

*National Environmental Health Science & Protection
Accreditation Council*

Annual Meeting of the Council

Date:	May 7-8, 2004	Time:	8:30 a.m.–5:00 p.m. ADT
Meeting Type:	Annual Meeting	Mode:	In conjunction with NEHA-AEC.
Called by:	Michele Morrone, Chair		
Purpose:	To conduct the routine business of the Council and review those academic programs seeking accreditation or re-accreditation		
Members Attending:	Michele Morrone (Chair), Randy Bentley, Eli Bermudez, Tania Busch, Sandi Donohue, Carolyn Harvey, Keith Krinn, Phillip Kneller, Sharron LaFollette, Barbara McCarthy, Dan Reid, Rick Rowe, Rhonda Sears, Dale Stephenson, Collin Thacker, Charels D. Treser, Alejandra Tres (Executive Director), Alison McIntosh (Staff)		
Guests:	Jim Balsamo, Tom Hatfield, Jack Hatlen, Tom Simmons, Don Williams		

Minutes:

Agenda – May 7, 2004

- 1.0 **Call to Order:** The meeting was called to order by Chair Michele Morrone at 8:30 a.m.
- 2.0 **Approval of the Agenda:** Several changes were made to the draft agenda. Discussion item 23.2 on the CEPH was moved to 4:10 p.m. today. Tania Busch requested that item 23.3 Outcome Assessment be combined with item 10.0 (web issues). Treser moved that we accept the agenda, Rowe seconded the motion and it passed unanimously.
- 3.0 **Approval of the 2003 Draft Minutes:** The Chair noted that there were a few typos, but she had no substantive corrections. The Secretary agreed to correct any typos. There were no other comments. Treser moved that the 2003 Minutes be approved with the understanding that the typos would be corrected. LaFollette seconded that motion, and it passed unanimously.
- 4.0 **Report of the Nomination Committee:** The Chair began by thanking Dr. Carolyn Harvey for her hard work on this matter. Carolyn then gave her report.
- 4.1 **Election of Council Members:** According to Bylaw 10.2, the elections process is to be completed 90 days prior to the meeting. Nominations were solicited from Council members, a ballot was prepared and distributed by e-mail to all Council members. Ballots were returned by e-mail with the following results. Eli Bermudez, Dale Stephenson and Tania Busch were all reelected to the Council. New Members include: Pat Bohan,(Academic), James Dingman (Practitioner), Daniel Boatright (Academic), Vince Radke (Practitioner) and Don Williams (Practitioner).
- 4.2 **Nominations for the Officers** for 2004-2005: Harvey requested nominations from the floor for the open officer positions.
 - General Chair. Morrone nominated Dr. Sharron LaFollette, and was informed that she had already been nominated and had accepted the nomination. There were no other nominations for Chair.
 - Chair of the Undergraduate Committee. Harvey noted that Dr. McCarthy had recommended (as current Chair of the Undergraduate committee) that it might be best to have co-chairs for the coming year based on the number of schools coming up for both accreditation and re-

accreditation. Harvey had already been nominated for one of the Co-Chair positions. Donohue nominated McCarthy to continue, but she declined. Morrone nominated Eli Bermudez, and he accepted the nomination.

- Graduate Committee Chair. Dr. Daniel T. Boatright had already been nominated and accepted the nomination. He is a new member, but has served previously on the Council and currently runs a Graduate program. No one else was nominated for the Graduate Chair position.
- Secretary. Bermudez had been nominated previously, but he withdrew his name since he had been nominated for the Undergraduate Co-Chair position. Treser was nominated again for the Secretary position and he accepted.
- Treasurer. Mr. Randall Bentley has agreed to run again for treasurer. There were no other volunteers.

The nominations were then closed.

ACTION ITEM: Elections for Officers will take place on Saturday afternoon.

4.3 **Policy on Campaigning:** Carolyn answered that the issue had been discussed last year, but with only one person running for each office, it was not an issue this year. Eli also added that last year the Council approved candidates contacting Council members regarding elections, but that no one did this year.

5.0 **Proposed Bylaw Changes:** There were four groups of items for discussion – first, changes to the Elections process, second, changes related to the financial operations of the Council, thirdly, an update of the duties of the Executive Director, and finally a proposed set of bylaw changes related to administrative policies and procedures.

5.1 **Proposed Changes to the Elections Process.** Harvey started the discussion by reminding everyone that we could not change the Bylaws without changing the Constitution – which requires advanced notice and a two-thirds majority vote for approval. The first proposal was to amend the Constitution, Article IV, Section One to allow accredited programs vote for council members. Treser mentioned a change in policy where both current Council members and accredited schools could vote in elections. Kneller moved that we approve the Constitutional amendment and Donohue seconded the motion.

Discussion on the item continued. There were several concerns, including creating a possible conflict of interest and a perception of inbreeding if schools being accredited were allowed to vote for Council Members. One suggestion was to allow schools to nominate candidates but to keep voting only to current council members. Another suggestion was to allow the Nominations Committee Chair to survey Council Members and program directors (of accredited programs) for nominations. Another concern included that this change might disenfranchise the practitioners on the Council; noting that the main purpose of the accrediting body is to create competent practitioners. Other members felt strongly that at the minimum, accredited programs should have the ability to nominate candidates.

LaFollette moved the question for a vote on the action on the floor. The vote was on changing the Constitution, Article IV, Section One to read “The Council shall consist of person elected to the Council by sitting members *and program directors of accredited programs.*” The vote was taken. (2 in favor, 14 opposed.) The motion for changing the Constitution did not pass. As a result, the Council could not then address the proposed Bylaw change, Section 1.0.

The Council moved on to the next item, Bylaw Change on Article I, Section 2.2 to read “The Nominations Committee Chair will canvas Council members *and accredited Program Directors* for

the name of potential candidates...” McCarthy moved that we accept the change, and Bermudez seconded the motion. There was then discussion on the issue.

One interest in this bylaw change was the hope that this would increase representation of practitioners – as program directors and local practitioners often work closely together. Another point of view added that this might get more state and local practitioners involved and would spread information about EHAC. One member pointed out that it was not necessary to change the bylaws – it would just involve increasing outreach to more practitioners and accredited programs. Other Council members wanted to also add “practitioner associations” to the change. There was some concern that this might lead to more candidates with issues or problems with the Council. Several members pointed out that the Elections Committee did have a screening process that would prevent any serious problems.

It was also pointed out that nominations had increased significantly over the last few years and that for the first time in years, the Council next year would be half academicians and half practitioners. The vote was called on the change to bylaws section 2.2. (8 in favor, 6 opposed.) The motion passed..

There was some confusion because there was an amendment on the floor that had not been seconded, but several members wanted to consider that amendment . Krinn moved to re-consider. Treser seconded the motion. The motion to reconsider passed (11 in favor, 3 opposed).

