



National Environmental Health Science & Protection Accreditation Council

EHAC Annual Meeting Minutes

June 16-17, 2011

Columbus, Ohio

DAY 1: June 16, 2011

1.0 Call to Order and Introductions (LaFollette)

1.1 Announcements: Tania Busch will not be here because of a death in the family and Alice Anderson unfortunately will not make it due to her husband's illness.

1.2 Introductions:

1.2.1 Council Members Present: Joe Amiotte, Doug Briggs, Lynn Burgess, Alan Dellapenna, Sandra Donohue, Michael Fletcher, Thomas Hatfield, Carolyn Harvey, Stephen Johnson, Mel Knight, Sharron LaFollette, Priscilla Oliver, Ingrid Ritchie, Tim Ryan, Dale Stephenson, Chuck Treser. (See Attachment #1)

1.2.2 Council Members Absent: Alice Anderson (Excused) Tania Busch-Isaksen (Excused), Harry Grenawitzke (Resigned), Chuck Higgins, Diana Rawlings

1.2.3 Staff Present: Yalonda Sindé and Kathryn Mataya

1.2.4 Guests Present: Sandra Long (newly elected member), Tim Murphy (Findlay, newly elected member), Chris Simpson (Washington), David Gilkey (Colorado State)

1.3 Approval of the Agenda (LaFollette)

Tom Hatfield moved the adoption of the agenda as written. Priscilla Oliver seconded. (See Attachment #2.) The motion carried. The Chair noted that we will be talking a lot about next year. Looking at 2012 and how to compress the meeting schedule, if we do not want to have to meet for more than two days. Moreover, site visits and reviews may have to have individuals do more than one program.

2.0 Procedural/Ceremonial: The meeting is likely to be interrupted at some point by a delegation from NEHA and possibly the WSPHS Commissioned Officers Corps. Since the timing of these visits depends upon their schedules the Council will conclude whatever business is on the table at that time, and then welcome our guests to make their remarks.

3.0 Board Reports

3.1 Executive Director's Report:

3.1.1 Annual Update of Programs (Sindé)

AEHAP conducts the survey for EHAC using survey monkey. Five Largest programs in terms of enrollment (Undergrad): California State Univ. Northridge (173) Eastern Kentucky University

(152) Colorado State University (115) University of Georgia (112) California State University Fresno (104) there is 332 UG students and 67 Graduate students. The programs reported a cumulative 11.6% increase in diversity over the past year. 43% of all students are minority due to increased emphasis and MSI programs. (See Attachment #3.)

Discussion:

1. A question was raised as to the reason why is there such a large difference between graduate student enrollment and graduation rates over the last 5 years, since the jump in 2005? Sindé responded that this is primarily a result in the increase in the number of newly accredited graduate programs and the lag time between enrollment and graduation.
2. Members inquired about the definition of minority – what guidance is provided to programs completing the survey? Are international students included? Sindé responded that there is not an exact definition but that each program defines it as their institution defines it. Normally international students are not classified as minority students. EHAC has traditionally used the federal definition of ethnic groups. It was suggested that either international students be included with the minority numbers or separately identified in some other manner. This request will warrant further discussion by the council if EHAC moves away from federal census definition of ethnicities.

3.1.2 Outcome Assessment Survey (Sindé)

EHAC conducts an outcome assessment survey of all programs seeking re-accreditation to determine how well the Environmental Health curriculum meets the needs of the environmental health profession and to assess the adequacy of the accreditation process to the needs of the professional practice of environmental health. The results of the survey are sent to the Program Directors of the subject programs. This year there were 100 respondents including 34 supervisors, and 76 graduates. Key Education Outcomes – show that student's skill sets are close to top, improved technical skills and there is equal Job Sector distribution. The responses from the supervisors compared favorably with the results submitted by graduates, indicating a close alignment between the perceptions of the graduates and their supervisors who completed the survey. The survey was originally constructed by a committee led by Professor Silverman of Bowling State University. Until recently Gary has undertaken the collection and analysis of the responses. However, he is no longer available to oversee this process. Chair LaFollette requested volunteers to undertake a review of the current survey and recommend needed improvements to the survey, if any. Members Ingrid Ritchie, Tim Murphy & Sandra Long volunteered to serve on a committee. Ingrid will chair. (For details see Attachment #4.)

3.1.3 Review of ASPA: Association for Specialized and Professional Accreditors (Sindé)

The Executive Director reported on her involvement with ASPA over the past year and outlined the the benefits of ASPA membership. Yalonda and Sharron attended an ASPA membership meeting in 2010. The benefits noted included:

- networking and learning from other accreditation bodies
- further identifying the role of accreditors as gate keepers of quality.

Sindé argued that ASPA membership is very helpful to her as she can post questions to the ASPA membership and receive instant responses on issues such as examples of international accreditation policies, online record keeping technology and other issues relevant to accreditors. ASPA also advocates for accrediting organizations on a federal level.

Other things discussed at the ASPA meeting that were of particular interest/applicability to EHAC were:

- Web site submission of self-study documents could save EHAC money;

- Establishment, completeness and retention of policy of documents;
- Outcome assessment surveys;
- Conflict of interest policies; and,
- Distance Learning and how to evaluate DL courses/programs.

It was noted that most ASPA members are recognized accrediting organizations by the US Dept of Education (DOE). EHAC had DOE recognition for several years, until advised that the organization was just too small and we were advised to let the recognition lapse. Apparently DOE has changed position on small accrediting organizations and now accredits organizations similar in size to EHAC.

Action: Sindé noted that the dues for membership are \$5,100 per year plus travel costs to the ASPA meeting. This amount is not included in the current budget. Sindé suggested that the funds to cover this expense could be available, without increasing the overall budget, by moving the cost of administering the annual survey of programs to AEHAP. This cost which includes staff time to AEHAP since it could be justified that administering the report is a function of the Cooperative Agreement between CDC and AEHAP. Treser moved that EHAC continue membership for at least another year. Harvey seconded. Discussion followed regarding the advisability of maintaining our membership in ASPA. Stephenson moved to table motion until after the financial report. Motion carried.

3.2 Treasurer's Reports (Oliver, Sindé)

The Treasurer reported that EHAC remains in good financial condition with reserves totaling \$55,353. For the current fiscal year, EHAC had:

- Total year to date income: \$36,423.96,
- Year to date expenses: \$35,953.81.
- Net Difference: \$ 470.15

The Treasurer noted that the Council faces a couple of possible challenges:

- 1) If we lose more programs the loss of loss of dues would reduce EHAC income below current projections. The budget could also be positively or negatively impacted due to the number of new applications for accreditation processed. There are currently no other sources of funds available to the Council.
- 2) The other challenge is the rising costs of annual meeting, both because of rising costs of meeting rooms and arrangements, and because of the increased number of programs needing to be reviewed.

