**Site visit agenda**

**Instructions & template**

**SBP**

**Logistical Considerations When Developing Agenda**

|  |  |  |
| --- | --- | --- |
| Participants to Invite | Faculty | * Designated leader
* Full-time faculty from applicable degree types (e.g., BA & BS) and concentrations, if applicable
* Part-time faculty 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 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 degree types [e.g., BA & BS] 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
 |
| Unshaded boxes above: Participants must attend on campus, in personShaded boxes above: Participants must attend via Zoom |
| Meetings should not exceed 12 participants.  |
| 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/update all highlighted text.
* For each participant table:
	+ Ensure that every topic in the second column can be addressed by at least one attendee (e.g., faculty, staff, and/or administrators) in the first column. Do not delete topics in any table (except Distance Ed if not applicable).
	+ List each participant’s name, credential(s), and title.
	+ For 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 external partner meeting, include mix of alumni, community partners, and practicum supervisors.
	+ Include NO MORE THAN 12 participants per meeting.
	+ Ensure that a meeting or portion of a meeting will be conducted without program leaders present. If needed, work with CEPH staff to identify the opportunity that makes the most sense.
	+ No individual should attend both the program leaders meeting and the university leaders 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** |
| *Sarah Jones, PhD – Program Director**Tom Smith, DrPH – Asst. Prof & Chair, Evaluation Committee**Ella Sanders, PhD – Assoc. Professor**Mary Brown, PhD – Assessment coordinator, College of Education**Ernestine Patton, MPH – Program Manager**Lucille Rogers, PhD, MPH, Program Director**Matthew Brown, PhD, JD, Assistant Professor*  | *Administration and governance* **(Criterion A)** |
| *Resources (personnel, physical, academic and career support) – who determines sufficiency? Acts when additional resources are needed?* **(Criteria D, F)** |
| *Faculty qualifications* **(Criterion E)** |
| *Practitioner involvement* **(Criterion E)** |
| *Diversity, inclusion, and cultural competence* **(Criterion H)** |
| **Total participants: 7** |

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

**XXX Standalone Baccalaureate 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 requests for additional documents, the CEPH coordinator will send these requests via email. Provision of requested documents is appreciated by 12:00 pm on the first day of the site visit.

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

8:15 am **Team Breakfast at Hotel**

*\* Confirm the hours of operation*

9:00 am **Site Visit Team Hotel Pickup**

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

Provide name and phone number of person meeting the team

9:20 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.

9:30 am **Program Leaders**

|  |  |
| --- | --- |
| **Participants** | **Topics on which participants are prepared to answer team questions** |
|  | *Administration and governance* **(Criterion A)** |
| *Resources (personnel, physical, academic and career support) – who determines sufficiency? Acts when additional resources are needed?* **(Criteria D, F)** |
| *Faculty qualifications* **(Criterion E)** |
| *Practitioner involvement* **(Criterion E)** |
| *Diversity, inclusion, and cultural competence* **(Criterion H)** |
| **Total participants:**  |

10:30 am **Break**

10:45 am **Curriculum & Evaluation**

|  |  |
| --- | --- |
| **Participants** | **Topics on which participants are prepared to answer team questions** |
|  | *Curriculum* **(Criterion B)** |
| *Evaluation of program effectiveness; collection and analysis of data* **(Criterion C)** |
| *Distance education* **(Criterion I)** (Delete if not applicable) |
| **Total participants:**  |

12:00 pm **Break & Lunch**

* + - Buffet or boxed lunches preferred
		- Work with CEPH coordinator to identify any dietary restrictions
		- Lunch should be ready and available at 12:00 pm so that team has time to eat and break before next session begins.

12:45 pm **Faculty Roles and Responsibilities**

|  |  |
| --- | --- |
| **Participants** | **Topics on which participants are prepared to answer team questions** |
|  | *Information accuracy* **(Criterion J)** |
| *Student complaint processes* **(Criterion J)** |
| *Faculty engagement* **(Criterion A)** |
| *Informed and current faculty***(Criterion E)** |
| *Academic and career advising* **(Criterion G)** |
| *Diversity, inclusion, and cultural competence* **(Criterion H)** |
| **Total participants:**  |

*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.*

1:45 pm **Break & Executive Session**

2:00 pm **Transport to Hotel**

2:45 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** |
|  | *Faculty qualifications* **(Criterion E)***Curriculum* **(Criterion B)***Resources (physical, faculty/staff, academic & career support)* **(Criteria D, F)***Evaluation of program effectiveness* **(Criterion C)***Academic and career advising* **(Criterion G)***Diversity, inclusion, and cultural competence* **(Criterion H)***Student complaint processes* **(Criterion J)** |
| **Total participants:**  |

3:45 pm **Break**

4:00 pm **External Partner / Alumni Feedback & Input**

No attendees who are primarily students or faculty

Include current employment/affiliation and title

Indicate relationship to program 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** |
|  | *Resources (personnel, physical, academic and career support)* **(Criteria D, F)** |
| *Practitioner involvement* **(Criterion E)** |
| *Cumulative and experiential activities* **(Criterion B)** |
| *Cross-cutting concepts* **(Criterion B)** |
| *Stakeholder feedback* **(Criterion C)** |
| *Academic and career advising***(Criterion G)** |
| *Diversity, inclusion, and cultural competence* **(Criterion H)** |
| **Total participants: x** |

5:00 pm **Break & 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.

5:45 pm **Adjourn**

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

*Team is responsible for own breakfast at hotel*

8:30 am **University Leaders**

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

|  |  |
| --- | --- |
| **Participants** | **Topics on which participants are prepared to answer team questions** |
|  | *Program’s position within larger institution* |
| *Provision of program-level resources*  |
| *Institutional priorities*  |
| *Designated leader* **(Criterion D)** |
| *Administration and governance* **(Criterion A)** |
| *Faculty engagement* **(Criterion A)** |
| **Total participants:**  |

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 a printer and internet. Technical support must be available to ensure that printer & internet are operational.

\* *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 discretion of the program; 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*