



# Council for Standards in Human Service Education

Assuring best practices in Human Service Education through evidence-based standards and a peer-review accreditation process

<https://cshse.org>

3337 Duke Street, Alexandria, VA 22314-5219  
571-257-3959

Yvonne M. Chase, PhD, LCSW, ACSW  
President  
University of Alaska

Winona Schappell, MEd, HS-BCP  
Vice President Accreditation  
Lehigh Carbon Community College (ret.)

Lynne Kellner, PhD, Lic Psych.  
Vice President Publications  
Fitchburg State University

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DCC, HS-BCP  
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Laurie Weiner, J.D., HS-BCP  
Member-at-Large  
Stevenson University

Katherine Pauling, PhD, LPC, CAADC  
Public Member  
Alabama Dept. of Mental Health

November 11, 2020

Dr. Elizabeth Hope, Program Director of Human Services  
Elgin Community College  
1700 Spartan Way  
Elgin, IL 60123

Dear Dr. Hope,

The CSHSE Board approved reaccreditation for the Human Services AAS program at Elgin Community College for the period June 2019 through June 2024. This cycle included an approved one-year extension. The CSHSE board approved accreditation with no conditions.

## PROGRAM STRENGTHS

The readers of your self-study have identified the following strengths of your program including:

- Faculty and Adjuncts are well credentialed, with qualifications and experience as a major strength of the program.
- The Human Services program is student-focused and culturally responsive.
- The student demographic profile is diverse.
- Program integrates speakers from various human services fields within the curriculum.
- Projects and assignments are relevant, engaging, and provide opportunities for critical thinking and foster a diverse and culturally competent environment.
- The program actively engages the community and the college campus through course projects and activities: Mental Health Awareness Day, SWAN (LGBTQ+groups).
- The pre-fieldwork course and the disposition and personal conduct form are great ideas for assessing professional fitness for the field.
- Elgin Community College has a rigorous online training and rubric call "Quality Matters" which was negotiated with the union to be used for all development of online instruction and aided in the instructional response to the COVID crisis.
- The Human Services program hold 2 additional accreditations: Illinois Certification Board for Substance Abuse and National Accreditation for Addiction Studies

## ADDITIONAL RECOMMENDATIONS

*These recommendations are for consideration and relate to ways that the program might enhance compliance with a Standard or relate to important program issues that are not included in the Standards.*

- Consider a peer review process for adjuncts.
- Create a formal method to record and track the education level of the site supervisors (Standard 20i)
- Include the CSHSE standards and course outcomes supported on the course syllabi.

- Address the high teaching loads and program coordinator release time (Standard 7)
- Consider inviting a current student and or recently graduated alumni to join the advisory board.
- Consider using dedicated program advisors or referral to Human Service faculty to help students with advisement on course sequencing.
- Human Service professors need to model self-care and self-reflective practices. The current number of courses in a teaching load, advising load, serving as field placement coordinator, and requesting marketing duties doesn't demonstrate a balance of self-care.
- With an emergency COVID response in using online courses, some flexibility in course offerings, both face to face, online, or hybrid may be beneficial for students and faculty.

This self-study was thorough and provided plenty of evidence in the narrative, links, and supplemental folders to ensure compliance with standards. It was easy to navigate between documents. The next accreditation will include a site visit and must be completed for the June 2024 Board review. **A copy of this letter must be included in your next self-study.**

During 2020, CSHSE revised accreditation site visit policies as a response to the COVID-19 pandemic: All programs which require a site visit between April 2020 through June 2021 will complete a virtual site visit. This policy changes the accreditation conditions outlined on page 9 of the 2020 Membership Handbook. All programs completing virtual site visits during this time period will have a restructured ten-year accreditation cycle. A regular reaccreditation cycle will begin at the next accreditation cycle instead of the Interim Report and Review.

This program completed a virtual site visit as part of the reaccreditation process. At the next accreditation cycle in June 2024, the program will conduct a reaccreditation with a site visit. Five years later, the program will conduct an Interim Report and Review process in which there is no site visit. Five years later, the program will conduct a reaccreditation with a site visit. The 10-year cycle will repeat in that order.

As an accredited program, the Program must regularly review information on the CSHSE website, <https://cshse.org>, for any new changes in policies and standards. Your program must use the standards that are in effect at the time when the application is submitted for the next cycle.

During this accreditation cycle, your accredited program has the responsibility to maintain active CSHSE membership each year of the accreditation cycle for the accreditation status to remain in good standing. Refer to Member Handbook, Accreditation and Self-Study Guidelines for updated information. Additionally, the accredited program shall ensure that the program representative contact information remains current with CSHSE and ASCENT Management, LLC and is updated as needed.

Please refer to the Board actions for maintaining accreditation in Appendix I of the Member Handbook. Your Program must ensure that program and student achievement indicators on the CSHSE website remain accurate (within 2 years of the current academic year) and the hyperlinks remain active. The CSHSE will review this information at each board meeting, February, June, and October. Contact the CSHSE VPA or ASCENT Management, LLC if a hyperlink must be revised so that our website is current with your program information.

Congratulations on continuing as an accredited program with the Council for Standards in Human Service Education. A formal certificate, signed by our President, Dr. Yvonne Chase, will be forthcoming.

Very sincerely,



Winona Schappell, M.Ed., HS-BCP  
CSHSE Vice President of Accreditation

Cc: Dr. Rick Mao, Dean of Communication and Behavioral Sciences  
Dr. Peggy Heinrich, Vice President of Teaching, Learning, and Student Development  
Dr. Yvonne Chase, CSHSE President  
Dr. Julia Bernhard, Lead Reader