Bentley amended the original motion to include “and stakeholder organizations.” The Committee voted on amending the change. (11 in favor, 4 opposed). The amendment passed. Treser called the question on the main motion. The bylaw change would now read “The Nominations Committee Chair will canvas Council members *accredited Program Directors, and stakeholder organizations* for the name of potential candidates...” (11 in favor, 4 opposed.) The motion carried.

The Council then turned to consideration of section 2.4. It was noted that the Council had approved this change last year, but it was not changed in the Bylaws on the EHAC website.

The next item discussed was section 3.3. The proposed change would read “Any Council Member *or accredited Program Director* may submit nominations for Appointed Member positions to the Nomination Committee...” LaFollette moved we approve the changes to Bylaws Section 3.3, Bermudez seconded the motion. It was clarified that this change would not allow accredited program directors to vote for Appointed Member positions, but only to nominate them. The question was called with 6 members voting in favor and 9 opposed. The Motion failed.

- 5.2 **Bylaws changes related to EHAC’s financial management.** A series of Bylaws amendments proposed by the Executive Committee were entertained by the Council.

Section 8.5.1. This proposed amendment would strike any requirement that the National Environmental Health Association provide financial management and oversight. In pertinent part the change reads: “The Treasurer shall ensure that all funds collected and distributed ~~by the National Environmental Health Association on behalf of the Council~~ are properly accounted for ~~but~~ and all orders on said funds shall be signed approved by the Treasurer and ~~counter signed~~ by any one of the following persons: General Chair, Vice-Chair for Undergraduate Programs, or Vice-Chair for Graduate Programs.”

Morrone moved that this change be approved and McCarthy seconded the motion. Bentley informed the Council that more discussion on financial management practices would occur later, but this was just a step to make the Council more financially responsible and independent, as well as speed reimbursements. The discussion about whether or not to keep NEHA as our financial management organization would be discussed later. The vote was taken and passed unanimously.

Section 8.5.2. This proposed amendment would read: "The Treasurer will furnish a financial statement to the Council at each annual meeting and at such other times as requested by the Council or Executive Committee. ~~The National Environmental Health Association will furnish a financial statement to the Treasurer of the Council in a timely manner so that the annual financial report may be prepared for the annual meeting.~~ The Treasurer will review any contracts for administrative services ~~with the National Environmental Health Association (NEHA)~~ on a yearly basis and may make recommendations for the changes to the Council at the annual meeting. The General Chair shall sign ~~the NEHA~~ any administrative support contracts after Council approval." Donohue moved that this change be approved and McCarthy seconded the motion. Discussion followed.

Bentley provided information regarding this change. Recently, staff turnover at NEHA has made it difficult to get financial reports or any assistance regarding EHAC. Dues paid by accredited schools have not been properly credited, payments have not been made to AEHAP and other issues. There was concern because NEHA and former staff have been excellent and done a lot of good work for EHAC. This bylaw change would allow EHAC to continue using NEHA or to use them at any point in the future, however, it would allow EHAC more flexibility. The vote was called. The motion passed unanimously.

- 5.2 **Bylaws changes related to the Executive Director:** A series of Bylaws amendments proposed by the Executive Committee were entertained by the Council.

Section 8.6.2. This proposed amendment would read: "The Executive Director shall handle financial transactions as directed by the ~~Treasurer Executive Committee and in accordance with the budget approved by the Executive Committee.~~ The Executive Director shall ~~furnish~~ prepare regular financial statements as requested by the ~~Executive Committee Treasurer~~ and prepare a financial report for the annual meeting." LaFollette moved approval of this change and McCarthy seconded this motion. The motion was approved unanimously.

Section 8.6.5. This proposed amendment would strike this section in its entirety. Currently the Bylaws reads: "The Executive Director shall also serve as the Executive Director of the Association of Environmental Health Academic Programs." Donohue moved that we accept this change and Bermudez seconded the motion. Bentley mentioned that this motion would only remove restrictions on EHAC – and does not mean that EHAC needs to take this action.

The discussion that followed revealed that originally, this provision was included to help AEHAP get off the ground – it created ties between the two organizations that solidified the relationship. Council Members felt that AEHAP no longer needed this help or protection. There was also concern should EHAC seek to become recognized as an accrediting body that this relationship might set up the appearance of a conflict of interest.. Other Board Members felt that this might create issues with hiring and creating contracts with AEHAP's Executive Director. It was also mentioned that the Executive Committee is currently seeking to better define the Executive Director's responsibilities.

Morrone added that this motion had come up for discussion in 2001 and was unanimously defeated. The question was called and the motion passed on a show of hands (9 in favor, 5 opposed with one abstention. *(N.B. Please see discussion regarding this agenda item later in the minutes.)*)

Section 8.6.6. This proposed amendment would renumber and revise this section to read: "Section 8.6.5 The Executive Director reports to the ~~Executive Director General Chair of EHAC, and the President of the Association of Environmental Health Academic Programs.~~" LaFollette moved that

we that this bylaw change be approved. McCarthy seconded the motion. The motion passed unanimously.

- 5.2 **Bylaws changes related to general administration and management:** A series of Bylaws amendments, related to the general operation of the Council between meetings, proposed by the Executive Committee were entertained by the Council.

Section 16.0 Voting between meetings. This proposed amendment would read: "The Chairman may instruct the Secretary to prepare and distribute a mail, email, web, or facsimile ballot of the Council, when in his/her opinion, a pending matter requires immediate Council action. Each ballot shall carry a return date not less than 10 days after the mailing or submittal date. The total ballots timely returned shall constitute the quorum for the purpose of mail, electronic, or facsimile voting provided that at least one-half of the Council responds." Harvey moved that we approve the change and McCarthy seconded the motion. The motion passed unanimously.

Article VII. Amendments. This proposal is a housekeeping amendment that would strike the words "and the Secretary of the U.S. Department of Education." The resultant Article would read "The Secretary shall mail any proposed amendments to these Bylaws to all Council members. Bentley moved that we adopt this change and McCarthy seconded the motion. The motion passed unanimously.

Article XI. Financial Practices. This amendment would change the fiscal year to begin on October 1 or each year and end September 30th. It was noted that this change was voted on last year but was not made on the web version of the bylaws. Bermudez expressed the sense of the Council in thanking the Treasurer for his hard work on the bylaws changes.

- 6.0 **NEHA Linkages:** NEHA President Elect James Balsamo addressed the Council. Balsamo mentioned a few current NEHA activities including a recent survey of NEHA affiliates. The survey showed that many state and local health departments have serious concerns about getting qualified staff, a high rate of retirement and an influx of employees who are not properly trained. He promised that NEHA would support EHAC's work and help to increase enrollment. He also mentioned NEHA's scholarship programs. In the discussion that followed, there was a request that NEHA affiliates try to be more consistent in their dealings with EHAC schools and also to more widely publicize student opportunities.

