Annual Reporting Webinar

September 29, 2021

Availability of slides & recording

About CEPH

Who We Accredit

Criteria & Procedures

For Schools and Programs ①

For Students

For Site Visitors

Considering Accreditation   Preparing for a Review   Substantive Changes   **FAQs and Webinars** ②   Fee Schedule   Report Search

FAQs and Webinars

General FAQs

- Consultation visits, interim reports, substantive changes, site visits, data collection, etc.

③

Archive of past presentations and webinars

- Criteria-related webinars, Trends 2020 overview, capsule interviews, annual report overview, presentations from past conferences, etc.

Agenda

General guidelines

Account set-up

Questionnaire walkthrough

Q&A period

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General guidelines

Deadline:
December 3, 2021

Single exception: schools and programs that had initial accreditation decisions (not reaccreditation decisions) in the calendar year (i.e., 2021)

2021 report covers the 2020-21 academic year (fall 2020 and spring 2021)

SPH, PHP, SBP in any stage of the reaccreditation process must submit an annual report

SPH will report on public health degrees only (no non-public health degrees)

Any errors or irregularities will prompt a notes section for further explanation

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General guidelines

Click through to the end of the section to save any in-progress work. Exiting in the middle of a section may result in the loss of entered information!

Access and update your report as often as you like until the official deadline in early December—even if you have clicked 'submit'

Annual report does NOT serve as a substitute for a substantive change notice

Annual reports are not public documents

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ASPPH collaboration

- As a reminder, all accredited units will continue to report the full annual report to CEPH.

- Different reports for different purposes

- CEPH encourages ASPPH members to report their data to ASPPH too!

Account set-up

Login

Email address

Password

Login   Reset Password

Do not have a CEPH account yet? Click here to create one.

You will be able to login after approval by CEPH staff.

Create New Account

ceph.org/reporting

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Log-in reminders

- CEPH does not have access to any of your passwords

  - Login information is case sensitive!

- A school or program can have as many accounts as needed

- Create an account to ensure you receive annual reporting communications

- Let CEPH know via email if you want us to delete someone's account who no longer needs access

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Reporting home page

Annual Report Status

Report Section	Completion Status
General Information	Completed
Admissions Information	Incomplete
Finances	Completed
Other Resources	Incomplete
Quantitative Faculty Info	Incomplete
Graduation Rates	Completed
Post-Graduation Outcomes	Completed

Past Reports 2018 2017 2016 2015 2014 2013 2012

☑ Submit 🖶 Print

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General information

- Change in relationship of program/school to parent institution?

- New degrees or concentrations?

- Discontinued degrees or concentrations?

- Significant curricular changes?

  - Note: temporary curricular changes due to COVID-19 should not be reported in this section

Tips for general information section

If you answer 'yes' to a question, provide a direct and brief explanation.

If your unit has made a change and not submitted a substantive change notice yet, STOP the annual report and submit the substantive change form.

Don't click "no" and say "substantive change is forthcoming" in the narrative.
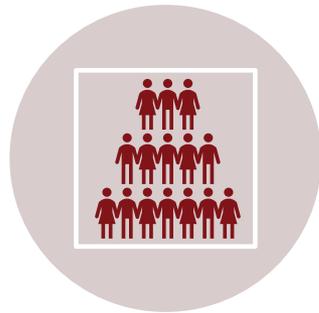
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Examples of narrative

Added a new MPH concentration in global health with first students enrolling in fall 2021. ✓

The program has been considering adding a global health concentration for some time now. Given the worldwide need for training in this area and student interest, the program met in May to discuss the curriculum and competencies. The university approved the concentration in July and the program plans to enroll students in the fall. ✗

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Admissions information

TOTAL headcount of <u>new</u> enrollees: ONE number representing ALL public health degrees (not certificates) combined

Information should be provided for full 2020-21 academic year (year-round admissions) or for fall 2020 (one admissions cycle)

Prompted to provide an explanation for growth that is 50% or more, compared with previous year

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For example...