Possible solutions suggested were to increase dues to the accredited programs, solicit grant funding or seek other outside support

3.2.1 Proposed 2012 Budget: Sindé suggested that the proposed budget be modified to reallocate the funds spent on the annual outcome survey to cover the ASPA Dues.

Action: Treser moved and Knight seconded that the proposed budget be adopted with the understanding that should AEHAP not approve the transfer of the cost of the annual survey to AEHAP, the cost of membership and associated travel would come from reserves. Motion passed unanimously.

3.1.2 ASPA Membership Revisited

The Chair proposed to bring back to the table, the question of maintaining ASPA membership for at least one more year. The question was called and the motion to approve one more year

of ASPA membership passed with one opposed, no abstentions.

5.0 Program Review

5.1 Boise State University (Hatfield & Knight)

The Site Visit Team reported that each of the following categories meets the EHAC Guidelines for accreditation: Mission, Objectives, Administration, Enrollment, Faculty, Resources, and External Advisory Committee. They noted that a new course, EH 102 – met the University's GE requirement and was a valuable recruiting tool. The required Internships totaled 180 hours. Of particular note was the use of hybrid courses – using on-line tools and a new capstone course that have been instituted since the last review. Also deserving recognition was the involvement of their students in the Air and Waste Management Association, and the negotiation of a community college articulation agreement. Among the issues discussed were the need for a new full time FTE in EH, the need for an industry representative on the advisory committee, and expand laboratory capacity if they want to expand research emphasis. Consideration of a non-degree certificate program as a revenue generator was discussed by dean but Dale had no knowledge of it,

Prof. Stephenson, representing the program, indicated that he thought the site visit went well and thanked the site visitors for their helpful review and comments.

Recommendation/Action: The Council then went into closed session, and the Site visit team recommended that the program be granted full accreditation for six years with no conditions. The motion carried unanimously.

5.2 University of Washington (Burgess & Amiotte)

The Site Visit Team reported that this is a well established program, with 3 emphasis areas – Environmental Public Health Practice, Health & Environmental Science, and Biomedical Sciences. Leadership responsibility is shared among Chris Simpson, Susan Inman and Chuck Treser. The program enjoys a unique source of program funding – a portion of the UW's share of the Washington Medical Aid and Accident Fund. There are 40-50 students enrolled in the program, who are admitted through a competitive admission process after completing 2 years of prerequisite courses. There are 21 faculty / five faculty advisors, and they operate a diversity outreach program. The team noted that the dean of the School of Public Health has strong a EH background. They found that the students would like more exposure to policy and legal issues. They noted that classes contain significant hands on work that the facilities were adequate, and strong points included student research opportunities, a 400 hour internship requirement, and an active and experienced advisory committee. The team offered a few suggestions for future consideration: (1) Chris should broaden his exposure to EPH practice, (2) It would be generally helpful is the faculty had more practical experience, (3) begin planning for Chuck's replacement, (4) Include a Policy & Regulation course, (5) reduce the number of laboratory internships.

Response: The program representatives pointed out that there is already an Policy and Regulation course which the students tend to avoid, and that changes have been made to better align student internships with their educational and career goals.

Recommendation/Action: The Site Visit Team moved that the program receive full accreditation for 6 years without conditions. The motion carried unanimously. It was suggested

that the letter carry recommendations for additional practitioner-based faculty and more involvement of program director in external EH affiliations.

2.1 Lunch Recess: The Chair recessed the meeting at 11:45 a.m. for lunch. Council members were requested to be back by 1:00 p.m.

The meeting was reconvened shortly after 1:00 p.m. by the Chair

4.0 Standing Committee Reports

4.1 Nominations Committee Report (Harvey)

4.1.1 2011 Council Election Results:

Faculty Elected: Tim Murphy and Tom Hatfield;

Practitioners: Sandra Long, Vonia Grabeel, Stephen Johnson, Charles Higgins.

4.1.2 2012 Nominations of Officers: The following slate of candidates for EHAC Officers was put forward by the Nominations Committee: General Chair (LaFollette), UG Chair (Treser & Johnson), Grad Chair (Hatfield), Secretary (Anderson current) New nomination for secretary: Dellapenna, Treasurer (Oliver)

5.3 Mississippi Valley State University (Gilkey & Johnson)

The Site Visit Team reported that the graduate program at MVSU has a number of strengths, including strong support throughout the University and the fact that this is the only institution serving the entire Delta region. However, they also noted several weaknesses of the program including the lack of a required research methods course, the lack of a course on Toxicology and the heavy workload of the program faculty.

Response and Discussion: There is a Research Methods course but it is not required, however elements of research methods are covered in other courses, i.e., statistics and epidemiology. Moreover, elements are integrated into other courses, and the syllabi are being revised to reflect methodological content. Toxicology is being incorporated into more courses across the program – starting with the Fall 2011, the University is providing more resources for internships. (The Council was reminded that Graduate programs criteria are based on competencies not required courses)

Recommendation/Action: The Site Visit Team moved that the program receive full for 6 years conditioned upon showing evidence of showing competency in research methods and toxicology within two years. Motion carried unanimously.

6.0 Old Business:

6.1 International Accreditation Discussion (LaFollette)

(This item was added to the agenda at the request of the Board and inserted here as the meeting was ahead of schedule.) EHAC had already established that we would consider accrediting international programs, on a case by case basis. However, a question was raised about conducting site visits in foreign countries which necessitate bringing this item back to the floor. At issue is that EHAC does not have international guidelines, applying programs would have to meet existing guidelines. Problem identified include: (1) Travel: especially with programs in war zones or other high danger zones, may have to have country pay in advance

for travel, might consider a different cycle, not just political instability but disease. (2) Could use distance technology for the site visit, double standards? Issue rose about the quality of site visits done **virtually** as opposed to in person. (3) Language Barriers (4) Cultural Barriers.

Discussion: Advantages: Growth opportunities, EH is international, none of the problems mentioned are insurmountable, however, they do need to be considered and policies established to deal with them in a systematic.

Action: The Chair requested volunteers to serve on a committee to look into the issues and work throughout the coming year to recommend policies for adoption by the Council. Volunteers: Chuck, Lynn, Priscilla, Carolyn, Ingrid, Alan, -- Alan will chair the committee.