There was also concern about increasing student involvement with the Student Environmental Health Associations. It was agreed that EHAC would contact NEHA and that both organizations would make greater effort to work together.

The meeting recessed for a fifteen minute break.

- 5.0 **Bylaws Changes.** After reviewing the Bylaws, Chair Morrone noted that Bylaws amendments require a two-thirds majority to pass. One of the Bylaws changes related to Section 8.6.5 failed to achieve a two-thirds majority. Treser moved that the Council reconsider agenda item 5.3 in which the Council voted to strike Section 8.6.5. Carolyn Harvey seconded the motion. The motion to reconsider Item 5.3 passed unanimously. After a discussion regarding what would be considered a two-thirds majority, the question was called with the members voting 13 in favor, 2 opposed and one abstention. The motion passed.

- 7.0 **Accredited Programs Update:** Executive Director Tres presented a report of Accredited Programs, extracted from the data submitted annually by each of the accredited programs. Tres noted several important points: first, that enrollment is up 2.2% this year, along with a 2% increase last year. 66% of EHAC programs that have received AEHAP funding to increase enrollment have in fact increased their enrollment. Tres also gave an update about Oregon State University and a

possible budget appropriate by Senator Wyden to save the EH Undergraduate program. She also mentioned that if the three programs were to be accredited by the Council, it would indicate a 6% increase (In addition to the 2.2%) in enrollment and 13% increase in diversity enrollment. She also mentioned that some people had requested that EHAC begin tracking gender, in addition to race/ethnicity. LaFollette also requested that age be considered as well. She then requested that EHAC begin tracking both gender and age in their annual reporting requirements of the Programs. Krinn seconded the motion. All were in favor. Tres again thanked everyone for submitting their EHAC reports on time and with the proper information.

- 8.0 **Financial Management Report:** Treasurer Randy Bentley began by outlining a few of the issues that EHAC has been having with its current financial management situation. His suggestion is that we transfer the management from NEHA to a private bookkeeper who can tailor their services to meet the needs of EHAC. These duties might include: preparing billings, deposits, processing reimbursements, electronic access to bank accounts, tax services, audit services and other services. Bentley's main concern for switching the current set up is: first, to ensure that EHAC is managing its money in a responsible manner; second, providing quick reimbursement; and third, to decrease the number of audits that EHAC needs to undergo. There would be a significant initial outlay, but the costs would remain essentially the same, with some costs shifted from auditing to financial services.

There were concerns raised, that we continue to have a strong relationship with NEHA despite this change. EHAC recognizes that they benefit from their relationship with NEHA and wish to continue their close work together. Bentley moved that we accept the financial proposal and Treser seconded the motion. There were additional concerns regarding both using a national bank and using a bookkeeper that would work on a national level and also have continuity should there be changes in staffing. The vote was called and the motion passed unanimously.

- 8.1 **FY2004 and FY 2005 Budgets.** Bentley explained that due to some problems at NEHA, this years report is incomplete and EHAC Annual Dues have not been credited to our accounts yet. Several checks also have been paid by schools but not credited or received by NEHA. The Treasurer is confident that as he sorts through the financial documents and has a new bookkeeper, the budget will come more into line.

One concern was raised by the Council – EHAC currently has over \$80,000 in savings, yet our dues are still \$1000 each. It was decided that this issue would be discussed as we look over the new budget and receive financial advice from the new bookkeeper. It was also suggested that EHAC make a greater effort to show the value of \$1000 dues. Bentley proposed that EHAC take the following actions – first, to balance the budget; second, to set aside a contingency amount into the money market account; thirdly, to decide where to spend money; and lastly, to make recommendations for the Council's approval at next years meeting.

ACTION ITEM: The Treasurer. Working with the Executive Committee and Staff will (1) produce a balanced as quickly obtaining the fiscal records from NEHA will permit; (2) retain competent accounting/bookkeeping services; (3) establish a contingency fund (in a money market account); (4), examine the Council's cash flow; and (5), prepare a report to the Council including recommendations for approval at next year's meeting.

- 8.2 **Taxes.** EHAC has not yet filed a Form 990, and for the past few years has received over \$25,000 in revenue. It was decided that Bentley should discuss this problem with the bookkeeper, assess EHAC's options and report back. There was some desire among Council members to possibly seek 501(c)3 status, but it was decided not to explore this option until the budget was balanced and the finances were straightened out. Harvey moved that we accept the budget. LaFollette seconded this motion and it was approved unanimously.

The finance committee was assigned the task of looking into possible 501(c)3 status. The finance committee currently consists of Randy Bentley and Chuck Treser. Rick Rowe also volunteered for the committee. For the coming year, the finance committee will: first, get the finances in order, help with the transition to a private bookkeeping service, file a 990 tax return and assess non profit status.

ACTION ITEM: The Finance Committee will assist the Treasurer to get the finances in order, help with the transition to a private bookkeeping service, file a 990 tax return and assess the desirability and probable cost of seeking non profit status.

9.0 **Administrative and Policy Issues:** Chair Morrone presented an update on the need for and current state of a formal Policy and Procedures manual for the Council.

9.1 **Policy & Procedures Manual.** Several members of the executive committee are working on revising policy documents – the Board Member, Officers and Executive Director Responsibilities have not been updated since 1995. Other documents which are either being revised or created include policies regarding: the Annual Meeting Minutes, the Annual Report, Accreditation, Reimbursement of Expenses and Website policies. Morrone has agreed to take the lead in drafting these documents and will present them for Council approval. An accreditation policy document (in addition to the Guidelines) will contain an outline of the process so that new schools know exactly what is expected of them and a timeline for such activities, including site visit policies. There was concern that the policy needed to be flexible to fit with colleges and universities policies, but rigid enough to provide guidelines.

ACTION ITEM: Michele will head an ad hoc committee to pull together existing policy documents, revise them and where necessary draft new ones to form a new policy and procedures manual for the Council. Other members of this committee are Treser, McCarthy (?), ??

9.2 **Meeting Minutes.** It was also decided that the Council would approve Annual meeting minutes within 30-45 days and any discussion would take place via email or even teleconference. Treser moved that we adopt a policy that annual meeting minutes be distributed and approved within thirty days of the Annual Meeting. Bermudez seconded the motion. There was some concern over who would vote on the approval of these minutes – it was decided that both old and new members would approve the minutes. All were in favor of this policy.

