



EHAC Annual Meeting
June 19-20, 2009

Council members present: Sharron LaFollette, Tom Hatfield, Dale Stephenson, Pat Bohan, Harry Grenawitzke, Jim Dingman, Sandy Donohue, Chuck Treser, Lynn Burgess, Joe Amiotte, Carolyn Harvey, Priscilla Oliver, Tim Ryan, Ingrid Ritchie, Mel Knight, Don Williams

Staff present: Yalonda Sindé and Megan Parish.

Guests present: Craig Shepherd, Welford Roberts, Ademola Omishakin, Yolanda Banks Anderson, Elica Moss, Teferi Tsegaye, Vince Radke

- 1.0 Meeting was called to order by Chair LaFollette at 8: 30am. Self-introductions from council/staff.
- 2.0 Agenda was approved as presented. Motion Tom 2nd Jim. Passed unanimously.
- 3.0 Chuck provided the Council with an overview of AEHAP. Organized in 1999. Funded by dues, CDC/NCEH cooperative agreement (180K/yr through 2013), NSF grant. Projects funded include: student retention / recruitment grants, NSF student scholarship, student research competition, minority recruitment grants, new program workshops, minority serving institution grant, mentoring, high school recruitment, annual survey (report). Q&A on mentoring program.
- 4.0 Meg and Yalonda provided the annual update of programs. 36 programs, 24 are UG programs. UG enrollment is increasing – now 8 years straight. 10 programs experienced decreases in enrollment (normal). Council would like to have %ages of enrollment compared to that for the university. Graduation rates have also increased slightly. 48% of students are minorities. 103 international students. 1659 total students in 2009. All accredited programs are AEHAP members. Programs were surveyed to see if they are educational members of NEHA ... 19 are.
- 5.0 Priscilla and Yalonda presented the budget. See attachment #1. From Oct1 2007 to Sept 30 2008, EHAC was under budget by \$2267.14. Costs for guidelines conference last year did not include staff costs. Need to show this in the final income/expense report – even if we do it as an “in-kind” expense. 2009 budget shows that to date, we are still within our budget. Council needs to consider funding an additional 20% time for the project assistant. Motion to adopt 2009

- budget by Tim, 2nd by Carolyn. Amendment by Chuck to add up to 50% (approx 3K) to project assistant's funding from EHAC. Passed. Motion to accept budget passed.
- 6.0 Captain Craig Shepherd provided an update of the COSTEP program. There were more applications in 2009, than in previous years. IHS is the biggest "user" of COSTEP students. Base pay for COSTEP totals around \$3800 / month before taxes. Students are given a broad experience base. Review of application process. COSTEP benefits are similar to those accorded to PHS on active duty. There are some issues with "paperwork at OCCO." PHS EHO numbers are up 35% since 1985. About ½ of the COSTEP students are called to active duty in the PHS.
- 7.0 Welford Roberts provided an update on NEHA. As chair of the NEHA workforce development committee, their goal is in developing students throughout their career path in EH. Yalonda and Carolyn Harvey serve on the workforce development committee. Welford asked for suggestions as to ways in which NEHA and EHAC could work together: (1) national level / visible internship, (2) salary issues ... show opportunities even though salary isn't very high, (3) promote and support NEHA student chapters and SNEHA, (4) need to ID what benefits are afforded to "institutional members," (5) student funding sources for students to attend the AEC [food, lodging, etc], (6) need better "attitude" from NEHA towards students, (7) web seminars – especially for students, (8) put our collective minds together to put EH on the "public agenda." (9) educational / teaching modules.
- 8.0 Jim Dingman provided an overview of Mississippi Valley State University site visit. Dr. Omishakin responded with what the program is doing to address the minor weaknesses that were identified in the site visit report. The Public Health Sanitation course is now a required course. They have planned more field trips and other external educational opportunities. There were a few questions for Dr. Omishakin regarding the new guidelines teaching load, etc. The Council went into closed session to deliberate on the status of this program.

Motion to award MVSU six years unconditional full accreditation for the undergraduate: All in favor. Include above recommendations. The Council then returned to open session. **MVSU undergraduate program was awarded a full 6-year re-accreditation.**

- 9.0 Tim Ryan provided the UG report. **West Chester:** needed an Epi course and 12 program actions. Epi course has been developed and implemented. Most of the 12 course changes were approved through the university system will be effective fall 2009. **Status changed to full 6-year accreditation.** Programs up for re-accreditation in 2009-2010 are: CSU, IUP, NMSU, OU, and UW. CSU: reviewers Tim, Harry – site visitors Lynn, Joe. IUP: reviewers Chuck, Mel – site visitors Tim, Harry. NMSU: reviewers Carolyn, Jim-- Site visitors Jim, Pat. OU: reviewers Ingrid and Chuck Higgins – site visitors Ingrid and Chuck Higgins UW:

primary reviewers Pat, Priscilla – site visitors Dale, Mel. New program at Dickenson State Univ.: reviewer: Sharron – site visitors: Sandi, Don Williams.