7.0 New Business

7.1 New Meeting Procedure (2012) (LaFollette)

The Chair introduced a plan to streamline the 2012 annual meeting due to the record number of programs going up for reaccreditation. The proposed changes include:

- Self study due earlier in the year
- Site visit scheduling to begin one month earlier, for new programs – same process as currently for existing programs
- A letter from the site visit team due 6 months before meeting. Discussion will happen among site visitors and reviewers → if no problems – electronic vote → if problems, then back to usual process
- New application process remains the same
- Self study due date is December 1
- Reviewer comments due January 1
- Site visits scheduled in December
- Site Visit January & February, 2 weeks for team to write report
- 2 weeks for program to respond
- 2 weeks to finalize the report and 2 weeks for site visit team.
- By April 1 – program needs to know if travel will be necessary. For existing programs – committee of site visitors and reviewers writes s one page report identifying problems or no problems. If no problems, then motion submitted to council electronically, if problems then the program come to the meeting.

Further consideration of this topic was tabled in order to accommodate NEHA President Keith Krinn and President Elect Mel Knight, both well known to the Council.

2.2 NEHA President Visit

NEHA President Keith Krinn paid a visit to the EHAC Council. He brought greetings from NEHA and comments regarding increased support for students such as reduced student NEHA dues to \$15.00/year. NEHA set up a special student scholarship travel scholarships this year and set up a mentoring program for students. Mel Knight, incoming NEHA President suggested that EHAC make suggestions /recommendations to NEHA regarding academic EH and students. NEHA could keep AEHAP informed regarding current issues and problems that need support letters – where academic voices could be important. Announcements: There will be a student lounge in the Madison room of the Hyatt – Members are invited to stop by and meet and greet the students, educational campaign for young students (middle and high school) regarding EH as a career.

5.4 University of Massachusetts Lowell (Treser & Dellapenna)

The Site Visit Team reported that this is a new program, seeking initial accreditation. The program was established in 2010 and meets most of the criteria for accreditation. The program was established with faculty from Harvard who have a strong emphasis on research and commitment to educating EH practitioners. The program has already established close ties with local health boards and has negotiated articulation agreements with local community colleges. They have offered a concentration in EH in for several years, and have graduated 3 students in the concentration, but not from the program.

Discussion: Tickner thanked the site visit team and noted that he has been at Lowell 16 years. He expects to graduate his first EH students within the year.

Recommendation/Action: The site visit team moved that the program receive full accreditation for 6 years conditioned on showing evidence of having graduated at least 1 student from the program within 2 years. The motion carried unanimously.

7.1 New Meeting Procedure (Revisited)

The Chair requested that the Council return to the issue of streamlining the accreditation process for next year. Additional discussion sought clarification of how the process might work, and of any possible ramifications.

Action: It was moved and seconded to adopt the new process on a trial basis. The motion carried unanimously. (See attachment #1)

2.3 Recesses for the Day

The Chair recessed the Council at 4:54 p.m.

DAY 2: June 17, 2011**2.4 Reconvene**

Day 2 of the meeting called to order at 8:35 am by Chair LaFollette.

1.2.1 Council members present: Joe Amiotte, Doug Briggs, Lynn Burgess, Alan Dellapenna, Sandra Donohue, Michael Fletcher, Thomas Hatfield, Carolyn Harvey, Stephen Johnson, Sharron LaFollette, Priscilla Oliver, Ingrid Ritchie, Dale Stephenson, Chuck Treser.

1.2.2 Council Members Absent: Alice Anderson (Excused), Tania Busch-Isaksen (Excused), Harry Grenawitzke (Resigned), Chuck Higgins, Mel Knight, Diana Rawlings, Tim Ryan

1.2.3 Staff Present: Yalonda Sinde` and Kathryn Mataya

1.2.4 Guests Present: Tim Murphy (new elect), Chris Simpson, David Gilkey, Jim Dignman, Phil Kneller, Crispin Pierce, Bill Dole

3.1. Executive Director's Report (Continued)**3.1.4 AEHAP Update (Sindé)**

Yalonda Sindé presented an update of the Activities of AEHAOP as they relate to the business

of the Council. Of obvious importance have been the series of staff changes within in AEHAP, with Kathryn Mataya taking over from Arnaldo Gonzalez who left AEHAP to take on a position in Linguistics with Florida International University. Arnaldo only worked for AEHAP for a short time before accepting his new position. During his brief tenure he made important contributions to the work of both AEHAP and EHAC, but nevertheless, two such turnovers in a short period of time have impacted the work of the office to some extent.

AEHAP continues to increase support to accredited programs and students, including the following initiatives.

- 1) Recruitment awards (\$500) to environmental health student clubs.
- 2) Student Research Competition Scholarships and NSF International Scholarship.
- 3) Promoting EH Academic Programs: AEHAP creates and sends marketing materials to EH program. AEHAP materials are developed for high school student populations.
- 4) New program recruitment – AEHAP conducts outreach to community colleges near accredited programs in order to encourage collaboration to recruit students into accredited programs. AEHAP has also sent promotional materials to non accredited institutions with environmental health science programs.

To date, AEHAP has assigned mentors to 24 programs that have expressed interest in accreditation. AEHAP also exhibits 2-3 times per year at NEHA, APHA, and other national conferences. Support for Graduates of accredited programs is mainly through the EHAC Graduates Association, a page on the www.aehap.org web site with an extensive job bank, and discussion board. AEHAP is also exploring new funding opportunities for accredited programs including the possibility of working with the FDA on a project to create food safety training centers at EHAC schools. AEHAP is also working with Chuck Treser at the Univ. of Washington to host a workshop to discuss tribal colleges and universities to link students with EH programs. It's tentatively scheduled for August 15-16, 2011 in Seattle.

4.0 Standing Committee Reports (Continued)

4.1 Nominations Committee (Harvey)

4.1.2 Election of Officers: Chair Harvey again requested additional nominations for the various officer and board positions previously announced.

4.2 Undergraduate Committee Report (Treser & Johnson)

The co-chairs discussed the work of the current year and presented the docket of undergraduate programs due for re-accreditation during the 2011-2011 academic year: Eastern Kentucky University; University of Georgia at Athens; California State University, Fresno; East Carolina University, East Tennessee State University, Indiana University, Purdue, Spelman College, Texas Southern University; and, Wright State University. There may be one or two new programs seeking accreditation as well.

4.3 Graduate Committee Report (Hatfield)

Committee Chair Hatfield reported that the re-accreditation docket for graduate programs in 2011-12: include East Carolina University; East Tennessee State University; and, University of Illinois, Springfield. In addition Eastern Kentucky University is seeking initial accreditation of its graduate program,

Discussion: Tom pointed out that we have discussed over several years ways to try to align the

graduate guidelines to those of the undergraduate program guidelines. This would be dealing only with organization changes, not policy changes. The end result would be to facilitate more effective review and, hopefully, reduced paperwork

Action: Tom and Sharron volunteered to work on this effort. The consensus was for Tom and Sharron to proceed.