ACTION ITEM: The Secretary will ensure that the minutes of the meeting are draft and circulated to both departing and current Council members within 30 days of the meeting

9.3 The next item for discussion was the creation of a New Accreditation Checklist/Guideline for schools applying for accreditation. This document would be created and sent to all possible members and placed on the website. There was a suggestion that this be done prior to the upcoming years site visits. It was agreed that Morrone, McCarthy and the incoming Undergraduate Co-Chairs work on this issue.

ACTION ITEM: Michele Morrone, Barbara McCarthy and the incoming Undergraduate Co-Chairs will develop a new accreditation checklist/guideline for schools applying for accreditation for the first time. This item should be coordinated with the subcommittee appointed under item 9.1.

10.0 **EHAC Website.** Tania Busch reported that the goals of the website committee were to make all information current and up to date, to assist schools seeking accreditation and re-accreditation, to standardize the content and maintain helpful tools for EHAC members. The list of improvements included the development of the “password protected” section of the site. The web committee also asks for feedback on what is needed.

- 10.1 Alejandra Tres then gave an update on this year's Outcome Assessment. Gary Silverman provided hard copies of the outcomes assessment prior to the meeting. Tres outlined this year's results and let everyone know that next year (2005-2006) the Outcome Assessment would be done electronically. This year will be a transition year, and Boise State University has volunteered to be the test subject and to complete their outcomes assessment prior to the other schools. LaFollette offered her advice based on her faculty database project and stated that the office and the web committee should rethink their budget and time constraints. It was detailed that it would still be sent to graduates and their supervisors by the schools and confidentiality would be maintained. Eventually, it will be online with a password and code. Gary will continue to do the analysis.

ACTION ITEM: Develop and test the web based outcome assessment with oversight by the Chair of the Web Committee.

The meeting was recessed for lunch at Noon and called back to order at 12:35 p.m..

- 11.0 **Draft Graduate Guidelines:** Chair Morrone thanked Barbara McCarthy and Gary Silverman for all of their hard work on this issue. McCarthy began with a history of the process. The revision of the draft Graduate Guidelines was discussed at last year's Annual Meeting and after much discussion, it was proposed that all EHAC Council Members review the guidelines and submit comments. Five people commented on the guidelines. The comments were reviewed and compiled, and then suggested edits were made to the document. Michele voted that we look at the document section by section and approve changes as a section.

Section I. There were several comments, but very little consensus and therefore no changes. There was one suggestion that the last sentence add "leader and policy maker" to the list of functions that a graduate must have. There was no consensus on the group. Treser moved that we delete "generalist, specialist and administrator" and substitute "professional." Harvey seconded this motion. The motion passed (14 in favor, none in opposition, one abstention).

Section II. It was proposed to add the words "as a separate accrediting agency" to the description of EHAC in the first sentence. After some discussion, Treser moved that we change the wording to read "as a separate accrediting body." Kneller seconded the motion. The vote was called, and all were in favor of the change to "body." McCarthy then reviewed the other changes in Section II. The first change was to the last sentence to read "The name of the Council was changed to the National Environmental Health Science and Protection Accreditation Council in 1991 to reflect the breadth of the field of practice considered by the Council." The next change was to add "and other relevant organizations" in the first sentence of the second paragraph, and to add "private and public sector" to the fourth sentence. Bermudez made the motion that we accept all the changes in Section II and it was seconded by Reid. Bentley moved that we change the last change to read "private and public sector organizations" versus the "agency" that is currently in place. Morrone agreed that this was implied as the Council had changed "agency" to "organization" in the above paragraph. The vote was called and the changes were approved unanimously.

Section III. The first comment would change Section III Item E to read: "Promote graduate curricula providing advanced level environmental health technical and scientific education and administrative and management concepts and skills." The other change would modify Item G to read: "Publish and disseminate..." Donohue moved that we accept the changes to Section III. Bermudez seconded the motion. There was also a comment regarding a possible vision and mission for EHAC. The Council decided not to add this comment as they had not yet adopted a mission or vision, but it was so noted in the minutes. There was a motion to accept the above changes to section III as suggested. The motion was seconded. The vote was called and it passed unanimously.

Section IV. It was suggested that the Council add “Research skills,” “Technical and Administrative Skills” or “Technical and/or Administrative Skills” to this section. The change would take place at the end of the first section. Treser moved that we accept changes to this section as noted. Donohue seconded this motion.

There was discussion regarding the words “Research skills” – some Council members felt it was implied in “technical skills.” There was also discussion regarding “Technical and Administrative skills” or “Technical and/or Administrative Skills.” There was concern about how prescriptive the Council wanted to be in these guidelines. It was pointed out that this section was regarding Goals of Graduate Programs – and that more prescriptive requirements were included later in the program. However, some Council Members felt that this dictated requirements rather than suggestions. One concern was that if the wording was “and/or,” it would open the door for EHAC to allow more administrative programs (such as a Masters of Public Health or Public Administration) to be accredited, rather than simply Masters of Science degree programs. Some Council Members suggested that the Council answer the question as to who we want to accredit and work from there.

Harvey moved that the wording be changed to include “technical and/or administrative.” Donohue seconded that motion. The discussion continued regarding the science-based versus administration-based programs. It was pointed out that whether or not this change occurred, programs would still have to fulfill the requirements outlined in the core competencies. There was also discussion regarding the original intent of the requirements, and again it was reiterated that whether a program was seeking to accredit an MS or an MPH, they would not be accredited unless they fulfilled core competency requirements. The vote was called on the discussion regarding changing it to “technical and/or administrative skills.” The motion passed (Eight voted yes, seven voted no and one abstained.) The vote was then called on changes to Section IV as a whole. The changes to Section IV passed (with 13 voting yes and 2 voting no.)

Section V, Item A. LaFollette moved that we accept the changes. Harvey seconded the motion and it was approved unanimously.

Section V, Item B. The comments included adding a culminating experience such as a thesis as well as requiring specialization in an area of Environmental Health from Graduates. The first item that the Council discussed was the section under “Administrative Skills.” Currently, the guidelines include “Policy Development Skills, Program Planning Skills, Personnel Management Skills and Fiscal Management skills.” There was comments that the list was not comprehensive and should include more specifics such as legal or labor negotiation skills. Another Council member commented that the previous vote to change the wording to “technical and/or administrative skills” becomes relevant to this section. Harvey moved that we strike the bullet points under “Administrative Skills” and simply leave the title. Bentley seconded this motion. Council members commented that the guidelines should be more flexible, but on the flip side of this, it does make it harder for site teams to properly evaluate whether or not a program is in compliance with the guidelines. There was also a comment that we are doing a disservice to Graduates – the Council needs to ensure that it is preparing practitioner/managers who can be hired in today’s economy and job market. Other council members commented that there are many science – based tracks that Environmental Health professionals can follow without needing administrative or management skills.

