**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 and concentrations
* Mix of newer students and those closer to graduation
 |
|  | Stakeholders | * 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
 |
| Meetings should not exceed 15 participants, except for student and external stakeholder meetings if additional participants are needed to ensure representation across all needed degrees/concentrations/levels.  |
| 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 arrive 15 minutes before the scheduled start for each session to allow time for parking issues, finding the meeting room, etc. |
| All efforts should be made to have participants join the meetings in-person. Distance-based participation should be limited. If distance-based participation is necessary, it is preferred that participants join visually (i.e., via webcam). All distance-based participants should be marked on the agenda with an asterisk (\*). |
| Lunches | * If lunch is held in a different meeting space, set up and allow students to start in advance of the site visit team
* Provide boxed lunches or a buffet
* Students should sit at a single table with site visitors to facilitate one discussion involving all participants
 |
| Transportation | * A representative from the program should meet the site visit team at the hotel in the morning. The team can walk to campus if feasible, or transportation should be arranged by the program
* Allow adequate time on the agenda to travel to campus and across campus, as applicable
 |
| Ensure access to a reliable internet connection for site visitors. Provide login information upon arrival on campus. |
| Supplies | On the final day of the visit, the team will need access to* Printer – team must be able to access printed pages directly
* Extra paper
* Projector
* Highlighter
* Stapler
* Shredder, if available
 |
| 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 75 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:
	+ 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, and title. Participants may appear next to more than one topic.
	+ Mark any distance-based participants with an asterisk (\*).
	+ 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 15 participants per meeting, except for student & stakeholder meetings if necessary to achieve required representation.
	+ Build in a meeting or portion of meeting that will be conducted without program leadership present. Work with CEPH staff to identify the opportunity that makes the most sense.

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* | *Guiding statements – process of development and review?* |
| *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* | *Evaluation processes – how does program collect and use input/data?* |
| *Sarah Jones, PhD – Program Director**Ernestine Patton, MPH – Program Manager* | *Resources (personnel, physical, IT) – who determines sufficiency? Acts when additional resources are needed?* |
| *Sarah Jones, PhD – Program Director**Ernestine Patton, MPH – Program Manager* | *Budget – who develops and makes decisions?* |
| **Total participants: 5** |

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

**Public Health Program (PHP)**

**All sessions, unless otherwise noted, will take place in \_\_\_\_\_\_\_**

**Day of the Week, Date**

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

 List the name and address of the hotel

5:00 pm **Site Visit Team** **Executive Session 1**

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

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

**Day of the Week, Date**

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

 Provide name and phone number of person meeting the team

 Note whether team should have breakfast at hotel or that breakfast will be provided on site

8:20 am **Team Setup in room**

Tech support setup

8:30 am **Program Evaluation**

|  |  |
| --- | --- |
| **Participants** | **Topics on which participants are prepared to answer team questions** |
|  | *Guiding statements – process of development and review?* **(Criterion B1)** |
|  | *Evaluation processes – how does program collect and use input/data?* **(Criteria B5 & B6)** |
|  | *Resources (personnel, physical, IT) – who determines sufficiency? Acts when additional resources are needed?* **(Criteria C2-C5)** |
|  | *Budget – who develops and makes decisions?* **(Criterion C1)** |
| **Total participants: x** |

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)** |
| **Total participants: x** |

11:00 pm **Break**

11:15 pm **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-D13)** |
|  | *Academic public health degrees* **(Criteria D17 & D18)** |
|  | *Distance education* **(Criterion D20)** |
| **Total participants: x** |

12:15 pm **Break & Lunch**

1:00 pm  **Instructional Effectiveness**

|  |  |
| --- | --- |
| **Participants** | **Topics on which participants are prepared to answer team questions** |
|  | *Currency in areas of instruction & pedagogical methods* **(Criterion E1)** |
|  | *Scholarship and integration in instruction* **(Criteria E3 & E4)** |
|  | *Extramural service and integration in instruction* **(Criterion E5)** |
|  | *Integration of practice perspectives* **(Criterion E2)** |
|  | *Professional development of community* **(Criteria F1-F4)** |
| **Total participants: x** |

2:00 pm **Break & Exec Session**

2:15 pm Transport to hotel

3:00 pm Students

4:00 pm Break

4:15 pm **Stakeholder Feedback/Input**

|  |  |
| --- | --- |
| **Participants** | **Topics on which participants are prepared to answer team questions** |
|  | *Involvement in program evaluation & assessment* **(Criterion F1)** |
|  | *Perceptions of current students & school graduates*  |
|  | *Perceptions of curricular effectiveness* **(Criterion B4)** |
|  | *Applied practice experiences* **(Criteria D5 & D6)** |
|  | *Integration of practice perspectives* **(Criteria D7 & D8)** |
|  | *Program delivery of professional development opportunities* **(Criterion F4)** |
| **Total participants: x** |

5:15 pm **Site Visit Team Executive Session 3**

5:45 pm **Adjourn**

**Day of the Week, Date**

8:30 am **University Leaders**

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

9:00 am **Break**

9:15 am **Site Visit Team Hotel Pickup**

 Provide name and phone number of person meeting the team

 Note whether team should have breakfast at hotel or that breakfast will be provided on site

9:45 am **Site Visit Team Executive Session 4**

Team will need access to a printer

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

2:00 pm **Team Departs**

Work with CEPH coordinator to arrange transportation to airport