5.5 Western Carolina University (Fletcher & Oliver)

The Site Visit Team reviewed the program history and administration. Among the strengths of the program are: strong support from the University administration; staffing by four well qualified faculty members, and the involvement of adjunct faculty and practicing EH Professionals. The program is the only accredited program in that part of North Carolina; and has a strong student internship program. It is a rigorous program and will be moving in the near future to a brand new Health and Sciences Building. The curriculum appears to meet the accreditation criteria. However, several weaknesses were identified by Council members. It appears that coverage of emergency management systems is missing from the curriculum. Also, the Organic Chemistry requirement does not appear to be satisfied by their aquatic chemistry course which only contains 2.8 semester hours of organic chemistry, and they require less than 24 credit hours of basic science courses.

Response/Discussion: The program representatives noted that the program has been accredited for 30 years and that various faculty have been involved with EHAC. The strong has always been strong supporter of the Council. They pointed out that the EH majors must take Etiology of Disease course for 4 credit hours, however, the Physiology course was dropped by Physiology Department. Changes have occurred within the past two years that were beyond the control of the program faculty. However, Biology 130 will become a 4 credit hour course and Environmental management and risk assessment are covered in several courses.

Recommendation/Action: In closed session, the Site Visit Team moved for full accreditation for 6 years, conditioned on the addition of a Basic Sciences course, an organic chemistry course, and that the total number of required number of basic science hours be at least 24 semester credit hours. Following additional discussion the motion carried unanimously.

5.6 University of Wisconsin Eau Claire (LaFollette)

Report of the Site Visit Team: Thank reviewer, basically meets the guidelines but wasn't clear from self study, self study has now been corrected and changes posted to EHAC website. Improvements: active involvement with EH community. UWEC Extras: Crispin going to Finland, student oriented department, web site, technology web assisted instruction and prep course for internship. Recommendation: Increase field and lab work, move from best kept secret on campus and evaluate resources and need for growth. Crispin encouraged becoming more involved on the council.

Recommendation/Action: The Site Visit Team moved that the program receive full accreditation for 6 years without condition. Motion carried unanimously.

4.1 Nominations Committee Continued (Harvey)

4.1.2 Election of Officers: There being no additional nominations, the following slate of candidates for EHAC Officers was adopted as formerly presented: General Chair (LaFollette),

UG Chair (Treser & Johnson), Grad Chair (Hatfield), Secretary (Anderson current) New nomination for secretary: Dellapena, Treasurer (Oliver)

2.5 Lunch Recess: The Chair recessed the meeting at 12:05 p.m. for lunch. Council members were requested to be back by 1:15 p.m.

The meeting was reconvened shortly after 1:30 p.m. by the Chair

5.7 University of Findlay (Dingman)

The Site Visit Team reported that they found no curriculum deficiencies. They noted that a significant portion of the students attend classes through distance learning modalities. The program has existed for 20 some years; it has between 70-80 graduate students, 20% of whom are international students. The majority of the students are already working in the field in management positions. Program electives range from in-depth study in a particular area of EH to broader management focused curriculum and faculty include both regular and adjunct faculty. The team noted the following strengths: strong curriculum, diversity of the curricula, experience of the faculty and the diversity of the students.

Discussion: Council members raised the question of how the competency of toxicology was being addressed in the curriculum. The program representatives responded that toxicological principles and concepts are interwoven into a number of the ENVM courses. A further question was raised as to what culminating experience was required. The response was that a capstone project is required, and that the university has suggested renaming their capstone project as thesis because of the length of the typical project.

Recommendation/Action: The site visit team moved that the program receive full accreditation for 6 years. A prolonged discussion citing the need for a better method for demonstrating how competency in toxicology is determined/evaluated followed. It was also recommend that the program demonstrate how off campus learning compares to the in-residence experience. Treser moved that the motion be amended to add "conditioned upon demonstrating how competency in toxicology is determined/evaluated?" Stephenson seconded. The motion failed with 5 in favor, 6 opposed, and 1 abstention. The question called on original motion which passed with 10 members in favor 10 and 2 opposed.

7.2 New Business / Wrap up: (LaFollette)

7.2.1. Board has some tasks to clarify the paperwork for next years. (See Attachment #5)

7.2.2. The minutes will be circulated to the members after the meeting and must be approved, according to our bylaws, within 30 days

7.2.3. The Chair noted that the Standing and ad hoc committees designated during the meeting needed to begin work and that it would be necessary to allot some time at next year's meeting to discussing competencies and how graduate programs can demonstrate that they meet them.

2.6 Acknowledgments/Recognition: (LaFollette)

The Chair distributed certificates of appreciation to retiring members:

- Sandi Donohue
- Mel Knight

8.0 Adjournment (LaFollette)

Before adjourning the meeting, the Chair requested that members of the Board remain for a brief meeting following adjournment. The meeting was adjourned at 3:00 p.m.



ATTACHMENT #1

2011 EHAC Council Sign in Sheet		(Please initial for dates present)
Name	June 16,2011	June 17,2011
Joe Amiotte	Present	Present
Alice Anderson	Excused	Excused
Doug Briggs	Present	Present
Lynn Burgess	Present	Present
Tania Busch	Excused	Excused
Alan Dellapenna	Present	Present
Sandra Donohue	Present	Present
Michael Fletcher	Present	Present
Harry Grenawitzke	Resigned	Resigned
Thomas Hatfield	Present	Present
Carolyn Harvey	Present	Present
Chuck Higgins	Absent	Absent
Stephen Johnson	Present	Present
Mel Knight	Present	Absent
Sharron LaFollette	Present	Present
Priscilla Oliver	Present	Present
Diana Rawlings	Absent	Absent
Ingrid Ritchie	Present	Present
Tim Ryan	Present	Absent
Dale Stephenson	Present	Present
Charles Treser	Present	Present
New Members		

Tim Murphy	Present	Present
Sandra Long	Present	Absent
Vonia Grabeel	Absent	Absent



2011 Annual Meeting Agenda National Environmental Health Science & Protection Accreditation Council

EHAC Annual Dinner

Date:	Wednesday - June 15th, 2011	Time:	7:00 pm – 9:00 pm
Business Item:	Networking Dinner	Location:	Hotel Market Stand Café
Purpose:	Provide an opportunity for members, new and old, to catch up on networking and friendships.		

