



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>

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October 29, 2018

Mr. Leigh Sinclair
Community College of Denver
PABSS
Campus Box 292
PO Box 173363
Denver, CO 80217-3363

Dear Mr. Sinclair,

It is my privilege to inform you that the Associate of Applied Science Human Services program at Community College of Denver has been reaccredited by the Council for Standards in Human Service Education (CSHSE) for the period of October 2017 through October 2022. This cycle includes the approved one year extension.

PROGRAM STRENGTHS

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

- Strong partnerships with Metropolitan State University and University of Colorado-Denver
- Diverse faculty
- Institution financially supports adjunct training and professional development opportunities.
- All 26 credits in Human Services are part of the inter-institutional transfer agreement
- Curriculum incorporated a case management course
- Good theoretical bases for assignments and curriculum
- A balance of skill and personal development
- Well-articulated policies and procedures
- Comprehensive advisory board
- Full time and adjunct faculty support the program and students
- Strong instructional technology support for the D2L web based learning platform

REQUIREMENTS FOR NEXT ACCREDITATION

The following requirements, related to the standards, will need to be remediated for the next reaccreditation:

Standard 4b4. The program shall conduct a formal program evaluation every five years. The formal evaluation shall include: student surveys, agency surveys, graduate follow-up surveys (directed to both graduates and their employers), active

participation of the advisory committee, involvement of agencies where students are in field placements, course and faculty evaluations, and evaluative data mandated or conducted by the institution. Provide the following:

4. *A description of how and in what way the evaluation resulted in any change.*

The program must demonstrate how gathered program student learning outcomes are used to make program decisions and describe how the decisions resulted in change.

Standard 9b Describe how program and field experience coordination is considered in calculating the teaching loads of faculty. It is recommended that consideration be given to distance between sites, expectations of observation, documentation requirements, number of students enrolled in the field experience, and the characteristics of the student population.

The current load of the Field Placement Coordinator makes it difficult to balance those responsibilities with the teaching load. There appears to be a heavy work load and reliance on adjunct faculty. **The program must demonstrate the balance of teaching loads with other program field placement responsibilities and balance the workload of adjunct faculty.**

Standard 20 a Provide a brief description of the overall process and structure of the fieldwork learning experience.

Enhance the fieldwork placement process to assist students in obtaining a fieldwork placement

RECOMMENDATIONS RELATED TO THE STANDARDS:

The following recommendations, although not required, are submitted for your consideration:

Standard 9 e Describe office, classroom, meeting, and informal gathering spaces and how they meet the needs of students, faculty, and administration.

Human Services classes are often assigned to the modular classroom for evening classes and students voiced concerns about safety. Consider alternative classroom space assignments to ensure equity among all programs when rooms are assigned for evening classes.

Standard 4c2. The program must routinely provide reliable information to the public on its performance, including student achievement. [NOTE: This Specification relates to the need for transparency about a program's performance outcomes and student achievement (Specifications a. and b.)] Provide the following:

2. *Content of information shared. NOTE: Public information provided by the program must include: 1) examples of student learning outcomes as defined by the program's assessment plan as required in Specification a; 2) examples of program effectiveness obtained through formal program evaluation as required in Specification b; e.g., student satisfaction, agency feedback, enrollment trends, graduates placement data, program quality improvement information, grade point average, student performance on standardized examinations such as the HS-BCP (Human Services Board Certified Practitioner) credential, program completion data, etc.]*

The program offered program data, e.g. demographics, enrollment, etc.; however, there was limited reporting on student learning outcomes. **The revised Associate Degree Standards that became effective in July 2018 will require both program and student learning outcomes to meet compliance with this standard.**

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. The Associate degree Standards have been revised effective July 1, 2018 and they are different than the one used for this accreditation cycle. The Program must use the Standards that are in effect 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. (Membership Handbook, Accreditation and Self-Study Guidelines, July 2018, p. 8). Additionally, the accredited



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program shall ensure that the program representative contact information remains current with ASCENT Management, LLC and CSHSE and is updated as needed. Your Program must also ensure that program and student achievement indicator links on the CSHSE website remain accurate and active. Contact the CSHSE VPA or ASCENT Management, LLC if a hyperlink must be revised. Student Achievement Indicator data that is made public must be remain current.

A copy of this letter must accompany your self-study in the next accreditation cycle which will be an Interim Report and Review with no site visit.

Congratulations on continuing as one of our accredited programs. A formal certificate, signed by our President Elaine Green, will be forthcoming.

Sincerely,

Winona Schappell

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