

2007 EHAC Annual Meeting Minutes
June 15-16, 2007
Atlantic City, NJ

1.0 Call to Order and Introductions:

Meeting called to order at 8:45 am by Chair Bentley. Introductions of members, staff and guests:

Members present: Randy Bentley, Keith Krinn, Phillip Kneller, Alice Anderson, Tim Ryan, Mike Fletcher, Tom Hatfield, Tania Busch, Dale Stephenson, Pat Bohan, Carolyn Harvey, Vince Radke, Eliezer Bermudez, Gary Silverman, Fan Robinson, Jim Dingman, and Lynn Burgess. Diana Rawlings was present for the Saturday meeting.

Staff: Yalonda Sindé, Megan Parish

Guests: David Gilkey, Sharron Lafollette, and Priscilla Oliver

A question was raised by Keith Krinn concerning the mechanism for replacing practitioner council member (Arturo) who passed away in May 2007. Chair Bentley responded that we are still within the number of council members prescribed by the bylaws, so there is no need to replace him until the next regular election.

A general discussion followed, regarding notification for applications to become a Council member. David Gilkey raised concern about the current method for distributing the call for nominations and requested that the Office attempt to reach a larger audience in the future.

Chair Bentley moves to remove Robert's Rules tradition due to time restrictions. Gary Silverman voiced his concern with eliminating the Robert's Rules procedure and expressed the importance of using this procedure to run an organized meeting. Chair Bentley stated the Council will move forward without the rules, but if problems occur; Robert's Rules will be reinstated.

2.0 Approval of Agenda

Agenda approved as presented.

3.0 Review Process of Electronic Approval of Minutes

Minutes were approved via electronic process in summer of 2006. Members were happy with the process.

4.0 Nomination Committee Report

Names for consideration for board positions next year should be given to Megan Parish ASAP. There is a need for nominations for the following positions: Undergrad chair, grad chair, treasurer, secretary, general chair.

New members that will join the Council at the end of this meeting include 1 practitioner and 2 academic: Oliver, Lafollette, Treser respectively.

Dale Stephenson reported that Ingrid Ritchie (IUPUI) is interested in serving on the Council.

5.0 Policy Manual

Chair Bentley asked if there was a need for any additional policies or for a review/update for any existing policies.

Gary Silverman commented on council member reimbursement process. His concern is with the Office reimbursing site visitors. He feels it would be better if the programs directly reimburse site visitors. Chair Bentley responded that there is a policy – it allows for either method. Some schools prefer one way, others prefer the other way. Yalonda Sindé stated that it was not a big deal if reimbursement was done through the Office. Chair Bentley stated that if there is an interest in updating this policy, then they should do so, and present it for action at next year's meeting. Gary Silverman agreed to do this.

Action Item: Gary Silverman will update the council member reimbursement policy and present it at next year's meeting.

Tim Ryan raised a question regarding peer evaluation forms, where they go, and who reviews them. Discussion followed on use and outcome. The same discussion was held last year. Undergrad / grad chairs are the ones that evaluate the forms to see if there are any difficulties between site visitors and programs. There needs to be something on the form as to where it goes. Chair Bentley asked if anyone would be interested in reevaluating this policy. Tim Ryan agreed to do this, and present it next year for consideration. Sharron Lafollette will assist. Currently, the forms go to the Office.

Action Item: Tim Ryan and Sharron Lafollette will revise the site visitor evaluation process and present it at next year's meeting.

6.0 Guidelines Revision

Chair Bentley reported that guideline revisions conference is coming up in 2008. Many issues will be associated with this conference; including funding, location, logistics, and participants in the process. A grant proposal was submitted to the CDC, but was not approved. Yalonda Sindé is looking for an opportunity to submit another one. EHAC needs a planning committee and chair. Program directors are interested in participating. There was a concern noted regarding the short timeline for grant application / usage. It

may not be realistic that we will obtain grant funding. Money is available in EHAC accounts to hold the meeting.

