

2007 Education Board Mid Year Meeting Minutes

April 23 & 24, 2007

Hampton Inn, Washington, DC

Objectives for the meeting

1. To provide an update to the Board of events and progress made over the intervening months since the annual Board Meeting in Boston.
2. To hear from Dr. Benjamin and the APHA staff on recent developments, especially as they affect or impact on the educational mission of the Association.
3. To provide time and resources to the three operating committees of the Board to advance their work plans.
4. To discuss the plan for and contents of the annual report to be presented at the November meeting of the Association.

Members of the Education Board Present:

Charles Treser - Chair	Drew Harris	Gerald Ohta
Kaye Bender	Debbie Hettler-Arbeitman	
Chris Day	Jack Lanier	Susan Radius
Amos Deinard	J. Henry Montes	Joan Reede
Delois Dilworth-Berry	John Neuberger	

Absent:

Angela Powell	Mike Gimmel	Lenette Golding
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Staff Present:

Georges Benjamin	Alan Baker	Barbara Hatcher
Annette Ferebee	Evangeline Savage	

Guests:

Monday

M. Beth Benedict –
PHN/CEAC

MONDAY, APRIL 23, 2007

8:30 a.m. – 4:30 p.m.

8:00 a.m. Continental Breakfast

8:30 a.m. Opening Remarks/ Introductions and Welcome

1. **Call to Order:** The Education Board met at 8:30 a.m., Monday, April 23, 2007 in the Constitution Room at the Hampton Inn in Washington, DC. Charles Treser, Chair, presided.
2. **Approval of April 23, 2007 Meeting Agenda:** The members of the Education Board reviewed the agenda for the Mid-Year Education Board Meeting.

Action: The Agenda was approved.

3. **Executive Director's Report:** The Chair recognized Georges Benjamin, APHA Executive Director. He briefly discussed the following issues:
 - **Learning Institutes:** The L.I.s are an opportunity to improve content and craft substantive skill development courses.
 - **Undergraduate education initiative:** The goal of this initiative is to provide a course on public health to all students who attend college. Richard Riegelman from George Washington University is spearheading this initiative.
 - **National Board of Public Health Examiners:** The exam is on track to be given in August 2008.
 - **Public Health Accreditation Board:** The voluntary board to accredit public health agencies is in the process of being incorporated. Funded by the CDC and RWJF, the executive director and the board's staff will be housed at APHA Headquarters until they find suitable space.

There is no better time for APHA to provide substantive education and skills to the public health workforce. The Education Board will look ahead to providing educational learning institute courses about accreditation.

4. **Leadership Appointment** The Chair briefly described the timing of the leadership appointment process.
- Suggestions for nominees for the Education Board were solicited.
 - M. Beth Benedict outlined the accreditation requirements for the composition of the planning committee. To remain in compliance at least one physician, one nurse with a graduate degree, and one health education specialist who are familiar with the relevant accreditation criteria must serve on the planning committee.
 - APHA is now accredited to approve and provide continuing education for all three disciplines.
5. **Learning and Professional Development Programs Unit update** – The chair recognized Annette Ferebee, LPDP manager.
- **Accreditation Status**: APHA has received re-accreditation in all three disciplines. We are now able to provide credit for the Annual Meeting and contract with other organizations to provide and approve their regional meetings.
 - **APHA Program Planner Manual**: LPDP staff will develop a Section to the APHA Program Planners outlining the criteria for granting credit for scientific sessions, roundtables and special sessions.
 - **Annual Meeting Report** – LPDP staff submitted the Mid Year Meeting Report.
 - Commercial Bias – several sessions that were evaluated stated that commercial bias existed. LPDP staff will work with the CEAC to determine look into developing a more detailed format for identifying and managing suggestions of bias and report back to the Board in November.
 - The Education Board is sponsoring a total of four (4) scientific sessions at the upcoming Annual Meeting, including one on how to submit a successful learning institute course proposal. The panel will consist of the CE Subcommittee members.
 - LPDP staff will review new ACCME requirements and any updates will be reported to the Education Board at the November meeting.
 - **Action**: Report received

6. **Continuing Professional Education Committee Report** – The chair recognized Alan Baker, Chair of the CPE Committee

