**Site visit agenda**

**Instructions & template**

**PHP**

**Logistical Considerations When Developing Agenda**

|  |  |  |
| --- | --- | --- |
| Participants to Invite | Faculty | * Program director
* PIF from applicable degree levels and concentrations (including those who can speak about joint degrees specifically, if applicable)
* Non-PIF who provide relevant contributions
 |
|  | Staff | * Program coordinator or manager, if applicable
* Individuals holding primary responsibility and/or expertise on any topic slated for discussion
 |
|  | Students | * Representatives from all applicable degree levels, concentrations, and delivery formats (i.e., include online students, if applicable)
* Mix of newer students and those closer to graduation
 |
|  | External Partners | * Alumni (representatives from applicable degrees and concentrations who graduated within the last 3-5 years)
* Community representatives who work with program in variety of capacities
* Preceptors, if applicable
* Employers of recent graduates
 |
|  | University Leaders | * President and/or provost to discuss university-level operations
* Dean and/or department chair (if not involved in day-to-day program operations and haven’t attended any other meetings with site visit team)
 |
| Meetings should not exceed 12 participants.  |
| Unshaded boxes above: Participants must attend on campus, in personShaded boxes above: Participants must attend via Zoom |
| It may be advisable to invite more external partners and students than you need, since late cancellations may occur among these groups. |
| Remind participants that punctuality is essential. The team works hard to follow the established agenda. It is recommended that you ask participants to be present on site or to login to Zoom (depending on the format of the meeting) 10-15 minutes before the scheduled start for each session. |
| Agenda times | If the order or times of meetings need to be adjusted, ensure that each meeting still includes the amount of time allotted on the agenda template. For example:* Curricular meetings should be 75 minutes
* Lunch should be 45 minutes
* Program evaluation should be 60 minutes
* Breaks should be 15 minutes
 |

Instructions for populating agenda template

* Replace all highlighted text.
* For each participant table:
	+ Ensure that every topic in the second column can be addressed by at least one attendee in the first column. If a topic in Curriculum 1 or 2 is not applicable, delete the row. Do not delete topics in any other table.
	+ List each participant’s name, credentials, and title.
	+ For the student meeting, include students from each degree and concentration included in unit of accreditation. Also, include mix of newer students and those closer to graduation.
	+ For the external partner meeting, include mix of alumni, community partners, and practicum supervisors.
	+ Include NO MORE THAN 12 participants per meeting, except for student & external partner meetings if necessary to achieve required representation.
	+ Build in a meeting or portion of a meeting that will be conducted without program leaders present. Work with CEPH staff to identify the opportunity that makes the most sense.
	+ No individual should attend both the program evaluation meeting and the university leadership meeting. The former should include day-to-day program leaders and administrators while the latter should include higher-level university administrators.

Sample participant table:

|  |  |
| --- | --- |
| **Participant** | **Topics on which participants are prepared to answer team questions** |
| 1. Sarah Jones, PhD – Program Director
2. Tom Smith, DrPH – Asst. Prof & Chair, Evaluation Committee
3. Ella Sanders, PhD – Assoc. Professor
4. Mary Brown, PhD – Assessment coordinator, College of Education
5. Ernestine Patton, MPH – Program Manager
 | *Decision- and policy-making within program* **(Criterion A1)***Student engagement in program operations* **(Criterion A3)***Guiding statements – process of development and review?* **(Criterion B1)***Evaluation processes – how does program collect and use input/data?* **(Criterion B2)***Data related to grad rates, post-grad outcomes, alumni perceptions* **(Criteria B3-B5)***Resources (personnel, physical, IT) – who determines sufficiency? Acts when additional resources are needed?* **(Criteria C2-C5)***Budget – who develops and makes decisions?* **(Criterion C1)***Diversity and cultural competence – who monitors goals, actions, strategies, who reviews the data and how are changes made based on the data?* **(Criterion G1)***Recruitment and admissions***(Criterion H4)** |