It was suggested that it might be possible to hold this meeting in conjunction with next year's council meeting.

Pricilla Oliver expressed an interested in writing a grant, and serving on the committee.

Action Item: Priscilla Oliver will assist Yalonda Sindé in research and writing a grant for guideline conference funding.

Motion by Carolyn Harvey to complete undergraduate and graduate guideline revisions in 2008 – if it is funded, and can be done in 3 days. Second by Phillip Kneller. Approved unanimously.

Action Item: Volunteers to serve on the committee included: Tania Busch, Alice Anderson, Gary Silverman, Randy Bentley (chair), Tom Hatfield, Priscilla Oliver, and Mike Fletcher, Lynn Burgess, and Pat Bohan.

7.0 Annual Enrollment Update

The annual enrollment update was presented by Yalonda Sindé.

EHAC collects annual reports for all programs. For this year, 28 of 30 (Fresno – not included in results because it was late, TX Southern University – not submitted) schools submitted reports. There were 4 new programs last year – therefore they have only 1 year of history.

Highlights of the update include:

- Enrollment trends over 10 years have declined by 715 students.
- Undergraduate graduation trends over the past 10 years have also decreased (283 in 2006).
- Graduate student enrollment / graduation rate over the past 10 years have increased. The 3 new graduate programs could account for the recent steep increase. Many are part time students.
- Student diversity trends are on the increase. Programs are in place in most universities to encourage diversity. The council needs to look at categories that we are using to identify race. We need only “ballpark” figures for our purposes. Identification of foreign students needs to be included also. We might consider putting this into the “Survey Monkey” program. A committee needs to be assembled to identify what questions go in this survey. An issue of concern was raised regarding who at the institution gets the survey. Dale Stephenson suggested that we make this a project for a student.

8.0 Financial Management

Gary Silverman provided copies of the Oct 2005 – Sept 2006 financial report. (If you did not receive one, please contact the office to have one sent to you).

The big expense is for staff.

Gary Silverman expressed concern with expenses for D&O insurance. We need to have insurance for all of the council members, not just the board.

Expenses exceeded income by over 7K. Interest helped defray this shortage. The shortage due to taxes, penalties incurred in becoming a 501(c)3 corporation, annual meeting expenses, and site visits.

Gary Silverman also provided copies of the FY 2007 Budget vs. Actual Expenses. (If you did not receive one, please contact the office to have one sent to you).

Accreditation maintenance income should be \$31,300.00 (some programs have not paid yet). Gary Silverman expressed concern over what we do with those programs that have not paid as required. We need to determine what actions that will be taken under such conditions.

An issue was raised with how mail is distributed at office. Staff will check into getting a post office box to alleviate this issue. Another solution is to ask building management to install a mail container to insure security. Yalonda Sinde and Gary Silverman will work this out.

Action Item: EHAC staff will investigate a more secure way of accepting mail.

There are inconsistent policies regarding program leaders attending the council meeting. The undergrad guidelines state that they will attend. The grad guidelines say that they are encouraged to participate. We need to decide which one we want to use.

Gary Silverman noted that we need to keep bookkeeping simple to minimize opportunities for errors. There may be a few mistakes made in allocation of funds to specific line items.

NOTE: we have told the IRS we are on a **cash accounting** system.

-Gary Silverman provided copies of the proposed 2007-2008 budget (If you did not receive one, please contact the office to have one sent to you).

Proposed Expenses revisions include:

- D&O insurance is for board only. We need to get an additional liability policy for entire council and site visitors. That will add about \$1000 to the “liability insurance” line item.
- Maintain \$500 in legal fees line item

- Add \$1000 for line item “tax preparation”
- Add \$60 for teleconferencing service

Vince Radke moved to table this item until end of the day, along with item 9.0. Approved unanimously.

Item was later taken off the table for discussion.

Motion by Tim Ryan to eliminate new member dinner expense. Second by Eli Bermudez. Vote was 3 in favor, 10 opposed, 2 abstentions – motion was defeated.

