

SUMMARY Overview of Section Reports for the 2008 APHA Year

**ISC Steering Committee (Subcommittee Report)
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October 2009

I. Executive Summary

The process of reporting Section activity at the end of the calendar year has made significant progress since the formalization of this practice began in 2006. Twenty three out of the 25 Sections submitted on-line reports for this first year of the 2008 *On-line* Section Reporting process that was pilot tested Summer 2008. This is more than double those Sections that submitted reports via a WORD document grid provided in 2007.

Indications from the Section Reports suggest that Sections are largely complying with the minimum standards set by the ISC Steering Committee (ISC/SC) and approved by TFAIR and the Governing Council in 2006. In fact, most Sections vastly exceed the minimum standards expected of Sections by these criteria. For those 2-3 Sections with 1 to 2 areas for concern where minimum standards were not met in 2008, the ISC/SC will provide oversight and support to these Sections in hopes of helping them flourish. Sections consistently underachieving will be considered for dissolution.

II. Background

In 2006 the ISC/SC underwent a lengthy and thorough process among themselves, and with the systematic input of leadership from each of the Sections, to establish a fair and reasonable set of criteria for reviewing “Section health” (See APHA’s-- *Report to TFAIR on ISC/SC Application of TFAIR Criteria for Review of Sections*, Submitted 2 July 2006.). These criteria are intended to provide a mechanism for

- monitoring “Section health” over time,
- alerting ISC/SC members and APHA staff to Sections needing specific support,
- providing best practices from the Sections that have strengths in a specific area,
- identifying common weaknesses throughout Sections, in which guidance can be provided by the ISC/SC
- supporting Sections in monitoring their own Section’s change over time and in attending to areas of strength and weakness, and
- suggesting when a Section should be considered for dissolution.

As described in the July 2006 TFAIR Report mentioned above, some of these criteria were ultimately considered “ideal” as a current expectation for *all* Sections at this time. In the 2008 adaptations to the Section reporting system, therefore, we took these criteria and their need for some flexibility into account when creating the current 2008 On-line Section Report form. This summary report of the findings from those 2008 On-line Section Reports and Section efforts documented since this effort began in 2006, reflects some of the judgment used to reasonably interpret these criteria and faithfully monitor Section health and APHA resources.

III. Summary Findings from 2008 On-line Section Reports

Apparent Contributions of Sections to APHA's Strategic Goals

In terms of Section contributions to APHA's Strategic Goals (as outlined in the 2006-2007 Strategic Map), Sections contribute most heavily to APHA in the areas of "Public Health Science and Practice" and in "Membership Engagement." While they also contribute strongly to the APHA goals of "Policy and Advocacy" and APHA's "Organization Capacity," there are some objectives underneath some of these goal areas where only a very few (or no) Sections see themselves having a role or playing a part. These areas include, for example, Objective B.5. Advance a Curriculum that Emphasized Policy and Advocacy and Objective D.2. Improve Effectiveness and Efficiency of APHA Governance. Sections most often found themselves playing an active role in those objectives associated with "Member Engagement."

Sections reported more activities in the higher priority elements associated with APHA's Strategic Goals in their 2008 Reports than they did in 2007. While this increase could be reflective of changes in how Sections were asked to submit their reports and in the number of Sections that reported, it is also possible that last year's survey further educated Sections about the priorities of the Association.

Overall areas of Strength among the Sections

As a whole the Sections are more than meeting the minimum requirements set for them by TFAIR and the Governing Council in 2006. Particularly during the Annual Meeting, they are very strong in gathering and serving their members through scientific sessions, multiple business meetings, policy work, and social events.

Leadership Development: Some Sections consider this a particular "challenge." Nonetheless, most of the Sections submitted a timely slate of nominations that was competitive in key leadership positions and "diverse."

Policy Development: All of the Sections were involved in the policy development process in some way. While 3 of the reporting Sections indicated that they did not have an active policy review process or an Action Board Representative, no Section was missing both of these. Many Sections, however, were more than active in this area and engaged in policy both at the Section-specific level, connecting to external organizations where relevant, and with APHA as a whole, through their Section.

