**Site visit agenda**

**Instructions & template**

**SPH**

**Logistical Considerations When Developing Agenda**

|  |  |  |
| --- | --- | --- |
| Participants to Invite | Faculty | * Dean
* 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 | * Academic 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, 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 degrees and concentrations who graduated within the last 3-5 years)
* Community representatives who work with school in variety of capacities
* Preceptors, if applicable
* Employers of recent graduates
 |
|  | University Leaders | * President and/or provost to discuss university-level operations
 |
| Unshaded boxes above: Participants must attend on campus, in personShaded boxes above: Participants must attend via Zoom |
| Meetings should not exceed 12 participants, except for student and external partner meetings if additional participants are needed to ensure representation across all needed degrees/concentrations/levels.  |
| 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
* School evaluation should be 60 minutes
* Breaks should be 15 minutes
 |

Instructions for populating agenda template

* Replace all highlighted text.
* For each participant table:
	+ Ensure that every topic in the second column can be addressed by at least one attendee in the first column. If a topic in Curriculum 1, 2, or 3 is not applicable, delete the row. Do not delete topics in any other table.
	+ List each participant’s name, credentials, 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 15 participants per meeting, except for student & external partner meetings if necessary to achieve required representation.
	+ Build in a meeting or portion of meeting that will be conducted without school leaders 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** |
| 1. *Sarah Jones, PhD – Dean*
2. *Tom Smith, DrPH – Asst. Prof & Chair, Evaluation Committee*
3. *Ella Sanders, PhD – Senior Associate Dean*
4. *Mary Brown, MPH – Accreditation & Data Coordinator*
5. *Ernestine Patton, MPH – Assistant Dean for Operations*
 | *Guiding statements – process of development and review?**Evaluation processes – how does school collect and use input/data?**Resources (personnel, physical, IT) – who determines sufficiency? Acts when additional resources are needed?**Budget – who develops and makes decisions?* |

Curriculum Sessions on Agenda

There are 3 curriculum sessions. Distribute the topics to allow appropriate time for full discussion of each. CEPH staff can help you!

Curriculum 1 MUST address MPH foundational knowledge & competencies and may also address the following as appropriate:

* MPH concentration competencies
* DrPH knowledge & competencies
* APE & ILE

Curriculum 2 may address the following as appropriate:

* MPH concentration competencies
* DrPH knowledge & competencies
* APE & ILE
* Public health bachelor’s degrees
* Academic public health degrees

Curriculum 3 MUST address any components of Criterion D not already covered.

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

**XYZ School of Public Health**

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 additional requests for documents, the CEPH coordinator will send these requests via email. Provision of requested documents is appreciated by 12:45 pm on the first day of the site visit.

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

7:45 am **Team Breakfast at Hotel**

*\* Confirm the hours of operation*

8:30 am **Site Visit Team Hotel Pickup**

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

Insert name and cell phone number of person picking up the team

8:45 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.

9:15 am **Guiding Statements and 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 school collect and use input/data?* **(Criterion B2)***Resources (personnel, physical, IT) – who determines sufficiency? Acts when additional resources are needed?* **(Criteria C2-C5)***Budget – who develops and makes decisions?* **(Criterion C1)** |

10:30 am **Break**

10:45 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)** |

12:00 pm **Break & Lunch in Executive Session**

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

12:45 pm **Curriculum 2**

|  |  |
| --- | --- |
| **Participants** | **Topics on which participants are prepared to answer team questions** |
|  | *Concentration competencies – development, didactic coverage, and assessment* **(Criterion D4)***Applied practice experiences* **(Criteria D5 & D6)***Integrative learning experiences* **(Criteria D7 & D8)***Public health bachelor’s degrees* **(Criteria D9-D12)***Academic public health degrees* **(Criteria D16 & D17)***Distance education* **(Criterion D19)** |

2:00 pm **Break**

2:15 pm **Transport to Hotel**

3:00 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** |
|  | *Student engagement in school operations* **(Criterion A3)***Curriculum (competencies, APE, ILE, etc.)* **(Criterion D)***Resources (physical, faculty/staff, IT)* **(Criterion C)***Involvement in scholarship and service* **(Criteria E4, E5, F2)***Academic and career advising* **(Criteria H1 & H2)***Diversity and cultural competence* **(Criterion G1)***Complaint procedures* **(Criterion H3)** |

4:00 pm **Site Visit Team 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.

5:00 pm **Adjourn**

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

7:45 am **Team Breakfast at Hotel**

8:30 am **Site Visit Team Hotel Pickup**

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

Insert name and cell phone number of person picking up the team

8:45 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 **Curriculum 3**

|  |  |
| --- | --- |
| **Participants** | **Topics on which participants are prepared to answer team questions** |
|  | *Concentration competencies – development, didactic coverage, and assessment* **(Criterion D4)***Applied practice experiences* **(Criteria D5 & D6)***Integrative learning experiences* **(Criteria D7 & D8)***Public health bachelor’s degrees* **(Criteria D9-D12)***Academic public health degrees* **(Criteria D16 & D17)***Non-public health degrees* **(Criterion D18)***Distance education* **(Criterion D19)** |

10:45 am **Break**

11:00 am **Instructional Effectiveness**

|  |  |
| --- | --- |
| **Participants** | **Topics on which participants are prepared to answer team questions** |
|  | *Currency in areas of instruction & pedagogical methods* **(Criteria E1 & E3)***Scholarship and integration in instruction* **(Criterion E4)***Extramural service and integration in instruction* **(Criterion E5)***Integration of practice perspectives* **(Criterion E2)***Professional development of community* **(Criteria F1-F3)** |

12:00 pm **Break & Lunch in Executive Session**

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

12:45 pm **Strategies & Operations**

|  |  |
| --- | --- |
| **Participants** | **Topics on which participants are prepared to answer team questions** |
|  | *Diversity and cultural competence – who develops the targets, who reviews the data and how are changes made based on the data?* **(Criterion G1)***Recruiting and admissions, including who chose the measures and why did they choose them* **(Criterion H4)***Advising and career counseling, including who collects and reviews the data* **(Criterion H1 & H2)***Staff operations* **(Criteria C3)***Complaint procedures* **(Criterion H3)** |

1:45 pm **Break**

2:00 pm **Transport to Hotel**

3:00 pm **External Partner / Alumni Feedback & Input**

No attendees who are primarily students or faculty

Include current employment/affiliation and title

Indicate relationship to unit 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** |
|  | *Involvement in school evaluation & assessment* **(Criterion F1)***Perceptions of current students & school graduates* **(Criteria D5, D6, F1)***Perceptions of curricular effectiveness* **(Criterion B5)***Applied practice experiences* **(Criteria D5 & D6)***Integration of practice perspectives* **(Criterion E2)***School delivery of professional development opportunities* **(Criterion F3)** |

4:00 pm **Break & Executive Session**

* One or two key faculty and/or staff members who are most familiar with the self-study should be available to the team during this time slot. Coordinator may have 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 during this time slot. If applicable, such individuals should be available to meet with the team on campus at 12:45 pm the following day. CEPH will endeavor to minimize or avoid requests for additional meetings unless they are needed to ensure an accurate review.

5:00 pm **Adjourn**

**Day of the Week, Date (third 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** |
|  | *School’s position within larger institution* **(Criteria A1 & A4)***Provision of school-level resources* **(Criterion C)***Institutional priorities* |

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 the internet. Technical support must be available to ensure that team can connect to internet.

\* *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 unit’s discretion; 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*