Motion by Jim Dingman to add \$500 for “new member dinner”. Second by Fan Robinson. Vote was 12 in favor, 3 opposed. Motion passed.

Motion by Keith Krinn to add \$1000 for “refreshments” at council meeting. Second by Vince Radke. Vote was 14 in favor, 1 opposed. Motion passed.

Motion by Carolyn Harvey with second by Tom Hatfield to accept proposed budget as amended. Vote was 14 in favor, 1 opposed. Motion passed.

9.0 Graduate Outcome Assessment Update

Carolyn Harvey presented this agenda item.

Graduates outcome assessments are now in use for 2 programs, one MPH and one MS program. There are diverse differences between the 2 programs. How can a tool be developed to cover the 7 programs that we currently have, and would work well for all 7 programs? A survey is being developed to send to graduate programs to see how they utilize outcome assessments. The goal is to be able to compare all programs across the board. We also need to revisit graduate guidelines with respect to this outcome assessment tool. Potential for an update based on survey results by the end of 2007.

Action Item: Megan will put a reminder in the calendar regarding the deadline for graduate outcome assessment in fall.

10.0 Illinois State University:

Refer to site visit report for specifics regarding the visit.

Keith Krinn, Mike Fletcher, and Tim Ryan reported on the visit:

Core course requirements have been met. Pre-calculus course requirement has been met, but with additional topics included in the course (Math 119 and 120 meet the pre-calculus requirements). Physics class is the one that biology students take, but the chemistry

students take another physics course. The requirements of EHAC are met for the physics course.

Internship program is exceptional. They have produced a document titled: *Environmental Health Professional Practice Internship Handbook*, which helps students with their internships.

There was a concern expressed by students regarding poor responsiveness of faculty for advising. This was addressed with the faculty at the exit interview.

Response / discussion / questions with Tim Kelly (ISU):

Tim Kelly appreciated and enjoyed the site visit. With respect to the advising issue, Tim Kelly pointed out that the university uses academic advisors, and that they may not have a good idea of Environmental Health (EH) and what it is. Activities have been taken to provide her with this information. The EH program has asked her to refer students with specific questions on EH to the program faculty.

Most students are internal or external transfers. Few freshmen enter program; however, they are looking at ways to engage under-classmen such as visiting high schools and disseminating program information.

Community EH was dropped due to loss of faculty member, and no one stepped up to teach the course. Dean also wanted number of courses to be decreased. Important elements of this course were incorporated into other courses.

Executive Session:

Motion and second to grant FULL ACCREDITATION for 6 years with the two notes below included in the letter. Passed unanimously.

(1) Including a recommendation for an advisory council on the letter – using language in the guidelines.

(2) Include a notice that the annual report is due Dec 31st.

11.0 Lake Superior State University:

Refer to site visit report for specifics regarding the visit.

Randy Bentley reported on the visit:

Curriculum meets accreditation guidelines. Major is in the chemistry department. Upon completion of EH program, students also have a minor in chemistry.

Program provides limited exposure to areas such as food sanitation.
Internships are mostly at local agencies, as well as the Chippewa Nation.
Students are required to do a senior thesis.
An advisory committee is under development.

The Council discussed several items, including:

- Including courses on food safety and other major EH programs
- De-emphasizing “ecology” and emphasizing “human” EH.

Dave Szlag represented the University, and was available to answer questions raised during the Council discussion. His responses are itemized below:

- Lab coordinator teaches food safety as needed.
- Accreditation will permit greater ease in interfacing with the Indian Health Service.
- Accreditation will also help increase enrollment.
- Adding a course on Intro to EH (will fulfill a general education requirement)
- Ontario Canada residents get in-state tuition at LSSU.
- Chippewa Indians get a break on tuition.
- Laboratory operates as a contract lab, and does work for several counties.
- Program is weak in food and IH. EH director at Chippewa County HD will probably teach the food safety program. Would probably be placed in the required course area, and the directed electives would probably be reduced by the removal of the 200-level GIS course.