**Council on Education for Public Health Site Visit Agenda**

**XXX Public Health Program**

Please consult with CEPH staff before altering any meeting times or durations

**Day of the Week, Date (day before the visit begins)**

Open **Arrival of the Site Visit Team to Hotel**

 List the name and address of the hotel

|  |  |
| --- | --- |
| **Team Member** | **Hotel Confirmation Number** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Internet options at hotel** | [ ]  Wifi supports upload speeds of 10 Mbps or more[ ]  Enhanced wifi available for additional charge |
| **Dining options at hotel** | [ ]  Dine-in hotel restaurant[ ]  Room service[ ]  Open restaurants within walking distance |

5:00 pm **Site Visit Team** **Executive Session**

 List location (e.g., team chair’s suite, reserved meeting room in hotel)

7:00 pm **Site Visit Team Dinner**

If the team identifies any additional requests for documents, the CEPH coordinator will send these requests via email. Provision of requested documents is appreciated by 12:15 pm on the first day of the site visit.

**Day of the Week, Date (first day of visit)**

7:15 am **Team Breakfast at Hotel**

*\* Confirm the hours of operation*

8:00 am **Site Visit Team Hotel Pickup**

 \* *Pickup can be earlier depending on travel time to campus*

Insert name and cell phone number of person picking up the team

8:20 am **Team Setup on Campus**

* + - Site visitors will needinternet access; technical support must be available to ensure that all site visitors can log on to the internet.
		- Other than ensuring that technical and logistical needs are met, team should be free to set up. Greetings and introductions should occur at the start of the first session, and participants should wait outside the room until the team is ready to begin.

8:30 am **Program Evaluation**

|  |  |
| --- | --- |
| **Participants** | **Topics on which participants are prepared to answer team questions** |
|  | *Decision- and policy-making within program* **(Criterion A1)***Student engagement in program operations* **(Criterion A3)***Guiding statements – process of development and review?* **(Criterion B1)***Evaluation processes – how does program collect and use input/data?* **(Criterion B2)***Data related to grad rates, post-grad outcomes, alumni perceptions* **(Criteria B3-B5)***Resources (personnel, physical, IT) – who determines sufficiency? Acts when additional resources are needed?* **(Criteria C2-C5)***Budget – who develops and makes decisions?* **(Criterion C1)***Diversity and cultural competence – who monitors goals, actions, strategies, who reviews the data and how are changes made based on the data?* **(Criterion G1)***Recruitment and admissions***(Criterion H4)** |

9:30 am **Break**

9:45 am  **Curriculum 1**

|  |  |
| --- | --- |
| **Participants** | **Topics on which participants are prepared to answer team questions** |
|  | *Foundational knowledge* **(Criterion D1)***Foundational competencies – didactic coverage and assessment* **(Criteria D2 & D3)***Concentration competencies – development, didactic coverage, and assessment* **(Criterion D4)** |

11:00 am **Break**

11:15 am **Curriculum 2**

|  |  |
| --- | --- |
| **Participants** | **Topics on which participants are prepared to answer team questions** |
|  | *Applied practice experiences* **(Criteria D5 & D6)***Integrative learning experiences* **(Criteria D7 & D8)***Public health bachelor’s degrees* **(Criteria D9-D12)***Academic public health degrees* **(Criteria D16 & D17)***Distance education* **(Criterion D19)** |

12:15 pm **Break & Lunch in Executive Session**

* + - Buffet or boxed lunches preferred
		- Work with CEPH coordinator to identify any dietary restrictions
		- Lunch should be ready and available at 12:15 pm so that team has time to eat and break before next session begins.