AGENDA

Annual Meeting of the Council — Day 1

Date:	Thursday – June 16th, 2011	Time:	8:30 am – 4:55 pm
Called by:	Scheduled	Place:	Hyatt Regency Columbus, OH (Fairfield Room)
Purpose:	Annual business meeting of the Environmental Health Council, conduct the routine business of the Council, determine policies and consider the accreditation status of academic EH programs		

Time Scheduled	No.	Business Item (Responsible Member)	Materials	Action Required
8:30 – 9:00	0.0	Breakfast		
9:00 – 9:10	1.0	Call to Order and Introductions (LaFollette)		
		• Welcome		None
		• Introduce new members and visitors		None
9:10 – 9:15	2.0	Approval of Agenda (LaFollette)		
		• Review of agenda	Agenda	Approval
9:15 – 9:35	3.0	Annual Update of Programs (Sindé)		
		• Start sign-up sheet for program review 2012		Sign up
		• Presentation		Information
9:35-9:50	4.0	Review of ASPA (Sindé)		
		• What was learned	Summary	
9:50 – 10:10	5.0	Financial Reports (Oliver, Sindé)		

NATIONAL ENVIRONMENTAL HEALTH SCIENCE & PROTECTION ACCREDITATION COUNCIL

Annual Meeting Minutes

July 16-17, 2011

		<ul style="list-style-type: none"> • Final FY 2010 Financial Report 	Report	Information
		<ul style="list-style-type: none"> • FY 2011 YTD Financial Report 	Report	
		<ul style="list-style-type: none"> • FY 2012 Proposed Budget 	Proposed Budget	Vote
10:10 – 10:25		BREAK (<i>light refreshments will be provided</i>)		
10:25 – 11:10	6.0	Boise State University (Hatfield, Knight)	Self Study & Amendments	
		<ul style="list-style-type: none"> • Report of the Site Visit Team 	Site Visit Report	Information
		<ul style="list-style-type: none"> • Discussion of Program 		Discussion
		<ul style="list-style-type: none"> • Recommendation and Motion 		Vote
11:10-11:55	7.0	University of Washington (Burgess, Amiotte)	Self Study & Amendments	
		<ul style="list-style-type: none"> • Report of the Site Visit Team 	Site Visit Report	Information
		<ul style="list-style-type: none"> • Discussion of Program 		Discussion
		<ul style="list-style-type: none"> • Recommendation and Motion 		Vote
11:55 – 1:25		LUNCH (<i>On your own</i>)		
1:25 – 2:35	8.0	Mississippi Valley State University (Johnson, Gilkey)	Self Study & Amendments	
		<ul style="list-style-type: none"> • Report of the Site Visit Team 	Site Visit Report	Information
		<ul style="list-style-type: none"> • Discussion of Program 		Discussion
		<ul style="list-style-type: none"> • Recommendation and Motion 		Vote
2:35-3:05	9.0	Nomination Committee Report / Slate for Officers (Harvey)		
		<ul style="list-style-type: none"> • Report of Elections Process & Results 		Information
		<ul style="list-style-type: none"> • Call for 2011-2012 Officers 		Nominations
		<ul style="list-style-type: none"> • Call for elections committee chair 		Volunteer
3:05-3:15	10.0	Visit from NEHA President (Keith Krinn)		
		<ul style="list-style-type: none"> • Annual Informative Update 		Information
		<ul style="list-style-type: none"> • Thank You From EHAC 		
3:15 – 3:25		BREAK (<i>light refreshments will be provided</i>)		
3:25 – 4:55	11.0	University of Massachusetts Lowell (Treser, Briggs)	Self Study & Amendments	
		<ul style="list-style-type: none"> • Report of the Site Visit Team 	Site Visit Report	Information
		<ul style="list-style-type: none"> • Discussion of Program 		Discussion
		<ul style="list-style-type: none"> • Recommendation and Motion 		Vote
4:55-5:10	12.0	Outcome Assessment Survey (Sindé)		
		<ul style="list-style-type: none"> • Discussion 		
5:10	13.0	Adjourn for the Day		

AGENDA
Annual Meeting of the Council — Day 2

Date:	Friday - June 17 th , 2011	Time:	8:00 a.m. – 5:55 p.m.
Called by:	Scheduled	Place:	Hyatt Regency Columbus, OH (Fairfield Room)
Purpose:	Annual business meeting of the Environmental Health Council, conduct the routine business of the Council, determine policies and consider the accreditation status of academic EH programs.		

Time Scheduled	No.	Business Item (Responsible Member)	Materials	Action Required
8:00 – 8:30	0.0	Breakfast		
8:30 – 8:35	14.0	Re-convene (LaFollette)		
		• Announcements		None
8:35 – 8:55	15.0	AEHAP Update (Sindé)		
		• Presentation		Information
8:55-9:20	16.0	Undergraduate Report (Treser, Johnson)		
		<i>Conditional Updates - Recommendations</i>		Discussion
		<i>Programs up for Reaccreditation in 2012</i>		Information
		• ECU, UGA, CSUF, ECU, ETSU, IU-Purdue, Spelman, TSU, Wright SU	Sign Up Sheet	Volunteers Primary Reviewers and site visit teams
9:20-9:40	17.0	Graduate Report (Hatfield)		
		<i>Programs up for Reaccreditation in 2012</i>		Information
		• ECU, ECU, ETSU, UI Springfield	Sign Up Sheet	Volunteers Primary Reviewers and site visit teams
9:40-10:30	18.0	Discussion of 2012 Reaccreditation Cycle		Date Set
		<i>15 Programs up for review</i>		Discussion
		• Sign up		Review
		• 2012 EHAC Annual meeting June 25-27 San Diego, CA		
10:30 – 10:45		BREAK (<i>light refreshments will be provided</i>)		
10:45– 12:05	19.0	University of Wisconsin Eau Claire (LaFollette, Rawlings)	Self Study & Amendments	
		• Report of the Site Visit Team	Site Visit Report	Information
		• Discussion of Program		Discussion

		<ul style="list-style-type: none"> • Recommendation and Motion 		Vote
12:05 – 1:35		LUNCH (<i>On your own</i>)		
1:35 – 3:05	20.0	Western Carolina University (Fletcher, Oliver)	Self Study & Amendments	
		<ul style="list-style-type: none"> • Report of the Site Visit Team 	Site Visit Report	Information
		<ul style="list-style-type: none"> • Discussion of Program 		Discussion
		<ul style="list-style-type: none"> • Recommendation and Motion 		Vote
3:05-3:30	21.0	Election of Officers (Harvey)		
		<ul style="list-style-type: none"> • Return Ballots Before Break 		Vote
3:30 – 3:45		BREAK (<i>light refreshments will be provided</i>)		
3:45 – 5:00	22.0	University of Findlay (Dingman, Anderson)	Self Study & Amendments	
		<ul style="list-style-type: none"> • Report of the Site Visit Team 	Site Visit Report	Information
		<ul style="list-style-type: none"> • Discussion of Program 		Discussion
		<ul style="list-style-type: none"> • Recommendation and Motion 		Vote
5:00-5:15	23.0	COSTEP Update (Michael Welch)		Information & Discussion
5:15 – 5:30	24.0	Election Results (Harvey)		Information
5:30 – 5:45	25.0	Acknowledgements (LaFollette)		
		<ul style="list-style-type: none"> • Distribute 2011 Certificates 		
5:45	26.0	Adjournment		
7:00 – 9:00		New BOD and Office Staff dinner (<i>on your own</i>)		