Executive Session:

Motion and second to grant FULL ACCREDITATION for 6 years. Motion passed 12-5 with 1 abstention.

Letter to include:

- **Improving level of content in food, sewage, IH, vector control.**
- **Formation of an advisory committee**

12.0 California State University - San Bernardino:

Refer to site visit report for specifics regarding the visit.

Eli Bermudez, Tania Busch, and Jim Dingman reported on the visit:

- Program meets the EHAC guidelines.
- Program had to resubmit the curriculum portion of the self-study because original submission was incomplete. Two additional course syllabi were also requested and provided.
- Students and alumni wanted to see the internship program changed to provide students

- with a placement-type program be used. Students would interview for internships, similar to the situation they would face when applying for a job after graduation.
- Recommendation to have a food safety course.
 - Lab equipment was in boxes and substantiates the recommendation to upgrade their lab offerings.

Dr Lal Mian responded to the site visit recommendations in writing, which was sent to all council members. He was also present via conference call for the accreditation discussion of CSUSB.

Executive Session

Motion and second to grant FULL ACCREDITATION for 6 years. Passed unanimously.

Letter to Include:

- **Recommendation for more outside internships that require an application process**

13.0 Bowling Green State University

Refer to site visit report for specifics regarding the visit.

Phillip Kneller reported on the visit:

Gary Silverman elaborated on the sustainability house project.

In response to a question from Fan Robinson on the lack of an advisory council – Gary Silverman stated that it was not necessary since it was not worth it financially. Faculty interact with professionals regularly, and therefore have insight into what is going on in the EH community.

Executive Session:

Motion and second to grant FULL ACCREDITATION for 6 years. Passed unanimously.

Letter to Include:

- **Adjunct faculty used to teach general education courses because they are a tremendous, proven recruitment tool.**

14.0 Eastern Kentucky University Diversity Council

Priscilla Oliver gave the presentation on the Eastern Kentucky University Diversity Council. Highlights of her presentation included:

- Promotion of a comprehensive national EH recruitment / retention plan.
- Council is comprised of EH professionals from all levels, and throughout the USA.
- Started as a task force funded by CDC and ECU in 2003.
- Recruitment video produced in 2005. Contact Dr. Carolyn Harvey for a copy of the CD.
- Developed brochures and poster in 2006.
- Website: www.health.ecu/ehs/diversity/abt/ncode.htm (staff will add this as a link to the EHAC website)
- Received several awards and recognitions.
- Supported “practitioner joining faculty” doctoral program at ECU.
- Future plans: work with school to increase diversity, finish bylaws, obtain 501(c)3 status.

Discussion with council members regarding activities that can be / are used to increase diversity.

Examples:

- Locate schools in areas with diverse populations
- Incorporate pictures showing diverse student base in the program
- Diverse leadership such as faculty
- A diverse student populations recruits more diverse students

15.0 Announcements and Citations

2007-2008 EHAC Calendar: see website for important dates.

Action Item: Sharron Lafollette will work with Megan to create a calendar that coordinates with bylaws.

2008 meeting: June 22-25 in Tucson. Only 4 programs are up for accreditation. May only need to meet 1 day.

16.0 Adjournment for the day

17.0 Re-Convene

Meeting re-convened at 8: 35 by Chair Randy Bentley.

We will need to find time to discuss issues of schools who have not paid dues, and those who have not submitted their annual reports. These items will be put into the schedule as time permits.

18.0 Committee Reports

Eli Bermudez presented the undergraduate committee report. Highlights of his report are as follows:

7 undergrad programs this year. One new program.
Site visits were done on time.
Spellman College is under conditional accreditation.
2 universities on conditional accreditation for 2008 (IUPUI, TX)
3 programs for review in 2008.
Possibility of new program in Costa Rica in 2008.
For 2009, at least 6 programs for review
For 2010, 5 programs for review
For 2011, 6 programs for review
For 2012 9 programs for review

Primary reviewers for 2008 (undergraduate programs):

Missouri Southern: Carolyn Harvey, Jim Dingman
Old Dominion: Sharron Lafollette and Randy Bentley
Indiana State: Mike Fletcher, Tim Ryan
Costa Rica: Eli Bermudez and Alice Anderson

Carolyn Harvey presented the graduate committee report. She reported that there are currently no programs up for review in 2008.