There was then discussion regarding the implications of the change to “technical and/or administrative skills.” The group discussed the core competencies versus the goals of the graduate programs. The vote was called on removing the four bullet points under “Administrative Skills.” (Nine in favor, four opposed with two abstentions.) The motion passed.

The Council then discussed balancing the need to give guidance both to the programs and the site visitors, and also to allow flexibility within programs. Suggestions included thinking more about

what the Council wanted graduate programs to look like as well as doing Outcome Assessments and making changes as appropriate to achieve the desired results.

The Council moved on to the next item in Section V, Item B, which would strike the words "natural sciences." It was stated that this was voted on last year at the meeting and that this was included to ensure that graduates had a strong science competency.

LaFollette moved that we accept the changes and leave "natural sciences" phrase within the guidelines. McCarthy seconded the motion. (14 in favor, none opposed and one abstention.) The motion passed.

The next item for discussion was "Table One" which is referenced in Section V. Additions to table one included: "Geographic Information Systems/Global Positioning Systems," "Global Environmental Issues including global warming, ozone depletion, and population issues," and others. Donohue moved that we accept Table One with changes. Bermudez seconded the motion.

There was discussion over whether this would be too prescriptive and whether programs would be required to teach all of these subjects. It was suggested that the Council use the same procedure as the Undergraduate Guidelines and allow programs to provide exposure to some of these topics, but not necessarily all of them. Morrone reminded the Council that we were voting on whether or not to accept changes to the Table, not any wording or requirements that might be placed in the guidelines regarding these subjects. It was requested that McCarthy explain the purpose of the Table – the answer was to outline areas within Environmental Health curricula.

The discussion moved to the wording in Section V, Item B. The wording reads "general technical knowledge and skills in a variety of environmental health science areas (see Table 1.)" Bentley moved that the wording be changed to read "general technical knowledge and skills in environmental health sciences areas such as those listed in Table 1." Sharron LaFollette seconded the motion. (14 in favor, no one in opposition and one abstention) The motion passed.

Then Bentley moved to change the item to add "Specialized" to the above bullet regarding general technical knowledge. Reid seconded the motion. There was discussion about the purpose and intent of this item – and the desire to have Graduate students develop a specialty in at least one area. There was discussion about the intent of the guidelines and various options for this item. Treser moved to amend the motion so that it would read "Specialized technical knowledge and skills in at least one environmental health science area at a graduate level." Donohue seconded the motion and the vote was called. (13 in favor, 2 opposed.) The motion passed. The main motion was then adopted.

The Council took a short break and reconvened at 2:15 p.m.

After a short discussion regarding time and a reminder on the previous discussions about these guidelines, Treser moved that we adopt the entire Graduate Guidelines document excepting any areas of controversy. Krinn seconded the motion. All were in favor and he motion passed.

The next item of discussion was the inclusion of "leadership" as a bullet point under Section V, Item B. McCarthy moved that we strike leadership as a skill. Harvey seconded the motion and it passed unanimously.

The next discussion item was the last bullet under Section V, Item B regarding a possible thesis requirement. LaFollette moved we accept the changes as written, and Bermudez seconded the motion.

There was a comment that this is too restrictive – current practices in academia include the possibility of any culminating experience, including an evaluative portfolio. McCarthy added that it was necessary to require students to begin and finish a project that included a written component. The Council debated first, whether this culminating experience should be written only, and if so, is the current wording acceptable. It was noted that as a field, environmental health has no standard for a “professional paper” and this requirement is currently too vague.

It was noted that some Professors are opposed to the inflexibility currently allowed in the guidelines. If the Council is to require a culminating experience, it needs to give programs clear definition as to what is and is not acceptable, rather than suggest what might be acceptable. Treser moved that the entire bullet be stricken from the Section. Krinn seconded the motion. After additional discussion, it was agreed that the Council should require a culminating experience. However, there was disagreement as to what that should look like. Additional discussion yielded the following amendment *“The curriculum must include a culminating experience such as a thesis, portfolio, written exam or professional paper. The culminating written product must be of professional quality appropriate to graduate level education.”* The vote was called. (13 were in favor, two were opposed.) The motion passes. Barbara McCarthy wished to note in the minutes that she is firmly opposed to these changes.

Section V, Item C. Bentley moved that we approve the changes related to faculty. Busch seconded the motion. There was discussion regarding the change and whether or not it would allow interdisciplinary programs. The Council felt that it would. There was concern over whether the “full-time” was needed. Several Council Members felt that it was necessary to include the full-time standard in order to ensure program guidance and continuity. Treser moved that the language be changed to state “Sufficient full-time equivalent, in conjunction with part-time or adjunct faculty,” LaFollette seconded the motion. The vote was called. (10 were in favor, 4 were opposed and one abstained) The motion passed.

Section V, Item G. This item requires an “External Advisory Committee.” The question was asked whether the Council wanted to encourage this – and the consensus was yes. Bentley moved that the Council adopt the same language as the Undergraduate Guidelines on this point, and Krinn seconded the motion. The motion passed unanimously.

Section VI, Item D. It was noted that this item was voted on last year, but there were additional comments made by the reviewers, including adding the possibility for the site visit team to contact the institution prior to the site visit to address deficiencies in the program or self-study. Rowe moved that we add the language “at the discretion of the Council, the site visit team may contact the institution prior to the site visit to discuss an initial set of concerns.” Bermudez seconded the motion. It was noted that this option is already available, it is simply not spelled out. Other Council members felt that this was not the responsibility of the Council. The vote was called (one in favor, twelve in opposition and two in abstention.) The motion did not pass.

Again, the Council was encouraged to not worry about small issues and only address major areas of controversy.

Section VII on Outcome Assessment. There were few comments regarding this, and it was agreed that the outcome assessment was development to measure success and evaluate the accreditation guidelines.

Table 2. Table 2 lays out the Timeline for Accreditation or Re-accreditation. Minor changes were suggested, such as changing the first item to read “July 1, Accreditation Cycle Begins.” The Council also agreed to strike any reference to “January 1” and replace with “Six Months Prior to the Annual meeting.” All changes were acceptable to the Council.

Section VII. B. Self Study. Under *Curriculum*, bullet d, the “Lab or field Based Research Project” was removed and “Culminating Experience” and its requirements were inserted as discussed above.

The next item was under Item B, *Resources*. LaFollette moved that we strike “to accommodate enrollment changes” from the sentence. McCarthy seconded the motion and all were in favor.

The next item was under Item B, *Students*. Donohue moved that we add “A representative sample of” to this sentence, and Stephenson seconded this motion. Several professors noted that it was difficult to ensure full participation and adding this language would make this allowance. Several Council Members felt that this however gave schools license to only submit a few students. It was noted that the Council was simply trying to be accommodating and current language does not therefore require data on all the students. It was requested that the minutes reflect the Council's willingness to be reasonable on this point. The vote was called. (One in favor, thirteen opposed and one abstention.) The motion did not pass.

