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

**XXX Standalone Baccalaureate Program**

Do not alter meeting times except in consultation with CEPH staff. Adjust **time zones only**. For example, if a program is in Oregon, the first meeting on the first day begins at 8:45 am PDT.

**Logistical Considerations When Developing Agenda**

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| 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
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|  | Staff | * Program coordinator or manager, if applicable
* Individuals holding primary responsibility and/or expertise on any topic slated for discussion
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|  | Students | * Representatives from all applicable degree levels and concentrations
* Mix of newer students and those closer to graduation
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|  | Stakeholders | * 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
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|  | University Leaders | * President and/or provost to discuss university-level operations
* Dean and/or department chair
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| Meetings should not exceed 12 participants.  |
| It may be advisable to invite more stakeholders 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 log in to Zoom 10-15 minutes before the scheduled start for each session to allow time for troubleshooting. |
| 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
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Instructions for populating agenda template

* Replace/update all highlighted text.
* CEPH’s Zoom account will be used for the site visit. CEPH will provide Zoom links and access codes for each meeting with participants.
* For each participant table:
	+ Populate with as many faculty, staff, and/or administrators as applicable for each topic. 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, credential(s), and title. Participants may appear next to more than one topic.
	+ 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 stakeholder 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 leadership present. If needed, work with CEPH staff to identify the opportunity that makes the most sense.

Sample participant table:

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| **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* | *Administration and governance* **(Criterion A)** |
| *Sarah Jones, PhD – Program Director**Tom Smith, DrPH – Asst. Prof & Chair, Evaluation Committee**Mary Brown, PhD – Assessment coordinator, College of Education**Ella Sanders, PhD – Assoc. Professor* | *Resources (personnel, physical, academic and career support) – who determines sufficiency? Acts when additional resources are needed?* **(Criteria D, F)** |
| *Sarah Jones, PhD – Program Director**Ernestine Patton, MPH – Program Manager* | *Faculty qualifications* **(Criterion E)** |
| *Sarah Jones, PhD – Program Director**Ernestine Patton, MPH – Program Manager* | *Practitioner involvement* **(Criterion E)** |
| *Lucille Rogers, PhD, MPH, Program Director**Matthew Brown, PhD, JD, Assistant Professor*  | *Diversity, inclusion, and cultural competence* **(Criterion H)** |
| **Total participants: 7** |

**Sunday, May 31, 2020**

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| 5:00 pm EDT, 4:00 pm CDT, 3:00 pm MDT, 2:00 pm PDT**Site Visit Team** **Executive Session 1**Site Visit Team Online Meeting Room (For use in every executive session and break) |

**Monday, June 1, 2020**

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| 8:45 am EDT, 7:45 am CDT, 6:45 am MDT, 5:45 am PDT**Site Visit Team Executive Session 2**Site Visit Team Online Meeting Room  |

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| 9:15 am EDT / 8:15 am CDT / 7:15 am MDT / 6:15 am PDT **Program Leadership**Zoom Meeting |
| **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:**  |

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| 10:15 am EDT**Break**Site Visit Team Online Meeting Room |

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| 10:30 am EDT / 9:30 am CDT / 7:30 am MDT / 7:30 am PDT **Curriculum**Zoom Meeting |
| **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:**  |

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| 11:45 am EDT **Break** Site Visit Team Online Meeting Room  |

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| 12:30 pm EDT / 11:30 am CDT / 10:30 am MDT / 9:30 am PDT**Students**Zoom Meeting |
| **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:**  |

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| 1:30 pm EDT**Break**Site Visit Team Online Meeting Room |

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| 1:45 pm EDT / 12:45 pm CDT / 11:45 am MDT / 10:45 am PDT **Faculty Roles and Responsibilities**Zoom Meeting |
| **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:**  |

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| 2:45 pm EDT **Resource File Review and Executive Session 3**Site Visit Team Online Meeting Room |

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| 4:00 pm EDT / 3:00 pm CDT / 2:00 pm MDT / 1:00 pm PDT **Stakeholder/Alumni Feedback & Input** Zoom Meeting |
| **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** |

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| 5:00 pm EDT **Site Visit Team Executive Session 4**Site Visit Team Online Meeting Room |

5:45 pm EDT

**Adjourn**

**Tuesday, June 2, 2020**

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| 8:30 am EDT **University Leaders**Zoom Meeting |
| **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:**  |

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| 9:00 am EDT **Break**Site Visit Team Online Meeting Room |

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| 9:15 am EDT **Site Visit Team Executive Session 4**Site Visit Team Online Meeting Room |

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| 1:00 pm EDT / 12:00 pm CDT / 11:00 am MDT / 10:00 am PDT **Exit Briefing**Zoom MeetingParticipants at the discretion of the program; listing on agenda not required |