degree program, the student will complete their EH coursework over the Internet from MSSU. This coursework would include the EH

course requirements (60 hours). A (minimum) total of 124 hours is required for the degree. The program will be available to anyone, regardless of where they attended community college, if transfer credits meet EHAC prerequisites. The Council went into closed session to discuss the online program and make a determination on accreditation. The Council agreed to allow this on-line degree program under the umbrella of the current MSSU accreditation. Council recommended that MSSU thoroughly assess the quality of this delivery modality in relation to their on campus degree.

- 15.0 Michael Welch, the Co-Step Chief Environmental Health Officer presented information to the Council. There are 81 co-step positions. The new health care reform act lifted the ceiling on corps numbers, but the reserve corps was eliminated. The co-step program is in the reserve corps area. An Executive Order, signed June 3rd provided for re-authorization of the reserve corps.
- 16.0 Stephen Johnson presented the Baylor University re accreditation site visit report. Bryan Brooks from BU provided comments on the site visit and responded to questions from the Council. The Council went into closed session to discuss the program and make a determination on accreditation. The Council conferred up to two years of conditional accreditation, with the possibility of four additional years of full accreditation for a total of 6 years. Conditions were 1) require EPI, 2) program graduate its first class of environmental health majors, and 3) Bryan further document his background in environmental health
- 17.0 Steve Johnson reported that there are new applications for accreditation from California State University – Chico, Goodwin College, and the University of Northern Iowa. Programs up for re-accreditation in 2011 are: Boise State, ECU, Univ. of Georgia, Univ. of Washington, Univ. of Wisconsin – Eau Claire, and Western Carolina. Cal State University – Fresno was granted a 1-year extension. Site visits for 2011 must be completed by mid-March.
- 18.0 Priscilla Oliver and Lynn Burgess presented the Benedict College re-accreditation site visit report. Milton Morris from BC provided comments on the site visit and responded to questions from the Council. The Council went into closed session to discuss the program and make a determination on accreditation. The Council conferred a full 6-year accreditation.
- 19.0 Tom Hatfield provided the graduate report. MVSU and UF are up for re-accreditation in 2011. The MPH – EH program at ECU may also be proposed for accreditation.
- 20.0 Dale Stephenson and Don Williams presented the Dickinson State University re-accreditation site visit report. Lynn Burgess from DSU provided comments on the site visit and responded to questions from the Council. The Council went into closed session to discuss the program and make a determination on accreditation. The Council conferred a full 6-year accreditation.

- 21.0 Don Williams presented the election results for the Board of Directors. They are as follows: Sharron LaFollette – General Chair, Tom Hatfield - Grad Chair, Chuck Treser and Steve Johnson - Undergraduate Co-Chairs, and Alice Anderson – Secretary and Priscilla Oliver Treasurer.
- 22.0 Sharron and Yalonda presented Council members with Certificates of Appreciation for their service. Yalonda presented a farewell gift from the council to outgoing Project Assistant, Brittany Matter who is moving to Berkeley California. The Council thanked Brittany for all her hard work and wished her well.
- 23.0 The 2011 Council meeting will be held June 11-14, 2010 Columbus Ohio in conjunction with NEHA AEC June 15-18. Saturday June 11th will be the start of the EHAC meeting. The board will discuss ways to cut the agenda to hopefully minimize the need for an extra day of meetings due to the larger number of programs up for reaccreditation.

Meeting adjourned by Sharron.