Section VII. C. Site Visit. It was noted that further information and reference to policy documents should be available to Council members on the web site.

ACTION ITEM: LaFollette moved that the committee edit the Graduate Guidelines to be consistent through out, based on the changes the Council made. Treser seconded the motion and it passed unanimously.

The Draft Graduate Guidelines discussion was completed.

- 12.0 **International Accreditation:** Kneller presented a report on the work of various Council members (and ex-members) who have looked at the possibility of International accreditation. At the conclusion of his report, he presented a series of guidelines and bylaw changes. The Bylaws changes had been furnished to the Council prior to the meeting, as is required.

The changes included adding the language “In the U.S. or abroad” to Section I and Section III, adding “domestic or foreign” to section IV and Section VII, adding “Other” to Table I, Number Three, and adding the word “International to Section VII, Item F and Table II, Section C.

The motion was made to accept these changes by Bentley and seconded by Bermudez. Treser explained that EHAC regularly receives requests, mainly from Puerto Rico, regarding International accreditation. The changes to the bylaws were then outlined. These changes include adding a Item 7 under Bylaw V which would outline “International-affiliate accreditation.”

There was some concern about EHAC's ability to accredit international programs, and work with programs to help train international students. It was mentioned that the International Environmental Health Faculty Forum was also pursuing work on International Accreditation, and the International Committee was changed with examining this issue. The question was called on the changes. The motion passed (14 in favor, one abstention). Bentley made a motion that we accept the changes to bylaw V – the addition of Item 7. Busch seconded the motion. (13 in favor, 2 abstentions). The motion passed.

ACTION ITEM: Treser will pass on information regarding IEHFF to Phil Kneller for followup.

- 13.0 **Re-accreditation of Ohio University:** Barbara McCarthy took over as Chair. Bentley began with a report. He, Harold Barnhart and Eli Bermudez were the site visitors. They visited Ohio University in March, met with the faculty, students and the Provost and Director of the School of Health Sciences. They were very impressed with the program. They have more than adequate faculty and also have a complementary program in Industrial Hygiene, which many students use to their

advantage. The site visit team was also impressed with the access to internships, facilities, the learning environment and the advisory committee.

The site visit team suggested that the program change both the Biology and Chemistry requirements so that they added labs. It was noted that the labs are not required for any environmental health classes and that Ohio meets the requirements. Michele noted that the requirement had come out of taking a biology class that was more specific to environmental health, rather than a general biology class with extraneous materials. Morrone also noted that it had been recently decided that Ohio would possibly be switching to the Semester system and implementing a General Education requirement. She did however note that the Advisory Committee would look into the Biology and Labs recommendation.

The Council then entered into closed the session to discuss re-accreditation. The Council voted in favor of re-accreditation for the full six year period.

The session was then reopened. It was suggested that the Council hear the Undergraduate and Graduate Reports and then convene at 8:30 a.m. tomorrow, rather than convening at 8 a.m. It was agreed.

14.0 **Undergraduate Report:** The Undergraduate Report began with a thank you from Committee Chair McCarthy to this years' site visitors. The update for next year is that the following schools will be seeking either accreditation or re-accreditation: Boise State University, California State University Fresno, East Carolina University, East Tennessee State University, Eastern Kentucky University, University of Georgia, Western Carolina University, University of Wisconsin at Eau Claire, and possibly Texas Southern University and North Carolina Central University.

There was an update that East Tennessee State University had sent a letter to EHAC late last week requesting a one-year extension due to the sudden death of Professor Vince Sikora. Donohue moved that we grant a one year extension to ETSU due to extenuating circumstances. McCarthy seconded the motion. All were in favor.

It was then determined that September 15 is the deadline to decide whether or not schools will be seeking accreditation. McCarthy then asked for volunteers to serve as primary reviewers of the self study documents for next year.

ACTION ITEM: The reviewers who have committed for next year are:

- **Boise State University:** Chuck Treser and Barb McCarthy
- **California State University at Fresno:** Tania Busch and Randy Bentley
- **East Carolina University:** Carolyn Harvey and Eli Bermudez
- **Eastern Kentucky University:** Collin Thacker and Sharron LaFollette
- **University of Georgia:** Michele Morrone, Rhonda Sears and Rick Rowe
- **Western Carolina University:** Dale Stephenson and Barb McCarthy
- **University of Wisconsin, Eau Claire:** Eli Bermudez, Dan Harper and Sharron LaFollette
- **Texas Southern University:** Randy Bentley, Collin Thacker
- **North Carolina Central University:** Chuck Treser, Carolyn Harvey and Dan Boatright

It was also decided that the Council would continue to encourage but not require electronic submission of the self studies.

15.0 **Graduate Report:** There is possible interest in accreditation from Eastern Kentucky University and University of Illinois Springfield, but it will have to be reexamined.

16.0 The meeting was recessed at 5:00 until 8:30 a.m. on May 8, 2004.

Agenda – May 8, 2004

Members Present: Michele Morrone, Keith Krinn, Phillip Kneller, Sandi Donohue, Randy Bentley, Chuck Treser, Tania Busch, Gary Coleman, Barbara McCarthy, Dale Stephenson, Rick Rowe, Sharron LaFollette, Carolyn Harvey, Dan Reid, Collin Thacker and Eli Bermudez.

Guests and New Members Present: Mike Fletcher, Tom Simmons, Vince Radke, Tom Hatfield, Jack Hatlen, Sara Waller, Priscilla Oliver, Lal Mian, Milton Morris, Steve Arnold, Doris, Mike Herring, Alan Delapenna, Bobby Villines, Alejandra Tres and Alison McIntosh.

16.0 The meeting was called to order at 8:30 a.m.

17.0 **Undergraduate Accreditation Guidelines.** Treser updated the Council as to the progress of the Committee and the items under discussion. For several years Council members have expressed concern as to whether the core courses” of Epidemiology, Statistics and Toxicology were really “core”, i.e., are these really the courses that define environmental health as a field. Treser’s subcommittee has been looking into revising Table 2. along the lines of the core functions and essential services. However, the challenge is in how to make the guidelines clear for both schools and site visitors. That is, courses are easy to count and not subject to interpretation, whereas knowledge, skills and competencies are more difficult to assess.

The question was asked as to who was interested in either being on the committee or continuing on the committee. Interested parties include: Chuck Treser, Phil Kneller, Carolyn Harvey, Gary Silverman, and Barb McCarthy. Tres mentioned that Milton Morris might also be interested in the Committee. Gary Coleman was also added to the Committee.