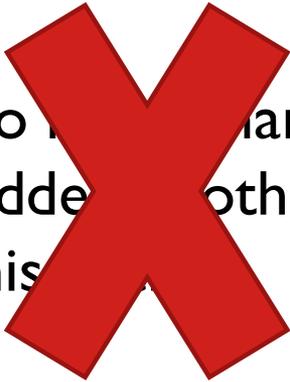## Update Your Organization's Admissions Information

Please provide the following admissions information. Information should be provided for the full academic year (if year-round admissions are conducted) or for last fall (if the program does only one admissions cycle). Please note: data must include all students entering public health degree programs (not certificates, not non-public health degrees in SPH) in the accredited unit.

Total headcount of new enrollees

45

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Examples of narrative

- The program added a BSPH and is reporting BSPH admissions for the first time this year. Current total student FTE is 70 and current total faculty FTE is 8.5. ✓

- We decided to do ~~our marketing~~ and then we thought about and then adde~~d an~~other degree level, so we have more students this ~~year~~ ✗

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Finances

- Upload a budget table: sources of funds and expenditures

- Provide a brief explanation in the narrative box, if applicable.

Source of Funds	
Tuition & Fees	
State Appropriation	
University Funds	
Grants/Contracts	
Indirect Cost Recovery	
Endowment	
Gifts	
Other (explain)	
Total	
Expenditures	
Faculty Salaries & Benefits	
Staff Salaries & Benefits	
Operations	
Travel	
Student Support	
University Tax	
Other (explain)	
Total	

Other resources

- <u>Significant</u> changes in other resources (eg, facilities, computer equipment, travel support, etc.) that may impact student learning or other areas of compliance with the criteria

  - Temporary changes/reductions related to COVID-19 should be reported only if they impact student learning or compliance with accreditation criteria

- Spare the details!

Examples of narrative

- One of the two administrative staff members retired. The department has posted the job and is in the process of interviewing candidates with plans to onboard in spring 2022.

- The program has two administrative staff, and one has retired. The program wants to replace this person, so it has had to work with the Business Office to get approval to post the job. Once we post the job, we can start interviewing candidates to replace the staff member that retired. In addition, we got more computers which has helped our admin staff member.

SPH/PHP Quantitative faculty information

CONCENTRATION	1ST DEGREE LEVEL			2ND DEGREE LEVEL	3RD DEGREE LEVEL
	PIF 1	PIF 2	FACULTY 3	PIF 4	PIF 5
HEALTH TECHNOLOGY ASSESSMENT, EVALUATION PRACTICE	DiOrio 0.5	Bazzi 0.5	Konner 0.3		
MS/MA					
PUBLIC HEALTH POLICY & MANAGEMENT	Varol 0.8	Williams 0.5	Luzzi 0.5		
DrPH					

Total PIF	5
Non-PIF	4

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SBP Quantitative faculty information

Quantitative Faculty for Programs

Designated leader

0.0

Other faculty

0.0

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Examples of narrative

- A PIF for the epidemiology track resigned in spring 2021. The program has posted the position and plans to hire a replacement by spring 2022.

- The program lost a faculty member from the biostatistics concentration and submitted a substantive change form June 12, 2021 to discontinue the concentration.

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Graduation rates

- <u>ONLY the most recent cohort that has reached the maximum allowable time to graduate</u>

- Row for each degree conferred—NOT by concentration or department

- Explanation required for any low graduation rate(s): <70% for baccalaureate and master's, <60% for doctoral

How do I know what cohort to report on for graduation rates?

- Current reporting year: AY 2020-21
- 5-year MTTG (max time to graduate)
- What cohort do we report on?
    - 2020-21 – Year 5
    - 2019-20 – Year 4
    - 2018-19 – Year 3
    - 2017-18 – Year 2
    - 2016-17 – Year 1

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Challenges in reporting graduation rates

- Our program doesn't have a maximum time to graduation.

  - Each degree must have one maximum time to graduation. If full-time and part-time students have different max times, use the longer one.