- 10.0 No graduate programs up for action.
- 11.0 Jim gave a brief presentation on site visits which was meant to encourage people to volunteer for site visits and to take lots of pictures while on their trip.
- 12.0 Carolyn gave the presentation on the NC Central University site visit. Curriculum met the EHAC guidelines. 4-year plan of study was not clear and was revised. Plan was approved by the University Provost and will be effective fall 2009. A few changes to the curriculum were needed and were approved by the University also. Yolanda Anderson responded, and added additional information on curriculum and faculty. Guest lecturers and adjunct faculty from a variety of external professionals in public and private industry. New soils class is under development. There were a few questions for Dr. Anderson regarding the epidemiology course.

The Council went into closed session to deliberate on the status of this program. The Council then returned to open session. **NC Central undergraduate program was awarded a full 6-year re-accreditation.**

- 13.0 Priscilla provided the site visit report for Alabama A&M. This is a new program and is seeking initial accreditation. The program meets, and in many aspects the program exceeds EHAC guidelines with respect to curriculum. Dr. Tegaye and Dr. Moss represented the university, and responded with additional information. Alabama A&M is the only MSI that has a MS and PhD program. There were a few questions for Dr. Tegaye regarding: the name of the degree ... Environmental Science degree with EH concentration; drinking water emphasis; food safety education; and external advisory committee. The Council went into closed session to deliberate on the status of this program. The Council then returned to open session.

Motion 2 years conditional accreditation reverting to full once a student graduates under the curriculum. Passed. **Alabama A&M undergraduate program was awarded 2-year conditional accreditation. The condition is graduate (2) individuals with the “Environmental Sciences degree with EH concentration.” Once the conditions are met, the program will be granted accreditation for the remainder of the 6 years.**

- 14.0 Sharron provided the Council with general information on the graduate guidelines revision session set for tomorrow (June 20th).
- 15.0 Reconvene for Day 2

- 16.0 Review of Policy 3.03.09 Submitting Program Self-study for review by Council. Council reviewed proposed changes and made a few minor corrections. The new policy passed unanimously.

The Council went over the proposed changes to 3.05 Annual Update and Dues Policy

1. Contact point information changed: determine if program chair meets requirements in guidelines. If yes, no further action required. If no, Undergraduate or Graduate Chair shall contact program for explanation and refer to BOD for review. If BOD agrees that changes do not meet accreditation guidelines, General Chair writes letter to program notifying of further review needed by Council. General Chair will write letter to program outlining decision of Council.
 2. Changes in curriculum: - changes to electives (in depth study list) consistent with table. If yes, no further action required. If no, contact program for explanation and refer to BOD for review and action. Undergraduate or Graduate Chair writes letter to program notifying of outcome of BOD review and action. Motion carried with 1 abstention
 3. Changes in curriculum – all changes in curriculum not included in number 2 above, but consistent with Table 2. Refer to BOD for review. If BOD agrees that changes meet accreditation guidelines, Undergraduate or Graduate Chair writes letter to program approving the changes.
 4. Changes in curriculum – all changes in curriculum not included in number 2 above and not consistent with table 2. Refer to BOD for review. If BOD agrees that changes do not meet accreditation guidelines, general chair writes letter to program notifying of further review needed by Council. Program may have option to withdraw changes at this time. If program does not withdraw changes, Council will review the information per the appropriate guidelines and determine the outcome required at the next annual meeting.
 5. No advisory committee – not consistent with UG or graduate guidelines. Undergraduate or Graduate Chair shall contact program with reminder of the importance of advisory committee and refer to BOD for review. BOD shall discuss and establish deadline for corrective action if necessary. General Chair writes letter to program and establish deadline for corrective action and consequences of missing this deadline. If program fails corrective action by the deadline, Council will review the issues at the next annual meeting.
 6. c. The EHAC office will keep records of the compiled evaluation in b above results and provide them to the Undergraduate and Graduate Chair as they begin the site visitor selection process, and shared with the site visitors for their use during the review process.
- 17.0 Nomination Committee Report – Don Williams gave a brief presentation about the Council. Re-elected members: Alice Anderson, Lynn Burgess, Mike Fletcher, Tom Hatfield, Tim Ryan, Diana Rawlings. New Members: Joe Amiotte, Dale Stephenson, Tania Busch, Ingrid Ritchie. Outgoing members: Carolyn Harvey, Rick Rowe. Council Members Up for re-election in the Spring of 2010: Chuck Treser,

Sharron LaFollette, Priscilla Oliver. Council Members rotating off in June 2010: Don Williams, Pat Bohan, Jim Dingman. Currently, there are 10 practitioners and 11 academic members.

- 18.0 Acknowledgements- Sharron handed out certificates to departing Council members, Board members, and Site Visitors and Primary Reviewers.
- 19.0 Graduate Guidelines Revision – The Council reviewed the proposed changes to the document and divided the remaining work into three groups. The Council then split into three groups and reviewed and suggested revisions to the guidelines. The meeting was held offsite at Emory University Midtown Hospital, Margaret Brown Hatcher Educational Center.
- 20.0 Graduate Guidelines Revision Group Report – The Council reconvened to discuss the group ideas and suggestions. Together the Council reviewed the document and discussed the revisions. The end result of this exercise is a revised version of the graduate guidelines which will be distributed to the community for comment this fall.
- 21.0 Election of Officers:
 - Sharron LaFollette: General Chair
 - Jim Dingman: Secretary
 - Priscilla Oliver: Treasurer
 - Chuck Treser: UG Co-chair
 - Stephen Johnson: UG Co-Chair
 - Tom Hatfield: Grad Chair

Adjournment