Overall areas of Weakness among the Sections

Membership: Membership issues tend to be the biggest struggle for Sections. Sections generally reported engaging in various, intentional membership recruitment and retention activities. Those activities tended to be related to outreach to new members during the Annual Meeting, follow up with lapsed members, and efforts toward keeping current members engaged. Many of these membership activities involved actively creative efforts such as raffles, socials, regular 'Membership Has Its Privileges' emails, targeted awards, and reduced rates on a journal subscription. At the same time, membership remains a "challenge" for many (most?) and was the only self-rated accomplishment area for which no Section gave itself a high (5) ranking. Struggles with membership-related efforts and successes were by far the most commonly mentioned type of Section "challenge." Nearly half (44%) of the responding Sections also indicated that they were not engaging in efforts to increase the diversity of their membership.

Technology and Communication: Almost all of the Sections except one, dispatched at least the minimum 2 Newsletters and are communicating by email occasionally with their membership. Interestingly, about 1/3 of the respondents are not maintaining and utilizing their listserve for and with their membership, however, the majority of those without a listserve 5/8 or 62% indicated the same number of all section “blast” emails (“more than 3”) as most of those with a listserve. Only those with no listserve, however, had less than 3 emails that went out to their Section membership—this represented 3 Sections with no listserve and 2 emails. It seems apparent the communication among the leadership and with the members of a Section is low for many Sections outside of the Annual Meeting.

Filling Other Section Leadership Positions: While Sections tended to struggle with but meet the minimum requirements for a slate of candidates for election, more than 1/3 of the reporting Sections had at least one APHA post (e.g. Membership Chair, Awards Chair, Action Board Representative) in their Section that was unfilled. In terms of nominating Section members for APHA leadership appointments, 15/22 (68%) of respondent Sections nominated only 0-2 of their Section members for these approximately 13 committees to which Sections can nominate members.

III. 3-Year Summary of Where Sections Stand on Review Criteria

The following criteria approved by TFAIR and the Governing Council in 2006 were used to fill in the grid below. Information for 2006 was gleaned by the ISC/SC in personal phone calls with each of the Sections with whom they liaison. Information for 2007 was taken from the 10 Sections that submitted timely reports for 2007. The 2007 reports were provided on a reporting template developed by the ISC/SC. 2007 was the first year this template was used and that reports were formally requested. The 2007 report template was filled out by less than half the Sections and how information was provided varied tremendously. In 2008 an On-line Section Report was developed, pilot tested, and implemented by November 2008. The information below for 2008 was derived from that on-line report.

The criteria in the following grid were described in the 2006 report to TFAIR. As some of these criteria were identified in 2006 as being ideal, but at times unrealistic (e.g. having written recruitment and leadership plans), judgments were made by the ISC/SC Section Report Subcommittee as to how to indicate their accomplishment of these criteria for 2008—see italics below. Note that the ISC/SC also strongly believes that the meeting of certain criteria by Section must not be looked at in isolation (e.g. in terms of one criteria or at one point in time) as the ISC/SC recognizes that there is often yearly variation among individual Sections and that a Section that is weak in one criteria can, at times, be particularly strong and consistent in others. Also, note that the Section Report Subcommittee recognizes that some information not included in the grid below may have been mistakenly omitted as the summaries below represent only those reports received by the Subcommittee and as this process was still evolving.

Criteria:

1. At least 250 members
2. elected leadership and slate
3. written leadership development plan and activities
4. non-duplicative of other sections and SPIGs
5. regular newsletter (at least 2 per year)
6. program at Annual Meeting (at least 2 scientific sessions) and one business meeting

7. written membership recruitment plan and list of membership activities (*Note--Sections with no Membership Chair AND no activity in one of the 3 areas of membership activity [recruitment, retention, diversity] OR Sections with no activity in at least two of areas of membership activity were given a N for 2008*)
8. written strategic plan (*Note--Sections for which the ISC/SC had any kind of workplan provided submitted in 2008 were given a Y for 2008.*)
9. participation in policy/advocacy process (*Note--Sections with no policy review process OR no Action Board Representative were given a C for 2008*)
10. communication with members (active listserv, at least 2 all-section emails per year) (*Note--Sections with no listserv & < 3 emails were given a C for 2009*)
11. student involvement (*Note--Sections with no connection to their liaison and no student activities were given a N for 2008; Sections with no active liaison or no student activities were given a C for 2008*)
12. diversity of membership, leadership (*Note—Sections that did not have a competitive slate of candidates and did not conduct any membership activities related to increasing their membership diversity were given a C for 2008.*)
13. provide annual report of activity to ISC