- Name Change: The committee decided to change its name to the Continuing Education Accreditation Committee to more closely reflect its roles and responsibilities. The committee will consist of two (2) representatives from each of the 3 disciplines and will keep abreast of changes in the accreditation standards for CME, CNE and CHES
- COI form complaint: A complaint made by the Epidemiology sections in regards to the Conflict of Interest Form was discussed. The CEAC will make the necessary contacts and changes to the form as necessary. Board members were asked to give changes to LPDP staff to incorporate into the revised COI form.
- The CEAC will begin to develop a 4-5 year plan and overall strategy and policies to address these issues.

Action: Report received

Additional Reports

- Leadership Appointments: The chair described the leadership appointment process and asked board members if they had any nominees for the education board spots that would be open due to Susan Radius, Chris Day, Angela Powell, Delois Dilworth-Berry and Drew Harris rotating off of the board. Delois and Drew expressed interest in remaining on the board. M. Beth Benedict also outlined the requirements for the composition of the education board to remain in compliance with the accreditation bodies. Board members were given a copy of the requirements.
- Executive Board Report was submitted and discussed
 - Drew Harris and Delois Dilworth-Berry would like to continue on the Education Board; Chris Day, Susan Radius and Angela Powell will rotate off.

- Joint Policy Committee Report – 28 policies were submitted
- Action Board - The process of archiving and storing the policies that are no longer active was discussed. Board members were interested in submitting suggestions for search criteria so they could identify Board related policies.

Committee Reports: The workforce committee chairs reported on the objectives, activities and progress of their committee, listing any items requiring Board discussion

- Workforce Committee
- Continuing Education Committee
- Technology Committee

Committee Working Sessions

- Each committee worked on the development of committee specific work plans, progress reports and table of action items.

Recess: The Education Board recessed at 4:30 PM 10:00 am Monday, April 23, 2007. The meeting will resume on Tuesday, April 24, 2007 at 8:00 a.m.

Tuesday, April 24, 2007

8:30 – 12:00 p.m.

8:00 a.m. Continental Breakfast

1. **Call to Order:** The Education Board met at 8:30 a.m., Tuesday, April 24, 2007 in the Constitution Room at the Hampton Inn in Washington, DC. Charles Treser, Chair, presided...
2. **Accreditation Update:** The Chair recognized Annette Ferebee, LPDP Manager.

- New requirements from ACCME means that staff need to review our evaluation forms and determine if any revisions need to be made. The May 2008 report to ACCME will cover APHA's progress toward meeting the deficiencies outlined in APHA's accreditation letter.
- A letter of appreciation for staff was suggested.

3. **Committee Working Session Reports:** The subcommittee chairs presented action items for the remainder of the year.

- Continuing Education:
 - The committee will restrict the LIs to skill development and new knowledge dissemination with skill development viewed broadly.
 - The members will develop a session on how to develop a successful learning institute proposal.
 - The full board agreed that the pre-conference activities would be called: APHA Learning Institute. The institute will have several courses.
 - The committee will develop a fact sheet to outline the Education Board's roles and responsibilities and LPDP staff will post it on the APHA website
 - The committee will develop a brief needs assessment document to send to Sections, SPIGs and Caucus leadership to determine the needs of their members
 - The committee will identify Education Board members who can serve as liaisons to the Sections, SPIGs and Caucus membership to foster better communication.
 - The committee would like to keep the face to face LI review meeting.
- Technology Committee
 - The committee will explore technology support for the annual meeting
 - The committee will speak to TJ McCabe about implementing technology for 2008 including wireless access for all participants and laptops

- The committee will speak with the proposer of the Internet based Learning Institute to determine if it would be done with other/lesser technology
 - The committee will sit down with APHA IT staff to assess APHA's capacity.
 - The committee will work with the CE committee to identify two (2) topics that could be delivered by technology.
- Public Health Workforce
 - The committee revised the undergraduate public health policy statement to be submitted to the JPC
 - The committee will explore a possible LI teaching practice professionals how to teach

Proposed Policy Statements

- The JPC Members reviewed the proposed policy documents and discussed the educational implications.