



Council for Standards in Human Service Education

Assuring the quality, consistency, and relevance of human service education programs.

<https://cshse.org>

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October 29, 2018

Jason Florin, Coordinator of Human Service Program
Andrea Polites, Co-Coordinator of Human Services Program
College of DuPage
425 Fawell Boulevard
Glen Ellyn, Illinois 60157

Dear Jason and Andrea,

The CSHSE Board met on October 23, 2018 and reviewed the College of DuPage Human Services associate degree program.

The Readers noted the following strengths of the Program:

- Long standing program accreditation since 1984
- Strong core courses
- Observation lab
- Institutional financial resources supporting the program
- Qualified faculty
- A program designated advisor
- Portfolio requirement
- Service learning introduced early in the program.

Upon review, the Board unanimously voted to table accreditation according to the CSHSE Policy for Submission of Initial Accreditation/Reaccreditation Self-Studies found in Appendix F and the CSHSE Policy for Board Accreditation/Reaccreditation Decisions found in Appendix G of the 2016 Membership Handbook:

Appendix F CSHSE Policy for Submission of Initial Accreditation/Reaccreditation Self-Studies

1.1.1.1. The Self-Study Template appropriate to the degree level must be used in completing the Self-Study narrative.

1.1.1.4 Navigation between the Self-Study narrative and supporting documents must be straightforward. Information must be either linked between documents with an easy return to the same place in the narrative or organized into folders that are clearly referenced and easily located.

Appendix G CSHSE Policy for Board Reaccreditation/Reaccreditation Decisions

C2. Accreditation/Reaccreditation is tabled by the CSHSE Board. The Board decides to postpone an accreditation decision because the Self-Study is incomplete, and there is not sufficient information to make a decision.

a. When consideration has been tabled, the program must furnish the requested information no less than 30 days prior to the next Board meeting.

b. If the information is not furnished, then the accreditation will not be approved.

The CSHSE Board is requesting the following required information:

1. CSHSE Submission Policy- Although the readers agreed to read the self-study as it was submitted, the readers did note that it was difficult to ascertain compliance in some of the standards because the Associate Self-Study Template was not used. The CSHSE Board felt that the program should comply with the CSHSE policy of submission. **The Board is requiring a resubmission of the self-study using the Associate degree Self-Study Template.** Documented evidence must be either appropriately linked for navigation between the self-study and documented evidence or clearly referenced to folders and titles of documents in the narrative response. The CSHSE VPA will email the template to be used for the resubmission.

2. Self-Study narrative

A. Required Introductory Material: General Introduction to the Program

1. *Specify the degree(s) offered for which accreditation is being sought.*

The program submitted a self-study to accredit both the AAS Human Services and the AAS Addictions Counseling programs. Only the AAS Human Services degree was accredited during the last cycle. Conditions for initial accreditation of programs as noted on page 5 of the Member Handbook requires the words “human services” in the name of the program. Do you have one Human Services program with two tracks? **At this time, the Board can only consider the AAS Human Services program because of the program name policy. Provide clarification as to the program seeking accreditation.**

Standard 6 a Include curriculum vitae of full-time and part-time faculty who teach human services courses. The vitae must demonstrate that:

1. *Faculty have education in various disciplines and experience in human services or related fields, and*
2. *Teaching faculty have no less than one degree above the level of certificate or degree in which they teach. It is recommended that faculty have no less than a master’s degree.*

There were no curriculum vitae from any part-time instructors teaching core courses. **The Board is requesting the submission of all curriculum vitae of part-time instructors teaching core courses in your program.**

Standard 20 h 1,2,3 Demonstrate how the field experience provides the student an opportunity to progress from:

1. *Observation to*
2. *Directly supervised client contact to*
3. *Indirectly supervised client contact.*



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The narrative in the self-study did not clearly address this progression. **The Board requests a clear description of how the program addresses the experience progression.**

RECCOMENDATION NOT RELATED TO STANDARDS

Although this request is not related to any curriculum standards, your self-study narrative noted a Psychiatric Rehabilitation course requirement for all students. The course was mentioned in the response to Introduction 4 d (curriculum changes); Since the course was not used to demonstrate compliance for any of the curriculum standards, it raised curiosity of Board Members because it was mentioned under curriculum changes. The Board is requesting an opportunity to view a copy of the syllabus

Your program will maintain its accreditation status until the February Board meeting. **I am requesting that you submit all the information to me, CSHSE Vice President of Accreditation, by January 15, 2019.** I will distribute your submission to all the Board Members for their review before the scheduled February 15, 2019 CSHSE Board meeting

I will be emailing this letter with the required associate degree self-study template to use when resubmitting the requested information. The program can return the completed self-study template and associated documents to the CSHSE VP of Accreditation as an email attachment

Please contact me for any further clarifications during this stage of your reaccreditation process.

Sincerely,

Winona Schappell, M.Ed., HS-BCP

CSHSE VP of Accreditation
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cc. Dr. Kirk Overstreet, Interim Vice President of Academic Affairs
Ms. Marianne Hunnicutt, Dean of Social and Behavioral Sciences Division
Elaine R. Green, EdD, HS-BCP, CSHSE President