TFAIR CRITERIA Applied to Sections

SECTION	1	2	3	4	5	6	7	8	9	10	11	12	13
ATOD													
2006	Y	Y	N	Y	Y	Y	N	N	Y	Y	Y	Y	N
2007	Y												
2008	Y	Y		Y	Y	Y	Y	N?	C*	Y	Y	Y	Y
CHC													
2006	Y	Y	N	Y	Y	Y	N	N	Y	Y/N	Y	Y	N
2007	Y	Y							N				Y
2008	N	Y		Y	Y	Y	Y	N?	Y	Y	C	Y	Y
CHPPD													
2006	Y	Y	N	Y	Y	Y	N	Y	Y	Y	Y	Y	N
2007	Y												
2008	Y	Y		Y	Y	Y	Y	N?	Y	Y	C	Y	Y
DIS													
#2006													
2007	Y												N
2008	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
ENV													
2006	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
2007	Y												
2008	Y	Y		Y	Y	Y	Y	N?	Y	Y	Y	Y	Y
EPI													
2006	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
2007	Y												
2008	Y	Y		Y	Y	Y	Y	N?	Y	Y	Y	Y	Y
F&N													
2006	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
2007	Y								Y				Y
2008	Y	Y		Y	Y	Y	N**	N?	Y	Y	Y	Y	Y
GH													
2006	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
2007	Y												
2008	Y	Y		Y	Y	Y	Y	Y	Y	Y	C	Y	Y
HA													

SECTION	1	2	3	4	5	6	7	8	9	10	11	12	13
2006	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	N
2007	Y												
2008	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
HIV/AIDS													
2006	Y	Y	N	Y	Y	Y	Y	N	Y	Y	Y	Y	N
2007	Y												
2008	Y	Y		Y	Y	Y	N	Y	Y	N	C	Y	Y
ICEHS													
2006	Y	Y	N	Y	Y	Y	Y	N	Y	Y	Y	Y	N
2007	Y												
2008	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
IH													
2006	Y	Y	N	Y	Y	Y	N	Y	Y	Y	Y	Y	N
2007	Y												
2008	Y	Y		Y	?	Y		Y				Y	N
MCH													
2006	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	N
2007	Y				Y			Y	Y		Y		Y
2008	Y	Y		Y	Y	Y	Y	N?	Y	Y	Y	Y	Y
MC													
2006	Y	Y	N	Y	Y	Y	Y	N	Y	Y	Y/N	Y	N
2007	Y										N		Y
2008	Y	Y		Y	Y	Y	Y	N?	Y	Y	Y	Y	Y
MH													
2006	Y	Y	N	Y	Y	Y	N	N	Y	Y	Y	Y	N
2007	Y												
2008	Y	Y		Y	N	Y	N	N?	Y	Y		N	Y
OHS													
2006	Y	Y	N	Y	Y	Y	N	N	N	Y	Y	Y	N
2007	Y												
2008	Y	Y		Y	Y	Y	Y	N?	Y	Y		Y	Y
OH													
2006	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	N
2007	Y												
2008	Y	Y		Y	Y	Y	Y	N?	Y	C	C	Y	Y
POD													
2006	N	Y	N	Y	Y	Y	Y	N	Y	Y	Y	Y	N
2007	N										N		Y
2008	N			Y				N?		Y			N
PFPRH													
2006	Y	Y	N	Y	Y	Y	N	N	Y	Y	Y	Y	N
2007	Y												
2008	Y	Y		Y	Y	Y	N	N?	Y	C	N	Y	Y
PHEHP													
2006	Y	Y	N	Y	Y	Y	N	N	Y	Y	Y	Y	N
2007	Y				Y				Y		Y		Y
2008	Y	Y		Y	Y	Y	Y	N?	Y	Y	Y	Y	Y
PHN													
2006	Y	Y	N	Y	Y	Y	N	N	Y	Y	Y	Y	N
2007	Y				Y								
2008	Y	Y		Y	Y	Y		N?	Y			Y	N
SHES													
2006	Y	Y	N	Y	Y	Y	N	N	Y	Y	Y	Y	N
2007	Y	Y			Y				Y	N	Y		Y
2008	Y	Y		Y	Y	Y	Y	N?	Y	Y	Y	Y	Y