19.0 EHAC Recognition

Dale Stephenson reported that there was nothing new to report regarding EHAC losing schools due to lack of EHAC accreditation by a higher body.

EH and Safety (EH&S) accreditation program criteria were provided to council members. (If you did not receive one, please contact the office to have one sent to you).

AIHA and Academy of IH formed a steering committee to discuss the possibility of forming a new credential for IH professionals. Information on this committee was handed out to the council members. (If you did not receive one, please contact the office to have one sent to you).

NEHA should be involved in this steering committee, since many EH graduates are in IH specialty. Jim Dingman will bring this up at the NEHA Board meeting. Randy Bentley suggested that NEHA may be associated more with sanitarians rather than IH, and that NEHA needs to be more “on the radar” with these people / organizations.

20.0 Linkages with AEHAP

A presentation on AEHAP was provided by Gary Brown, the current AEHAP President. The highlights of his presentation include:

Currently, AEHAP is participating in:

- 4 recruitment / retention grants
- Faculty research grants
- Several EH courses on-line, which are available to all faculty
- 2nd year of NSF scholarships. Will probably be an on-going program.
- New member workshop at NEHA conference
- “Rock Award” for faculty recognition

Future plans for the Association include:

- Minority service institutions conference in the fall of 2007
- Investigate additional funding sources
- Develop readiness survey for accreditation
- Research travel funding sources for AEHAP and EHAC board members
- Obtain 100% NEHA membership for all AEHAP and EHAC board members
- Reinstate student EH association, and EH honor society in fall 2007
- Partner with NEHA to fund students attending the AEC.
- Increase visibility of EH programs by partnering with APHA environmental section, N-CODE Health, MANRRS, AIHA, and federal partners. Exhibit, presentations, articles
- Sponsor a mixer for students at NEHA AEC
- Develop a My-space website for EH students
- Relocation of AEHAP/EHAC office to a more central location

There was discussion among the council members and Gary Brown regarding:

- Issues with NEHA membership... individual and institutional, and the need to work this out with NEHA
- Partnership opportunities with non-related organizations: teachers, AMCA, public works, etc
- Location of office (legal issues will need to be dealt with)
- Student research competition ... concern with getting the word out. There were 6 undergraduate and 2 graduate submissions this year. There were 3 undergraduate and 2 graduate winners this year. EHAC was asked to promote this competition as much as possible with the students in their respective programs.

21.0 Cal State Northridge

Refer to site visit report for specifics regarding the visit.

Sharron Lafollotte and Dale Stephenson reported on the visit:

- There are learning outcomes at the program, college, and university levels.
- Outcome assessment is an important part of the entire process.
- Program is well staffed
- Funding is very good. Issue with equipment maintenance.
- Undergraduate program is growing, graduate program is level and at the right number

of students for the program

- Alumni association is very active and involved in the program, and in the community.
- No deficiencies found with respect to undergraduate guidelines
- Undergraduate program recommendations: (1) student undergraduate research activities need to be increased, (2) pursue more international opportunities for students (3) enhancement of service learning opportunities, and (4) enhancement of writing skills within the curriculum
- Graduate level has extensive writing requirements, including grant writing
- Full admission only with a degree in, or equivalent to environmental health major
- Graduate program recommendations: (1) enhance globalization of curriculum, (2) offer CEUs for community, (3) create fundraising opportunities for students, (4) maintain high level of faculty, (5) expand outreach, (6) identify funding for equipment research and (7) pursue more international opportunities for students
- Faculty all have extensive practitioner experience.