1:00 pm **Instructional Effectiveness**

|  |  |
| --- | --- |
| **Participants** | **Topics on which participants are prepared to answer team questions** |
|  | *Currency in areas of instruction & pedagogical methods* **(Criteria E1 & E3)***Scholarship and integration in instruction* **(Criteria E4)***Extramural service and integration in instruction* **(Criterion E5)***Integration of practice perspectives* **(Criterion E2)***Professional development of community* **(Criteria F1-F3)***Academic and career advising* **(Criteria H1 & H2)***Complaint procedures* **(Criterion H3)***Accurate publication of offerings* **(Criterion H5)** |

*The team must have time to talk with faculty without program leaders present. If program leaders attend every faculty meeting given the small size of the faculty complement, indicate that leaders will leave for the last 20 minutes of this or another faculty session.*

2:00 pm **Break**

2:15 pm **Transport to Hotel**

3:00 pm **Students**

Ensure that all applicable degrees & concentrations are represented

If there is a mix of distance- and place-based students, include attendees from both formats

Indicate on agenda when each student entered or is due to graduate – different stages of degree completion is helpful to hear a range of experiences

**Zoom Meeting (CEPH will set up meetings and provide link)**

|  |  |
| --- | --- |
| **Participants** | **Topics on which participants are prepared to answer team questions** |
|  | *Student engagement in program operations* **(Criterion A3)***Curriculum* **(Criterion D)***Resources (physical, faculty/staff, IT)* **(Criteria C2-C5)***Involvement in scholarship and service* **(Criteria E4, E5, F2)***Academic and career advising* **(Criteria H1 & H2)***Diversity and cultural competence* **(Criterion G1)***Complaint procedures* **(Criterion H3)** |

4:00 pm **Break**

4:15 pm **External Partner / Alumni Feedback & Input**

No attendees who are primarily students or faculty

Include current employment/affiliation and title

Indicate relationship to unit for each attendee (e.g., alum, preceptor, advisory board member, etc.)

 **Zoom Meeting (CEPH will set up meetings and provide link)**

|  |  |
| --- | --- |
| **Participants** | **Topics on which participants are prepared to answer team questions** |
|  | *Involvement in program evaluation & assessment* **(Criterion F1)***Perceptions of current students & school graduates* **(Criteria D5, D6, F1)***Alumni perceptions of curricular effectiveness* **(Criterion B5)***Applied practice experiences* **(Criteria D5 & D6)***Integration of practice perspectives* **(Criterion E2)***Program delivery of professional development opportunities* **(Criterion F3)** |

5:15 pm **Site Visit Team Executive Session**

Provide name and cell phone number of key accreditation faculty or staff member(s)

* One or two key faculty and/or staff members who are most familiar with the self-study should be available by cell phone during this time slot. Coordinator may call with brief clarifying questions.
* If the team identifies a need for conversation with other specific faculty or staff members for additional follow-up or clarification, the CEPH coordinator will communicate that request by cell phone during this time slot. If applicable, such individuals should be available to meet with the team on campus at 10:15 am the following day. CEPH will endeavor to minimize or avoid requests for additional meetings unless they are needed to ensure an accurate review.

6:00 pm **Adjourn**

**Day of the Week, Date (second day of visit)**

*Team is responsible for own breakfast at hotel*

8:30 am **University Leaders** – typically provost and/or president, must be dean-level and higher and not attended any previous meetings with the site visit team

**Zoom Meeting (CEPH will set up meetings and provide link)**

|  |  |
| --- | --- |
| **Participant(s)** | **Topics on which participants are prepared to answer team questions** |
|  | *Program’s position within larger institution* **(Criterion A1)***Provision of program-level resources* **(Criterion C)***Institutional priorities* |

9:00 am **Break & Check Out of Hotel**

9:30 am **Site Visit Team Hotel Pickup: Transport to Campus**

 Provide name and cell phone number of person picking up the team

10:00 am **Site Visit Team Executive Session**

* Team will need access to the internet. Technical support must be available to ensure that team can connect to internet.

\* *Time can be adjusted depending on travel time to campus*

12:00 pm **Site Visit Team Working Lunch**

* Buffet or boxed lunches preferred

1:00 pm **Exit Briefing**

 Participants at the unit’s discretion; listing on agenda not required

1:45 pm **Team Departs**

* Work with CEPH coordinator to arrange transportation to airport
* *Site visitors will book flights no earlier than 3:30 pm*