SECTION	1	2	3	4	5	6	7	8	9	10	11	12	13
SW													
2006	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	N
2007	Y	Y			N		Y				Y		Y
2008	Y	Y		Y	Y	Y	Y	N?	C	Y	Y	Y	Y
STAT													
2006	Y	Y	N	Y	Y	Y	Y	N	Y	Y	Y	Y	N
2007	Y												
2008	Y	Y		Y				Y		Y			N
VC													
2006	Y	Y	N	Y	Y	Y	N	N	Y	Y	Y	Y	N
2007	Y	Y					Y		Y		Y		Y
2008	Y	Y		Y	Y	Y	Y	N?	Y	C	C	Y	Y

DIS-the Disability Section became a Section in 2007

* C indicates—"potential concern"

** N in **bold** indicates an area for concern for a Section who submitted a report

IV. Recommended Next Steps

The Survey

The survey appeared to be far more uniformly filled in than the Template of 2007 and was rather useful in examining Sections. Some minor modifications are being made from the 2008 survey to reduce duplication and increase clarity. But it was decided that only minimal changes would be made at this time, in order to establish a modest data set for Sections to be able to start to use for monitoring their activities over time.

Follow up

The ISC/SC believes that Sections can make use of their individual yearly Section Reports:

1. Pass Section Reports on to the new chairs at their Chair-elect meeting to help provide some institutional continuity
2. Provide trend data to Sections (and ISC/SC) so they can see if Sections are strong due to good infrastructure or because of strong leaders or active individuals.

The ISC/SC can also use these findings to:

1. Explore what operations Sections have in place supporting their successful in certain functions.
2. Examine Section weaknesses between meetings. It appears that all Sections are strong at APHA Annual meeting and maybe we need to focus on the meeting as distinct from the 11 months between the meetings.
3. Explore the importance (or not?) of Sections Whips for GC as many Sections do not have these.
4. Examine how Sections are connecting within APHA (across Sections/or Affiliates), for the extent to which this is a problem or not.
5. Membership—consider the suggestion in the 2006 TFAIR Report that suggests the ISC/SC and APHA “consider the provision of a handbook/template of ‘things to do’ regarding membership.”

2008 Section Report

1

Membership

Our Section had a chair for the membership committee.

YES NO

2 Our Section held the following number of [membership recruitment activities](#).

- Zero
 - One
 - Two
 - Three
 - More than three
 - Please describe the activities.
-
-

3 Our Section held the following number of [retention efforts](#).

- Zero
 - One
 - Two
 - Three
 - More than three
 - Please describe the activities.
-
-

4 Our Section held the following number of efforts to increase [membership diversity](#).

- Zero
 - One
 - Two
 - Three
 - More than three
 - Please describe the activities.
-

5

Communication

Our Section distributed the following number of [all section emails](#)

- Zero
- One
- Two
- Three
- More than three

6

Our Section maintained a [listserve](#).

7

Elections & Nominations

Our Section's candidate slate was submitted on time.

8

Our Section considered our [slate](#) of candidates [competitive](#).

Additional Comment

9

Our Section prepared a [diverse slate](#) of candidates.

10

Our Section nominated the following number of section members for the APHA [leadership appointments](#).

- zero
- one
- two
- three
- more than three

11

Leadership Development

Our section updated the Chair-Elect inventory document.

YES NO

12 Our Section distributed the following number of emails to the [leadership of the Section](#).

- Zero
 - One
 - Two
 - Three
 - More than three
-

13 Our Section conducted the following number of section leadership conference calls/meetings.

- Zero
 - One
 - Two
 - Three
 - More than three
-

14

Newsletters

Our Section distributed the following numbers of [newsletters](#).

- Zero
 - One
 - Two
 - Three
 - More than three
-

15 Our Section newsletter included article(s) written by and for students.

YES NO

16

Annual Meeting Program

Our Section had an Annual Meeting [Program Chair/Planner](#).

- 17 Our Section had the following number of [business meetings](#) at the Annual Meeting.

- 18 How many [scientific sessions](#) were allotted to your Section in 2008?

- 19 How many scientific sessions did your Section fill in 2008?

- 20 Our Section had an [Award Chair](#).

- 21 Our Section had a [social event](#).

Please describe the event

22

Policy Process

Our Section had an [Action Board Representative](#).

- 23 Our Section had a [Policy Chair](#).

Additional Comments

- 24 List any planned [Governing Council activities](#).

-
- 25 Does your Section have a captain, leader or Whip that organizes your Governing Councilors?

Additional Comments

-
- 26 Our Section had a [policy review process](#)

Please describe the process.

27

Student Involvement

Our Section utilized a student liaison from the Student Assembly.