Tom Hatfield commented on the recommendations and site visit as follows:

- Pleased with site visit and visitors
- Team provided recommendations that will be used for leverage with the Dean.
- Are poised for increasing undergraduate research. New graduate assistant will help with this issue. Will be increasing independent study due to an increase in funding.
- Program does participate in service learning activities.
- Writing skills is an important issue nationwide. Greater emphasis is placed on writing skills. May add a required writing course into the curriculum.
- Globalization – do have some activity here, but need to do more.
- Extended learning college has the lion share of programs, and are quite protective of this arena. EH will have some programs this year.

Discussion specific to the Undergraduate program:

- Discussion regarding writing.
- General education courses have been important in the huge increase in students in the major. Recruits at the freshman and sophomore levels.
- Internships are usually paid internships. Program desire is not only to provide an internship, but also potentially employment subsequently. Program has more requests than it has students available for internships.

Discussion specific to the Graduate program:

- Adjunct faculty numbers and retention are due to: (1) location, (2) the long-term relationships between faculty and adjuncts, and (3) “hard money” positions.
- Graduate degree program is not available completely on-line. If program can be a quality program, then an on-line program might be considered.
- Comprehensive exam requiring extensive writing has been upgraded. Also need to demonstrate expertise in a specific area by taking an advanced level course(s).
- Program works with UCLA to provide PhD opportunities for interested students.

Executive Session:

Motion and second to grant the undergraduate program FULL ACCREDITATION for 6 years. Passed unanimously.

Motion and second to grant the graduate program FULL ACCREDITATION for 6 years.

Letter to include

- **Recommendation that the institution clarify that each student has specialized knowledge / skills in at least one environmental health program area.**

Passed with 2 in opposition and 1 abstention.

22.0 Web Committee

Tania Busch gave the web committee presentation. Main points from her presentation included:

- There will need to be a new web committee chair. For this upcoming year, we need to: (1) find and new logo and put it on the website, (2) review website for accuracy and up to date, (3) include information on annual calendar, regarding timeline for meeting documents to be placed on the website, (4) making the website more user friendly – especially for the members section, and (5) facilitate communication between website committee chair and website designer/maintainer.
- Need to purchase Dreamweaver software (cost approximately \$100). Updating of the website may cost upwards of \$1000.
- Tim Ryan volunteered to chair the web committee.

Action Item: Tim Ryan will chair the web committee and the Office will purchase software for website.

23.0 Election of Officers

Nomination for Executive Board members was taken, and the following individuals were nominated:

Undergraduate Chair: Tim Ryan
Graduate Chair: Sharron Lafollotte
Treasurer: Gary Silverman or Priscilla Oliver
Secretary: Jim Dingman
General Chair: Carolyn Harvey

Vote was taken by written ballot, and the results were:

Undergraduate Chair: Tim Ryan
Graduate Chair: Sharron LaFollotte
Treasurer: Pricilla Oliver
Secretary: Jim Dingman
General Chair: Carolyn Harvey

Don Williams will remain as election committee chair.

24.0 East Central University

Refer to site visit report for specifics regarding the visit.

Diana Rawlings and Lynn Burgess reported on the visit:

- Access to faculty was identified by students as very important, and faculty do make themselves available to the students.
- Internships are varied and some include travel to other states.
- Program offers certification in HAZWOPER and are working on obtaining other certifications

Areas for improvement: (1) math is not called pre-calculus, but is called college algebra. The site visit team wants the Council to look closely at this course to see if it meets the EHAC requirements. (2) Environmental and Organic Chemistry may not meet the EHAC requirements.

Comments from Doug Weirick (ECU) and Pat Bohan:

- EH Science program is now housed in the College of Health & Sciences (formerly school of math and sciences)
- Developing an institute on Environmental Health Science & Education
- Some of the EH students go on to graduate studies.
- Adding a lab component to the organic chemistry class is supported by the Dean. The accreditation process was instrumental in obtaining this support.
- Student reports for internships require a written report, oral presentation, completed survey from internship supervisor. These records are kept in separate folders from other academic records.
- Students could take applied calculus class, which has prerequisites, including college algebra.

