**School of Public Health (SPH) Sample Agenda**

**Council on Education for Public Health Site Visit [[1]](#footnote-1)**

**Date**

*Note: Draft and final agendas need to list participants with titles and credentials.*

*Note: Adjust numbers for Criterion D as some criteria may not apply.*

**Day of the Week, Date**

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| Open | **Arrival of the Site Visit Team to Hotel**  List the name and address of the hotel |
| 6:00 pm | **Executive Session of Site Visit Team**  List the location of the Executive Session (eg, Chair’s suite, hotel meeting room) |
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| 7:00 pm | **Site Visit Team Dinner** |

**Day 1: Day of the Week, Date**

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| 8:00 am | **Site Visit Team Hotel Pickup** list the name and address of the hotel and name, title, credentials and cell phone number of person meeting the team; note whether the team should have breakfast on their own before getting picked up or that breakfast will be provided on site |
| 8:30 am | **Site Visit Team Request for Additional Documents**  List the name, title and credentials of person (typically s-s coordinator) |
| 8:45 am | **Executive Session of the Site Visit Team** |
| 9:30 am | **Meet with Core Leadership Team**  *Discuss Criterion A: The School of Public Health; Criterion C: Faculty and School Resources; Criterion E1: Faculty Alignment with Degrees Offered; Criterion E2: Integration of Faculty with Practice Experience*  List attendees’ names, titles and credentials |
| 10:45 am | **Break** |
| 11:00 am | **Meet with Self-Study Committee**  *Discuss Criterion B: Guiding Statements and Evaluation Practices; Criterion F1: Community Involvement in School or Program Evaluation & Assessment*  List attendees’ names, titles and credentials | |
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| 11:45 am | **Break** | |
| 12:00 pm | **Lunch with Students**  *Discuss Criterion A3: Student Engagement; Criterion F2: Student Involvement in Community and Professional Service; Criterion G: Diversity; Criterion D: Instructional Program and Criterion H: Academic and Career Advising*  List attendees’ names and credentials (if applicable) | |
| 1:30 pm | **Break** | |
| 1:45 pm | **Meet with Instructional Programs Group 1**  **Options:**  **1) split master’s and doctoral into two groups [doctoral meeting on Day 2],**  **2) split professional public health degrees from undergraduate, academic and other degrees [meet with undergraduate, academic and others on Day 2]**  **3) split based on some other consideration that will allow site visitors to discuss curriculum, competencies and student assessment with faculty affiliated with all types of degree programs included in the school**  *Discuss Criterion D: Instructional Program: Customize based on Group 1 participants*  List attendees’ names, titles and credentials | |
| 3:00 pm | **Break** | |
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| 3:15 pm | **Team Executive Session** | |
| 5:00 pm | **Adjourn** | |

**Day 2: Day of the Week, Date**

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| 8:00 am | **Site Visit Team Hotel Pickup** list the name and address of the hotel and name, title, credentials and cell phone number of person meeting the team; note whether the team should have breakfast on their own before getting picked up or whether breakfast will be provided on site |
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| 8:30 am | **Meet with Faculty Related to Research, Service, Community Professional Development**  *Discuss Criterion E: Creation, Application and Advancement of Knowledge (E4-E5); Criterion F: Community Professional Development (F3-F4)*  List attendees’ names, titles and credentials |
| 9:45 am | **Break** |
| 10:00 am | **Meet with Instructional Programs Group 2**  *Discuss Criterion D: (specify)*  List attendees’ names, titles and credentials  See note on Day 1, 1:45 pm session |
| 11:15 am | **Break & Executive Session** |
| 12:00 pm | **Lunch with Alumni and Community Stakeholders (eg, preceptors, community advisors, employers of alumni)**  *Discuss Criterion B: Evaluation and Alumni Perceptions; Criterion D: Instructional Programs (D5, D6, D12, as applicable); Criterion F: Community Involvement in Evaluation Practices and Professional Development; Criterion H: Academic and Career Advising*  List attendees’ names, year of graduation (alumni), titles and credentials |
| 1:30 pm | **Break** |
| 1:45 pm | **Meet with Leadership of University (Provost and/or President and/or VP for Health Services)**  *Discuss Criterion A: The School of Public Health; Criterion B: Guiding Statements and Evaluation Practices*  List attendees’ names, titles and credentials |
| 2:15 pm | **Break & Executive Session** |
| 3:00 pm | **Meet with Faculty (and key staff if appropriate) Related to Faculty Issues, Student Recruitment, Advising**  *Discuss Criterion E: Faculty and Staff (E1-E3); Criterion C2: Faculty Resources; Criterion G: Diversity; Criterion H: Student Advising, Recruitment & Admissions*  List attendees’ names, titles and credentials |
| 4:00 pm | **Break** |
| 4:15 pm | **Executive Session** |

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| 5:30 pm | **Adjourn** |

**Day 3: Wednesday, XXXXX**

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| 8:30 am | **Site Visit Team Hotel Pickup** list name and address of hotel and name, title, credentials and cell phone number of person meeting the team; note whether the team should have breakfast on their own before getting picked up or whether breakfast will be provided on site |
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| 9:00 am | **Executive Session and Report Preparation (site visit team will need access to printer)** |
| 11:30 am | **Working Lunch, Executive Session and Report Preparation** |
| 12:30 pm | **Exit Briefing** |
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| 1:15 pm | **Team Departs** (Work with CEPH coordinator to arrange transportation to airport) |

1. All sessions, unless otherwise noted, will take place in Building \_\_\_\_\_\_\_\_\_\_, Room \_\_\_\_\_\_\_\_\_. [↑](#footnote-ref-1)