- We are reporting on all students who graduated during the 2020-21 AY.

  - Only report on students who reached their max time to graduation during the 2020-21 AY.

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Challenges in reporting graduation rates

- We count our undergraduate students starting their freshman year. Many students change majors, so our withdrawal rates are high.

  - Start counting students when they have declared the major and reached 75 credits. Then as students meet these requirements, assign them to a cohort and track their graduation rates.

- Students transfer between degrees within the unit of accreditation. We count them in their original degree (or in both degrees).

  - Students who switch to a degree within the unit of accreditation (e.g., MPH to MS) should only be counted toward the new degree.
  - Students who take a leave of absence or receive permission to extend their time in the program should be moved from their original cohort to a more recent cohort based on their updated maximum allowable time to graduation.

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For example…

Degree	MTTG	Number starting	Number withdrawn	Number graduating	Number continuing	Graduation Rate
DrPH	7	10	3	7	0	70%
MPH	5	50	10	40	0	80%

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Examples of narrative

- With only four students in the cohort, two withdrew for personal reasons while the other two graduated leaving the program with a 50% graduation rate. ✓

- A third of the students withdrew from the BS program. To address this, the school is requiring additional meetings with advisors to keep students on track and assist with any issues. The school has also made adjustments to the final project to ensure students can complete it the semester they expect to graduate. ✓

- We aren't sure what happened, it seems that students withdrew for personal reasons that we can't control. ✗
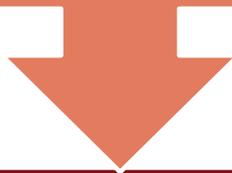
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Post-graduation outcomes

ONLY the most recent cohort of graduates who have had 12 months to secure employment or continuing education

Row for each degree conferred—NOT by concentration or department

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Post-graduation outcomes

Placement includes employed, continuing education/training, and not seeking employment by choice

Explanation required for

low placement rate(s): <80%

low response rate(s): <50%

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How do I know what cohort to report on for post-graduation outcomes?

Current reporting year: AY 2020-21

You will be reporting on the individuals who reached 12-months post-graduation during 2020-21

These are individuals who graduated in 2019-20

For example...

Degree	Employed	Continuing education / training	Actively seeking employment	Not seeking employment	Unknown	Placement Rate
DrPH	16	2	2	0	0	90%
MPH	25	10	5	0	0	88%

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One more example...

Degree	Employed	Continuing education / training	Actively seeking employment	Not seeking employment	Unknown	Placement Rate
DrPH	5	0	0	0	5	100%
MS/MA						

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Examples of narrative

- The program collected this data by survey and had low response rates. Going forward staff will use social media to reduce the number of graduates with unknown outcomes. ✓

- Graduates are hard to track down. ✗

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What happens next?

Council will review annual reports

You will receive a letter confirming receipt of annual report and identifying any potential concerns

Based on its review, the Council may request an interim report, additional information, or sub change

Follow-up consultation visit, abbreviated review, or full accreditation review may be required in special circumstances

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CEPH resources

FAQs

- Annual Reporting: https://ceph.org/constituents/schools/faqs/general/annual-reports/

- Graduation Rates: https://ceph.org/constituents/schools/faqs/general/graduation-rates/

- Post-graduation Outcomes: https://ceph.org/constituents/schools/faqs/general/post-grad-outcomes/

Recording will be available on the CEPH website

- https://ceph.org/constituents/schools/faqs/pres/

Contact your CEPH staff person with questions!
Not sure who this is? Ask at submissions@ceph.org

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Upcoming trainings

- Overview of PHP/SPH Criteria Revisions - October 13, 2021, 2-3:30 pm ET

- Exemplars of Assessment - November 10, 2021, 1-2:30 pm ET

https://ceph.org/about/dates-to-remember/

Q&A

THANK YOU!

PLEASE COMPLETE THE SURVEY THAT APPEARS WHEN YOU CLOSE OUT OF THE ZOOM WINDOW