Executive Session:

Motion and second to grant the program CONDITIONAL ACCREDITATION for 2 years. If conditions are removed, the accreditation can be converted to full 6-year accreditation. Conditions are:

- 1. Restore organic chemistry class as a basic science class**

2. Meet the requirements of a pre-calculus class

Passed with 3 opposed.

25.0 Undergraduate Outcome Assessment Update

Gary Silverman presented the undergraduate outcome assessment update.

The purpose of the assessment is to determine adequacy of the accreditation process mandates to the needs of the professional practice of environmental health. Another use is for individual programs to benchmark their performance.

Gary Silverman provided handouts on the results from the 2007 evaluation. (If you did not receive one, please contact the office to have one sent to you).

Two lowest categories remain, as they have always been, professional involvement and professional development.

The project has moved from paper to electronic survey. Programs now need to contact their graduates and have them fill out the survey on-line. Supervisors return rate has been historically low. Should probably offer some type of incentive to encourage response.

Action Item: Gary Silverman will explore ways to increase response.

26.0 Conditional Updates

There was discussion regarding conditional approvals, and just what the policy for approval really is. There was a motion and second that the policy needs to be finalized and submitted to the council for review by April 15th 2008. **Passed unanimously**

Action Item: A policy addressing conditional approvals must be drafted for discussion at next year's meeting. However, there were no volunteers, nor was a committee appointed to draft this policy.

Spelman College:

Dr. Victor Ibeanusi from Spelman College was in attendance for this agenda item.

Conditions on the accreditation for this college were:

1. Implement a procedure to insure that students meet accreditation criteria.
2. Set up mechanism to track / document that internships were conducted in environmental health areas; and meets the required number of hours.
3. Report on progress of hiring faculty to teach Epidemiology, Environmental Health, and Toxicology.

Per Dr. Ibeanusi, actions have been taken by the College to address / implement all of the outlined conditions. The college submitted a written response to the conditions. He provided written information to the council. (If you did not receive one, please contact the office to have one sent to you).

Executive Session:

Motion and second to withdraw accreditation due to failure to correct deficiencies stated in the conditional accreditation letter. Motion defeated 10 –3, with 2 abstentions.

Motion and second to give Spelman six (6) months to document the correction of the deficiency in their submittal regarding the tracking of each student meeting the accreditation criteria. Motion passed 13-3.

University of Findley:

Gary Silverman excused himself due to a conflict of interest.

Based on their submittal, Carolyn Harvey recommends that their condition be removed and that they go to full accreditation for 4 additional years.

University of Wisconsin – Eau Claire:

Caroline Harvey spoke to this issue. Undergraduate and graduate programs accredited 2 years ago. Conditions were attached. Main deficiency was to hire a new faculty person

Executive Session:

Motion and second to give Crispin Pierce (UWEC) a 3-month extension to give him the opportunity to speak with Carolyn, and/or other council members to explain his response to the conditions. Motion passed with 5 opposed.

East Carolina University:

Carolyn Harvey recommended that the conditions be lifted and that they be granted full accreditation

New Mexico State University:

Dale Stephenson reported that no report has been received yet.

Indiana University – Purdue University Indianapolis:

Dale Stephenson reported that Ingrid Ritchie has been in contact with him and Eli Bermudez and that progress is being made on the conditions. Should be able to comply with all conditions by the due date.

27.0 U.S. Public Health Service Presentation

Capt. John Smart gave a presentation on COSTEP.

The Commissioned Corps is going through a transformation. They have updated website, information and other activities to become more in the 21st Century. The system is geared toward recruitment: more recruiters, streamlined application process. Website:

<http://commcorps.shs.net/>

2007 COSTEP stats:

- 40-45 EHO applicants -- 26 were selected: 26 at IHS, 2 at ATSDR, and 1 at CDC
 - Coming from programs all across the states.
 - Problems with application process are being addressed through an electronic system.
 - Because of the electronic admission system, there are no deadlines that need to be met.
- 361 COSTEP individuals currently on duty.