Please describe the ways you worked with your student liaison.

-
- 28 Our Section sponsored at least 1 [student-focused activity](#) at the Annual Meeting.

Please describe the activities.

-
- 29 Our Section has students [involved](#) in the following committees (e.g. program, membership, newsletter, etc.)

Submit part one to get to part 2 of the survey



Survey Page 1

2008 Section Report

30

Other

Rate your Section's accomplishments in the following areas on a scale of one to five (with five being the highest effectiveness).

	1	2	3	4	5
Membership recruitment & retention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Section elections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scientific Sessions/Annual Meeting program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Policy development/advocacy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Governing Council involvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Involvement with other APHA leadership opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 31 Our Section had other activities that we planned and were successful in implementing. Please describe the activities.

- 32 Please specify any areas that you have best practice examples for other Sections.

-
- 33 Please specify any challenging areas in which you would like some additional assistance.

34

APHA Strategic Map

APHA has a strategic plan which acts as a guide for APHA staff and members to follow as they work on behalf of the Association. The current version of this is a map which includes goals such as strengthening the effectiveness of the organization, and points to priorities for what the association would like to accomplish. The next few questions are an attempt to assess the particular accomplishments that various APHA entities have completed that are targeted in the strategic plan.

In terms of Column A (Improve Effectiveness of Policy & Advocacy) on APHA's Strategic Map, Our Section has activity in the following boxes (check all that apply).

To view the map, visit http://www.apha.org/NR/rdonlyres/672556DB-545A-4954-A4DF-90D755FA3A3A/0/StrategicMapRev2_12_08_final.pdf

- 1-Strengthen Advocacy of APHA Components and Affiliates
- 2-Collaborate with Traditional & Non-Traditional Partners on Advocacy
- 3-Focus on Three Policy Priority Areas and Proactive Advocacy Agenda
- 4-Promote and Strengthen the APHA Policy Center
- 5-Strengthen Links with WFPHA and Other Global Policy Groups
- 6-Enhance APHA Investment in Policy Initiatives
- 7-Improve APHA Policy Process
- Other, please specify

-
- 35 Briefly state your activity related to the boxes in Column A (Improve Effectiveness of Policy & Advocacy).

-
- 36 How are you measuring success in any of these related activities you mentioned in question #35?



37 In terms of Column B (Improve Public Health Science & Practice) on APHA's Strategic Map, our Section has activity in the following boxes. Please check all that apply.

- Communicate Public Health Issues and Science to Key Audiences
- Strengthen Public Health Infrastructure
- Promote Competency of Public Health Workforce
- Advance the Public Health Research Agenda to Improve Practice
- Advance a Curriculum that Emphasized Policy and Advocacy
- Advance Accreditation of Public Health Agencies and Training Programs

38 Briefly state your activity related to the boxes in Column B (Improve Public Health Science & Practice).



39 How are you measuring success in any of these related activities you mentioned in question #38?



40 In terms of Column C on APHA's Strategic Map, Our Section has activity in the following boxes (check all that apply).

- 1-Increase Perceived Value to Members & Potential Members
- 2-Create Mechanisms For Joint Affiliate/APHA Membership and Activities
- 3-Create Mechanisms for Increasing & Transitional Student Memberships
- 4-Implement Innovative Strategies to Re-engage Lapsed Members
- 5-Increase Interaction Among Members & Between Members and Affiliate Members
- 6-Implement Strategies to Grow Membership
- 7-Increase Engagement of New and "Low Involved" Members

Other, please specify

41 Briefly state your activity related to the boxes in Column C (Increase Member Engagement & Expand Membership).

42 How are you measuring success in any of these related activities you mentioned in question #41?

43 In terms of Column D (Strengthen Organization Capacity) on APHA's Strategic Map, Our Section has activity in the following boxes (check all that apply).

- 1-Expand APHA Resource Base
- 2-Improve Effectiveness & Efficiency of APHA Governance
- 3-Continue to Strengthen External & Internal Communication
- 4-Provide Information Technology Required to Support Key Initiatives
- 5-Maximize Partnership Opportunities
- Other, please specify

44 Briefly state your activity related to the boxes in Column D (Strengthen Organization Capacity).

45 How are you measuring success in any of these related activities you mentioned in question #44?

46 Please identify your membership unit.



47 Postion of individual completing this survey

- Chair
- Chair-Elect
- Immediate Past Chair
- Other, please specify



Survey Page 2