ATTACHMENT #3

KEY FINDINGS FROM THE ANNUAL UPDATE REPORT

Yalonda Sindé

Enrollment:

- Undergraduate enrollment increased from 1,541 in 2010 to 1,574 in 2011, a 2.1% increase.
- For the 2010-2011 academic year, 1,541 undergraduate students and 255 graduate students were enrolled for a total of 1,798 students which is an increase of 0.1% as compared to 1,796 students enrolled in the 2009-2010 academic year.
- The 2010-2011 undergraduate enrollment rate is a 26.3% above the 10 year enrollment average.
- Graduate student enrollment increased by 0.8% from 255 graduates in the 2009-2010 academic year to 257 graduates in the current academic year.

Graduation Rates:

- 332 undergraduate students and 67 graduate students graduated for a total of 399 graduates. This is a decrease of 10% as compared to the previous year graduation rate of 443.
- Undergraduate graduation rates decreased by 14.2% from 387 in the 2009-2010 academic year to 332 in the current academic year.
- The graduate student graduation rate increased by 19.6% from the 2009-2010 academic year.
- The 5-year average graduation rate for undergraduate students is 338 (2007-2011).
- The 5-year average graduation rate for graduate students is 58 (2007-2011).

Chart 7: Undergraduate Enrollment Trends & Graduation Rates Over 10 Year Period

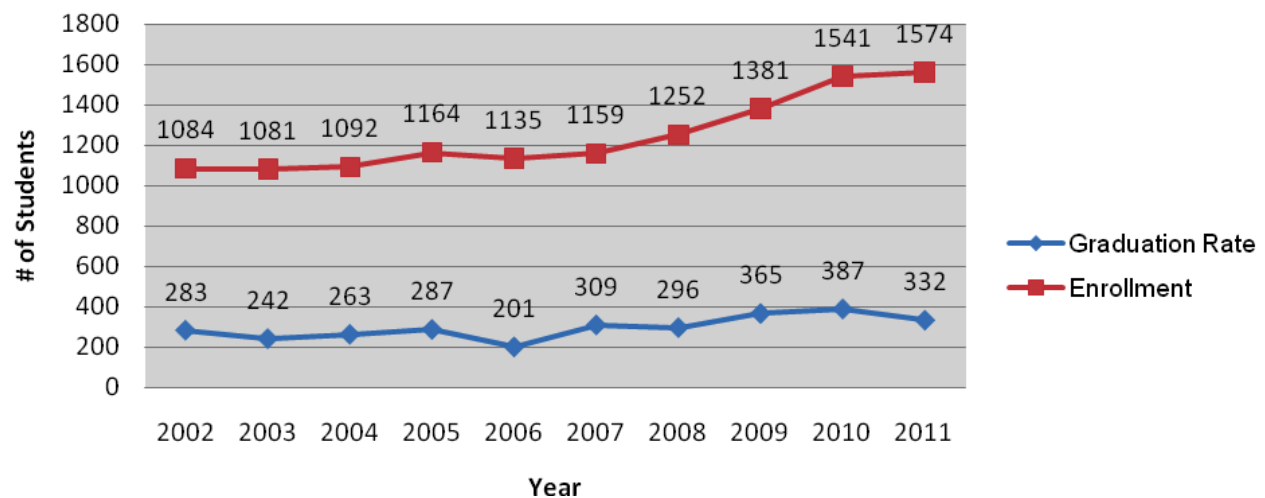
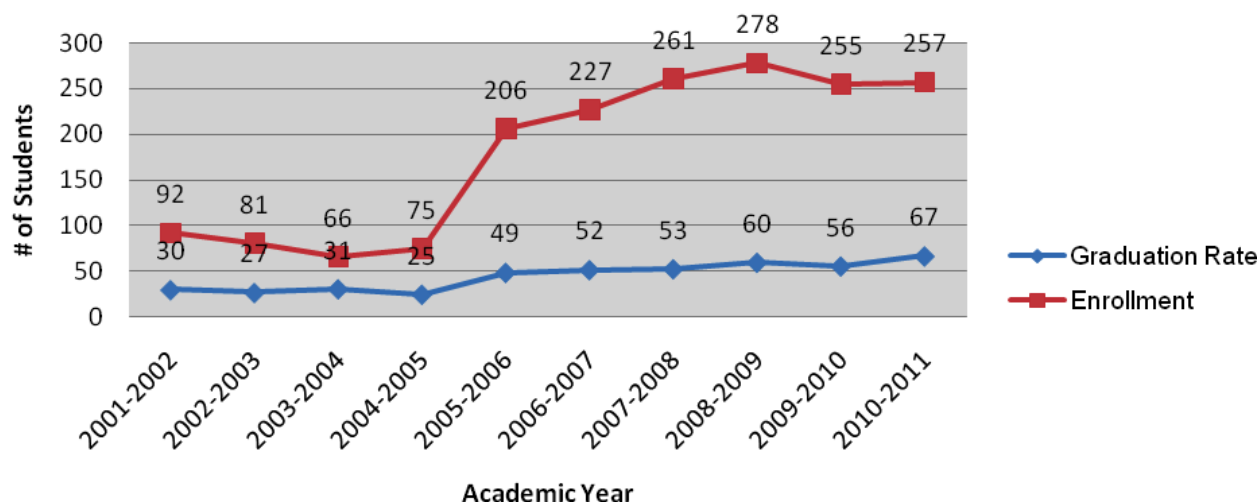


Chart 8: Graduate Enrollment Trends & Graduation Rates Over 10 Years



Diversity Trends:

- The student body of accredited programs is showing an increase in diversity for the tenth year in a row.
- Diversity increased by 11.6% as compared to the previous year.
- Student diversity continues rise steadily. There was a 352.4% increase in minority student enrollment since the academic year 2001-2002.
- Currently, 43% of students enrolled in EHAC accredited programs are minorities. This represents a 3% increase as compared to the previous year’s minority student enrollment rate of 40%.