ACTION ITEM: The Undergraduate Guidelines Committee will continue to work on the developing the issues and recommendations for discussion either at next year’s meeting or more likely at a special Council meeting devoted to a review and updating of the guidelines.

18.0 **AEHAP and EHAC Linkages:** AEHAP President Tom Simmons and Mike Fletcher (President Elect) presented a report on AEHAP. Simmons gave a short update on the increases in AEHAP members, the increases in enrollment, this years New Board Members, grant opportunities, the Brochure and strategic planning. Several Council Members were interested in the development of the Careers Brochure and would like to see something targeted also towards local health boards and other public agencies that might possibly hire graduates on the benefits of EHAC Accredited Programs.

19.0 **Re-accreditation of the University of Washington:** The site visit team included Gary Coleman and Dale Stephenson. Coleman gave the site visitors report – he talked about the history of the program and recent decreases in enrollment. He reported that the Department had taken an unusual but very successful method to increase enrollment – the Department hired a full time Program Manager to work on a variety of the administrative tasks and increase enrollment. The Department also split its program into four “interest tracks” – which included Environmental Health Practice, Physical Sciences, Biological Sciences and Medical Careers. These changes have significantly increased the enrollment in the area of Environmental Health Practice and also seemed to better prepare graduates.

Stephenson also reported on the site visit. He thanked the University of Washington for being gracious hosts. He also reviewed their department structure – the environmental health department is housed in the School of Public Health and Community Medicine, which also houses a Ph.D. program, and MPH Program, and an MS Program. Initially, the site visit team had some concerns

due to the nature of UW's programs and its emphasis on research. Such an institution gives the impression that there is little concern or interest in developing a strong undergraduate program. However, the hiring of the program manager and the dedication of both Chuck Treser and Namura Nkeze (Program Manager) are evident and make the program strong. The site visit team did also hear concerns from students – students are often required to take classes which include both graduate and undergraduate students.

Treser then responded to the Site Visit team. He thanked them for coming and for being very helpful. There have been many changes that have been made to the EH Department, and are working out very well. The Dean is very supportive of the EH Program, and Treser is very committed to this program.

There were several questions from council members – first, was Treser surprised that students felt overwhelmed when taking classes with graduate students? The answer was no – that this is a long standing practice and at different points in the semester, undergraduate students tend to feel overwhelmed, but in the end, it is better for their education and self-confidence. Treser also stated that the work level in these combined classes may differ for graduate and undergraduate students, but it depends entirely on the Professor. There was a question about the internships and relationship with the Washington State Environmental Health Association. Treser responded that UW has a good relationship with both the WSEHA and the local health departments which facilitates placing graduates in good internships. The internships are also going well – the majority are unpaid, but some companies provide paid industrial hygiene internships. Graduate placement is also going well.

The meeting was then closed to visitors and members with a possible conflict of interest. The Council voted for re-accreditation for a full six years.

- 20.0 **Accreditation of California State University at San Bernardino:** The site visit team was comprised of Keith Krinn and Phil Kneller.

Krinn gave the site visitors report. CSU San Bernardino is a program that has been in existence for over 30 years, and has been accredited by the California Board of Sanitarians for quite some time. This is the first time they are seeking national accreditation. Dr. Mian has been the Chair for over five years, and has a supportive Provost and Dean. Krinn did report there was some concern from the site visit team regarding enrollment.

Kneller then continued the site visitors report. He stated that the curriculum at CSU San Bernardino met the guidelines, and he was impressed with their general education requirements. He also felt they had a great model for encouraging critical thinking across disciplines and had a very impressive capstone requirements. Students leave the university and program very well prepared. The university exceeds the standards in math and science, as well as in their internship opportunities. The site visit team was also impressed with the rate at which they are able to place their graduates. CSU San Bernardino also meets the faculty requirement.

Krinn outlined some of the problems with the program, including an insufficient self study and concern over the long term sustainability of the program. The site visit team recommended the following improvements: first, filling the open position; second, creating an external advisory council; third, keeping internship records and attempting to increase the diversity of internship options; and lastly, developing a relationship with the California Environmental Health Association. However, the site visit team was impressed with the available technology as well as the students themselves.

Dr. Lal Mian then responded to the site visit evaluation. He spoke of increasing enrollments, as well as high diversity within their enrollment. The large majority of his students are transfer

students, and he is expanding outreach to local community colleges. Dr. Mian also recently applied for USDA funds which would provide \$300,000 for 3 years. He is confident that the open position will be filled in the near future.

The floor was then opened to questions. There were questions regarding the syllabi – Dr. Mian responded that one of the syllabi is from a retired professor. The class is either taught by the retired professor as an adjunct, or is taught off that syllabus. The next question was regarding laboratory equipment. Dr. Mian responded that the lab equipment is in the process of being updated. There was a question regarding curriculum review – Dr. Mian responded that the curriculum review is done as needed, and the last major one was in 1999.

The meeting was then closed and visitors and members with a possible conflict of interest were asked to leave. The Council approved full accreditation for three years for California State University at San Bernardino.

The meeting was adjourned for lunch, and was reconvened at 1:15.

21.0 Accreditation of Benedict College: Rick Rowe and Carolyn Harvey were the site visitors.

Rowe began the report from the site visit team. He stated that this was his sixth site visit and it was the best and most delightful thus far. The team spent time with the staff, the President of the College and the Dean of the College. Rowe reported that Benedict College has been undergoing a major renovation of the laboratory facilities and have one of the best he has seen.

Harvey continued the site visit team report. She initially found that Benedict met and exceeded the Council's standards in science and general requirements. Benedict, in response, let Harvey and Rowe make specific suggestions regarding their science curriculum, and add more time for internships. Harvey reported that the students were bright and articulate, and the new President seems to have made significant improvements, including a 30% increase in enrollment, and money spent on new buildings and lab facilities.

Harvey continued to say that within a week of the site visit, Professor Morris went before the curriculum committee – a very impressive feat! Harvey felt that these changes were implemented in such a manner because both the Dean and the President were excited about and behind Benedict's accreditation request.

Rowe went on to outline the five recommendations that the site visit team gave to Benedict College – first, the creation of the external advisory committee; second, improvements to the curriculum; third, improvements to the internship, including dedicating specific classroom hours to the internship, more specific environmental health internship opportunities and to keep a complete listing of these opportunities; fourth, to specifically lay out the budget of the Environmental Health Sciences program; and lastly, to create a five year plan.

Harvey also reported that the site visitors' concerns were immediately addressed, and she had offered to go back this summer to help Dr. Morris set up an environmental health student association and increase student opportunities with the PHS COSTEP program.

Dr. Morris then had a chance to respond to the concerns. He thanked the site visit team for their hard work and suggestions. He began by responding to their concern about the internship and assuring the Council that he has added a full 180-hour internship to the curriculum. He also reported that the changes suggested regarding the curriculum had already been implemented.