28.0 Old Dominion University

Refer to site visit report for specifics regarding the visit.

Carolyn Harvey, Alice Anderson, and reported on the visit:

- Graduate program exceeded the EHAC guidelines.
- Program is supported very strongly by university president and provost, as well as the dean of the college, and the department chair.
- 42/43 semester hours are required for graduation
- 3 concentrations: General EH, IH, and Occupational Safety. Thesis or practicum is required. Also have 15/16-hour certification program in Occupational Safety.
- Recommendation that recruitment activities be increased.
- Graduate placement is about 50/50, public/private
- Program has been in existence for over 20 years.

Response to site visit report by Jim English from Old Dominion:

- Caliber of graduate students is very high
- Recruitment activities have been undertaken beginning this summer
- Courses have been split to reflect 600-level courses for grad students, and 400-level courses for undergraduate students. Many will be placed on-line.
- New faculty member beginning in August
- Advisory council provides tremendous assistance as adjuncts and internship providers.
- Very pleased with the site visit experience.

- Have a separate EH research laboratory

Alice Anderson was very impressed with the advisory committee, and their working relationship with the program.

Executive Session:

Motion and second to grant the graduate program FULL ACCREDITATION for 6 years. Passed unanimously.

29.0 2008 Council member elections

A discussion was held regarding elections for council members for next year. There will be 8 open positions. 6 practitioner positions open, 2 faculty position open. Need to obtain good candidates for these positions.

30.0 Accreditation issues for 2-year Institutions and Tribal colleges

2-year institutions and tribal colleges – is there a place in the accreditation scheme for these institutions? Can such institutions receive any recognition? Gary Silverman noted that this is currently not part of the EHAC charge, but we could revisit our charge if necessary.

Staff is exploring ways to incorporate students in these institutions into mainstream universities.

31.0 Issues of Failure to Submit Annual Report or Pay Dues

Chair Bentley visited the Issue of what to do about programs that have not paid their dues, or submitted their annual report.

With respect to the annual report, many are being turned in late. One has not been submitted at all. This puts their accreditation at risk.

The council, by consensus, recommended sending a warning letter in the spring that the report needs to be received by the annual meeting. The letter should go to 2 different individuals in the institution Recommend placing program on conditional accreditation until report is submitted, or if not, we need to withdraw the accreditation.

Action Item: Sharron Lafollotte stated that an operational policy on this matter is needed, and that she would be willing to draft such a policy for review at the 2008 annual meeting.

Motion by Tom Hatfield and second by Carolyn Harvey to put TSU program on conditional status for 3 months. Motion passed unanimously.

With respect to dues, several programs are delinquent in paying their 2007 dues; one institution is in arrears for one year.

Motion by Gary Silverman and second by Jim Dingman to give programs in arrears 5 months from date of receipt of notice for programs to pay dues in full or loose their accreditation. Motion passed with 1 opposed and 2 abstentions.

Action Item: Sharron LaFollette stated that an operational policy on this matter is needed, and that she would be willing to draft such a policy for review at the 2008 annual meeting.

33.0 Announcements and Citations

Yalonda Sindé expressed her gratitude to Megan Parish for her hard work in putting this meeting together.

Chair Bentley gave certificates of appreciation to Jim Dingman, Eli Bermudez, Lynn Burgess, Alice Anderson, Tim Ryan, Tania Busch, Carolyn Harvey, Keith Krinn, Michelle Marrone, Sharron LaFollette, Diana Rawlings, Mike Fletcher, Phil Kneller, Mike Herring, and Dale Stephenson for their participation in site visits.

Chair Bentley gave certificates of appreciation to our outgoing council members Eli Bermudez, Tania Busch, and Dale Stephenson for their service to EHAC.

34.0 Adjournment

Meeting adjourned at 6:15 PM