Chart 9: Accredited Programs Student Diversity Trends

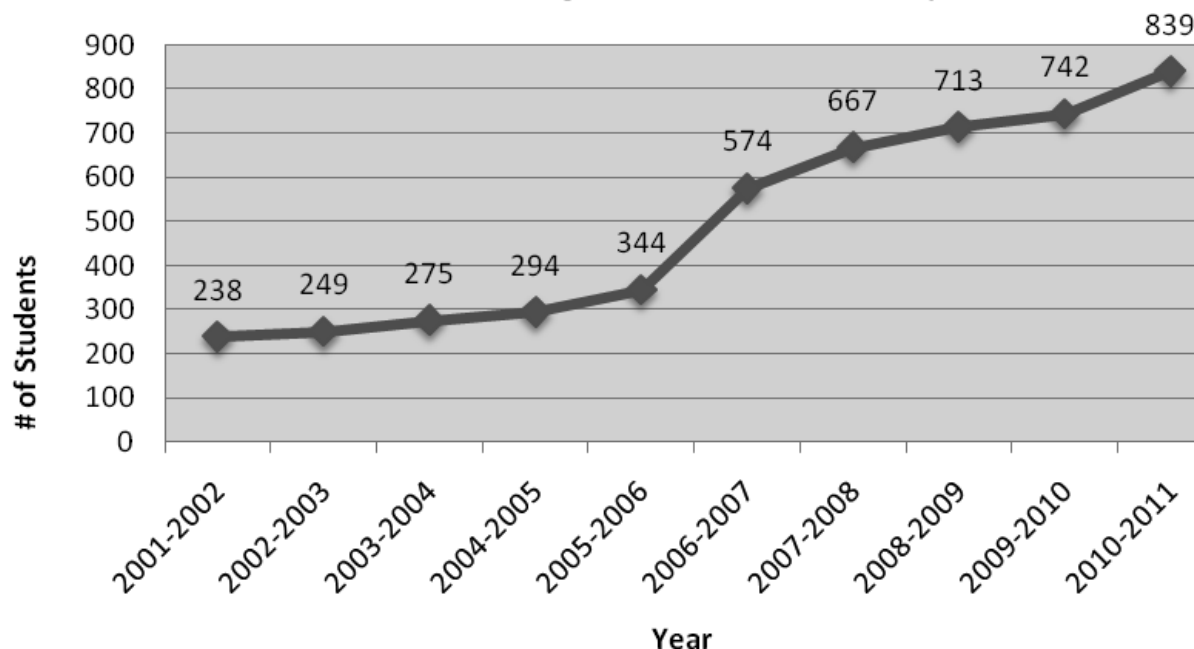


Chart 10: Undergraduate Student Demographics

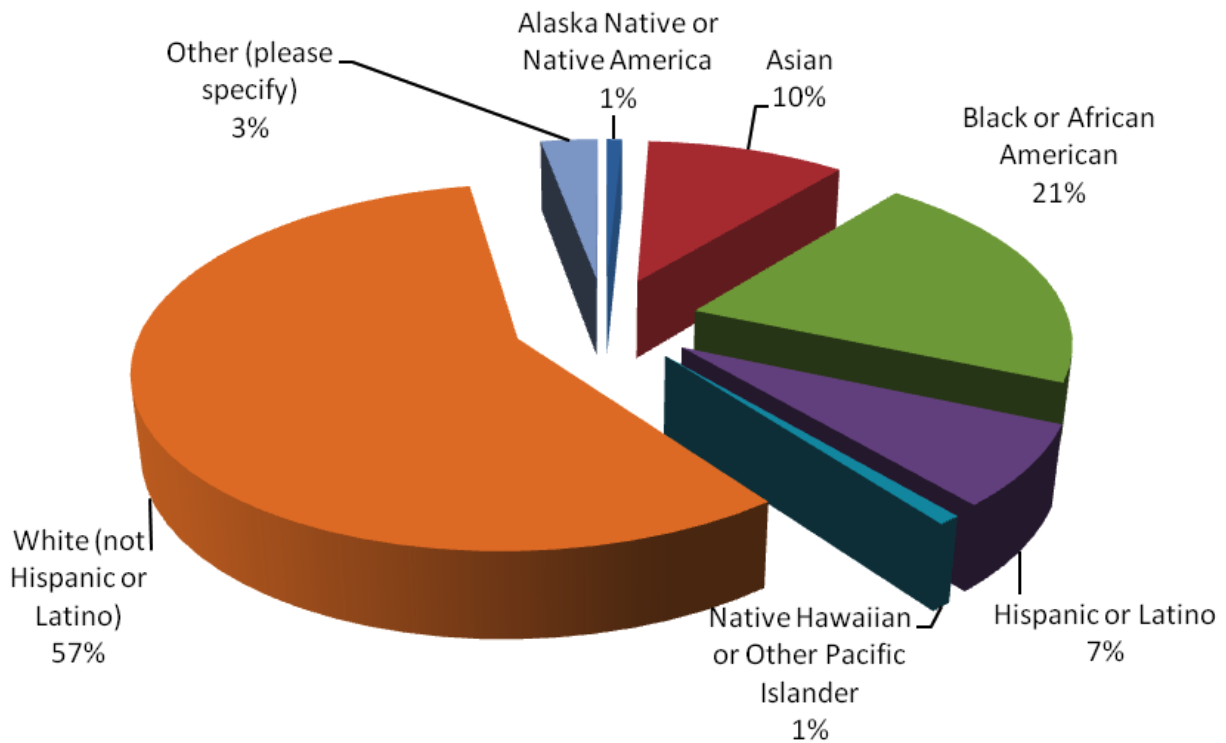
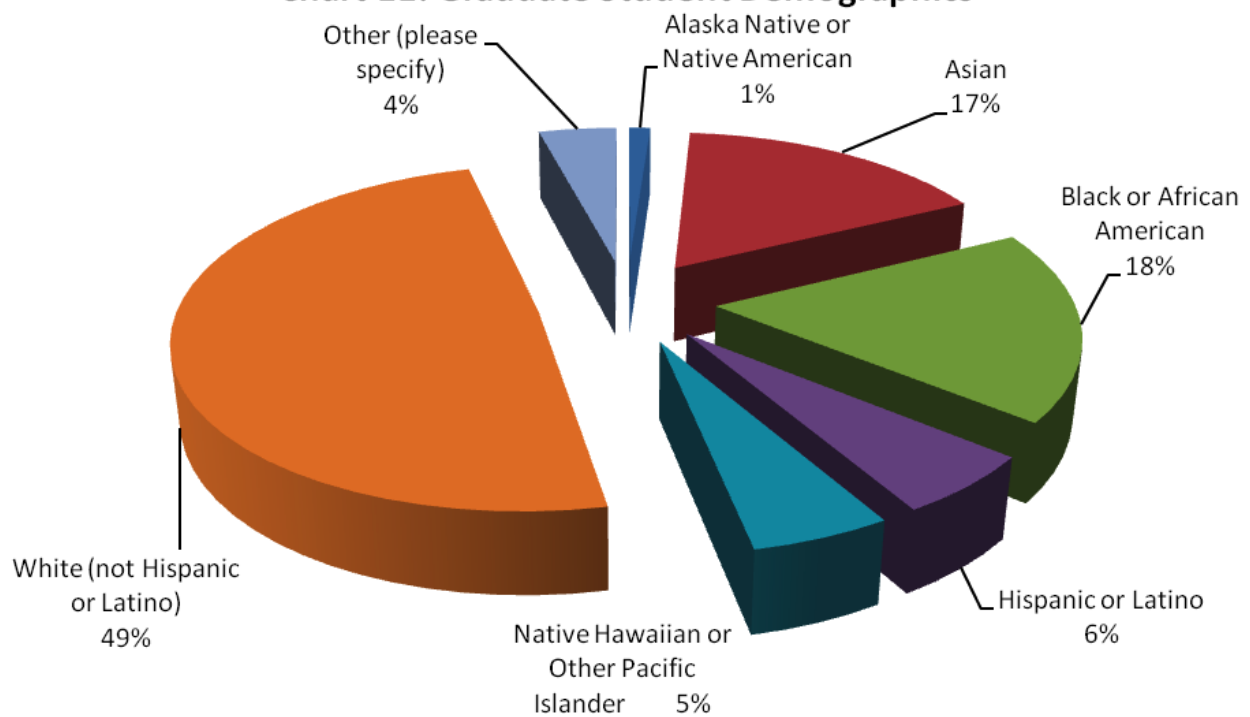
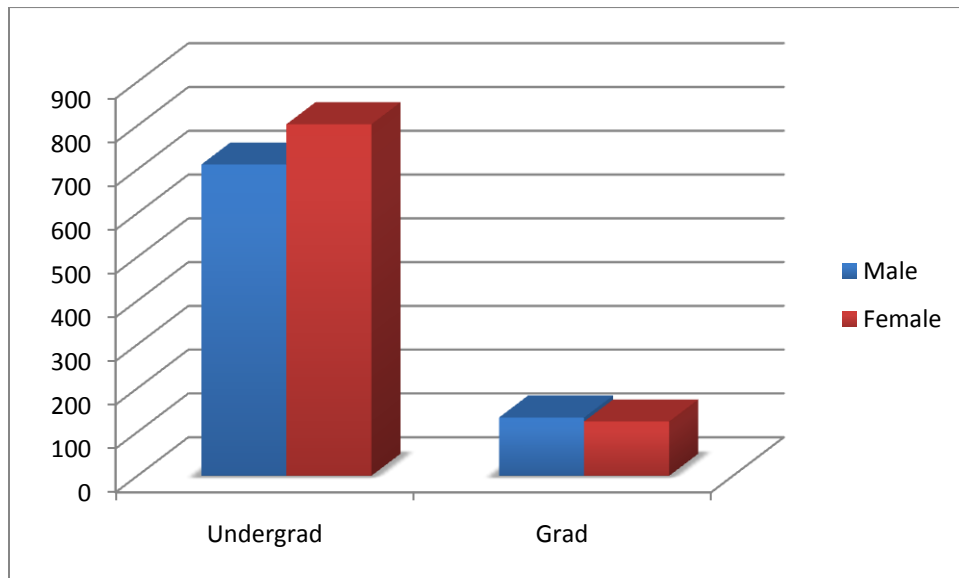