The floor was then opened to questions. The first question was regarding the internship options. Currently Benedict College has a service learning requirement of 120 hours and the new EH

internship would add an additional 180 hours on top of that. Morris has seen no problems with this requirement so far and students seem okay with it. Benedict also has a good relationship with the local public health department as well as an on-site PACE-EH program which has helped with internship opportunities. Morris was commended on his response to the site visit report.

The meeting was closed to visitors and members with a possible conflict of interest. The Council approved full accreditation for six years for Benedict College.

- 22.0 **Accreditation of Indiana University of Pennsylvania:** The site visit team for IUP was Steve Arnold and Collin Thacker.

Arnold began the site visitors report. The Environmental Health program at IUP is housed within the Biology Department in the College of Natural Sciences and Math. It has been in existence for 11 years. They also have a Safety Major, and the faculty is very excited about cross participation with the environmental health program. The site visit team found the Administration very supportive and found that the faculty more than met the accreditation guidelines. The students were dedicated and positive and the site visit team was impressed. IUP's internship component is a minimum of 200 hours, with most students working more. IUP also has impressive laboratory facilities.

Thacker then finished the site visit report – he felt that IUP's affiliation with other universities is a major strength – and was impressed with that opportunity. The site visit team was very impressed with Professor Simmons and the other professors. They were also impressed with the President and his knowledge of environmental health.

Professor Tom Simmons then got a chance to respond to the site visitors report. He thanked them for coming, and reported on progress made since the site visit: first, the students were very excited by the visit and have since re-started the Environmental Health Club; second, recruitment efforts have also been boosted; thirdly, there is a possibly General Education Introduction to Environmental Health course in the works; and lastly, Professor Simmons is exploring possibly linkages with the University of Pittsburgh's School of Public Health. The Dean has also committed monies towards the purchase of new equipment, and there is a possibility for Professors to work during the summer. Simmons also noted that there is not currently a Pennsylvania chapter of the Environmental Health Association, but Travis Hunt has visited the campus and is considering reviving the chapter.

The floor was opened to questions. There were questions regarding the designation of certain courses – whether they were Biology versus Environmental Health classes. Prof. Simmons answered that several classes which are environmental health classes are still listed as Biology classes due to university policy. As the classes are updated and again go before the curriculum committee, those designations will change. Currently, these are biology classes in name only. As they are changed, they will be cross listed with Environmental Health and Biology – although they have an emphasis in environmental health.

There were questions regarding internship opportunities – Simmons answered that interns go to Industry, government agencies, including Pennsylvania State Agriculture, Department of Environmental Protection and also to Local County health departments. Other comments included thanking Simmons for his clear, concise and very impressive Self-Study.

The meeting was closed to visitors and members with a possible conflict of interest. The Council approved full accreditation for six years for Indiana University of Pennsylvania.

- 23.0 **ABET Accreditation of EH Programs:** There was discussion of the news that ABET (Accreditation Board for Engineering and Technology.) is considering possibly accrediting public health programs, which would include possibly environmental health undergraduate programs.

There was some concern that ABET might be attempting to compete with EHAC. There were questions regarding the process – this action was brought from ASSE and AIHA, and ABET would then have to approve this possible move. Currently, ABET is asking for public comment on this possibility. Michele Morrone has been closely following this issue, and feels that ABET is unaware of EHAC's presence. Her suggestion would be to send a letter to ABET which would alert them to the presence of EHAC. Vince Radke agreed with this suggestion – adding that it should be a friendly letter. Bentley added that the Council should offer to sit down with ABET in person if that was of interest to them, and it was decided that EHAC would send the letter introducing itself to ABET and offer that the Executive Director meet with ABET if they were so interested.

ACTION ITEM: Michele Morrone and Alejandra Tres will draft a letter to ABET introducing EHAC to ABET and offer to meet with ABET.

- 24.0 **EHAC Recognition.** There was no new news to report. Currently, organizations that could recognize EHAC as an accrediting body are: CHEA (Council for Higher Education Accreditation) or the Department of Education. The DOE still does not wish to recognize smaller accrediting bodies such as EHAC. The DOE is also very expensive, as is CHEA. It was decided that EHAC would continue to monitor and consider these options.

ACTION ITEM: This item will be placed on the agenda for next year's meeting but no active pursuit is anticipated at this time.

25.0 **Other Issues:**

- 25.1 Gary Coleman added an item for discussion at next years meeting. He proposed that the Council consider only accrediting new programs for three years, rather than a full six years. It was decided that the Undergraduate Committee would put together an initial application for accreditation and consider this option.
- 25.2 **EHOPAC** – The Commissioned Corps of the Public Health Service. Alan Delapenna gave a presentation regarding career opportunities within the Corps. He passed out several handouts which outlined the application process for the COSTEP program. There were questions regarding Commissioned Officers trying to visit EHAC Programs – the answer was that the Corps attempts to visit all programs and will continue to try and visit the programs this year. Tres offered that the office could help arrange these visits. Treser thanked Alan and the Commissioned Corps for their hard work and visiting the EHAC meeting.
- 25.2 **e-Outcome Assessments Revisited.** Sharron LaFollete is concerned that the Outcome Assessment would not work with the current technological capabilities or budget. She moved that EHAC consider a one time allotment of \$5000 to develop and test the web based outcome assessment. Both Stephenson and Bermudez seconded the motion. There was concern about the possibility that it might cost more than \$5000 and at what point should the project be abandoned. After discussion, Treser amended the motion to add "contingent upon a scope of work." The amendment was seconded by McCarthy. There was concern regarding what program was necessary to be used and Busch reported that the Committee would be using Excel.

Treser then amended the motion to also add "oversight by the Chair of the Web Committee." McCarthy again seconded the amendment. The vote was called on the amendment, and it passed unanimously.

The motion reads "EHAC shall make a one time allotment of \$5000, contingent upon a scope of work and under the oversight by the Chair of the Web Committee, to develop and test the web based outcome assessment." The vote was called (13 in favor, one opposed, no abstentions.) The motion passed.

26.0 **Election of Officers:** The slate of candidates was approved. First, the election of Sharron LaFollete as Chair (All in favor, none opposed). Second, the election of Carolyn Harvey and Eli Bermudez as Undergraduate Co-Chairs (all in favor, none opposed.) Third, the election of Dan Boatright as the Graduate Chair (All in favor, none opposed.) Fourth, the election of Chuck Treser as Secretary (all in favor, none opposed.) And lastly, the election of Randy Bentley as Treasurer (all in favor, none opposed.)

27.0 The meeting was adjourned at 5:00 p.m.

Respectfully submitted,



Charles D. Treser, Secretary