Chart 11: Graduate Student Demographics



Charts 13 & 14: Gender Breakdown of Students



ATTACHMENT #4



**NATIONAL ENVIRONMENTAL HEALTH
SCIENCE AND PROTECTION ACCREDITATION
COUNCIL (EHAC)**

Outcome Assessment Report 2010

Prepared by:

AEHAP Staff Yalonda Sinde and Arnaldo Gonzalez.

NOTE: This is a summary of the complete report generated by Yalonda Sindé and Arnaldo Gonzalez which has been previously distributed to the Council members

Background:

According to the EHAC Undergraduate Guidelines section VI. Reporting Obligations of Accredited and Pre-accredited Programs part D. Program Outcomes Assessment Survey, it states that:

“At the time of re-accreditation, the institution shall survey program graduates and employers via the Council’s outcome assessment tool. All graduates since the last accreditation shall be in the pool of those to be surveyed. The completed tools shall be gathered by the institution and forwarded to the Executive Director of the Council six months prior to the annual meeting of the Council. The Council will supply a summary of the information gathered to all accredited programs on an annual basis.

The purpose of this survey is to determine the adequacy of the accreditation process to the needs of the professional practice of environmental health. The information gathered by an institution through the outcome assessment process will not be used as part of the self-study for re-accreditation purposes for a given institution. The Council will use the compiled information from all institutions undergoing re-accreditation to evaluate and modify the requirements of accreditation.”

The outcome assessment tool consists of two surveys conducted through surveymonkey.com, one for graduates and one for their supervisors. It is distributed to the re-accreditation candidate Program Directors where they send the links to their graduates. The graduates then submit the supervisor survey to their supervisors.

Results:

The following tables and figures summarize the data reported from the following programs undergoing re-accreditation review for this year.

ATTACHMENT #5

**NATIONAL ENVIRONMENTAL HEALTH
SCIENCE AND PROTECTION ACCREDITATION
COUNCIL (EHAC)****STREAMLINING THE PROGRAM REVIEW PROCESS FOR 2011-2012**

In looking at coming up with more effective and efficient process to accommodate 13+ schools in the 2012 EHAC annual meeting a new process was discussed at June 2012 annual meeting.

- Self Study document is submitted by appropriate date per current calendar
- Comments from primary reviewers are received by appropriated date in January (one month after self-study due in office)
- Site Visit is completed earlier in cycle
 - In looking at scheduling, we will need to move scheduling of site visits into December
 - Site visits will move to January and February
- New programs will be dealt with at annual meeting by current format.
 - Programs will automatically be notified of their need to be present at the annual meeting
- For programs with current accreditation
 - Letter from site visit team posted to web site ASAP after visit (current policy is no later than 6 weeks after site visit)
 - By end of March primary reviewers and site visit teams will make motion for accreditation/reaccreditation (same as currently done during annual meeting)
 - In conjunction with motion, the teams will also come up with recommendation(s) to go into the letter. Recommendations will be in bullet format for evaluation by Council electronically.
 - BOD will meet. Motions for full accreditation with no conditions will then go out to Council for vote
 - Council will conduct electronic survey for recommendations and voting in April
 - BOD meets on electronic vote by May 1 to confer decision on accreditation and discuss programs that should go on to annual meeting agenda for further discussion (vote not in favor of full accreditation)
 - Motions for conditional accreditation or no accreditation, programs will automatically place program on the agenda for the annual meeting.
 - Programs will be notified of their need to be present at the annual meeting.