# 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**

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October 29, 2018

Michelle Hawko, Program Chair
Southeast Community College
8800 O Street
Lincoln, NE 68520

Dear Ms. Hawko,
It is my privilege to inform you that the Human Services AAS program at Southeast Community College has been reaccredited by the Council for Standards in Human Service Education (CSHSE) for the period of October 2018 through October 2023.

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

- Established program with the initial accreditation in 1981
- Requires 460 practicum hours and has an extensive list of practicum sites
- Has a comprehensive assessment plan
- Links CSHSE Standards and Specifications to the Course Information Document (COD)
- Substantial Faculty and resources
- Minimum competency requirements
- Program has strong relationship with advisory board

## REQUIREMENTS FOR NEXT ACCREDITATION

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

*Standard 1. b. Provide evidence that the development of competent human services professionals is the primary objective of the program and the basis for the degree program title, design, goals and curriculum, teaching methodology, and program administration (e.g. through documents such as catalog, brochures, course syllabi, website, and marketing materials).*
> **Review and update all program documents (e.g. student handbook, brochures, course guides.)  Ensure congruency and accuracy of information.**

*Standard 4c 1 and 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:*
> *1. Mechanisms used to share evaluative data with internal and external stakeholders. [NOTE: Program performance data and student outcomes, must, at minimum, be posted on the program's website, and the links must be included in the Self-Study narrative.]*

*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 at the HS-BCP (Human Services Board Certified Practitioner) credential, program completion data, etc.]*

The links provided in the narrative did not work and need password access. The links on the CSHSE website are working.  The assessment data must be accessible to the public. **Provide direct links to the student achievement data (SAI).**

## RECOMMENDATIONS RELATED TO THE STANDARDS:

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

*Standard 9 d Describe how there is adequate resource support (e.g., technology, library, computer labs, etc.) to meet the needs of students, faculty, and administration.*
> **Incorporate more use of library resources in the program, including the orientation and online resources.**

*Standard 20 i. Demonstrate that field supervisors have no less than the same degree the program awards. It is strongly recommended that field supervisors have no less than one level of degree above the level of degree awarded by the program.*
> **Document the required qualifications of agency field supervisors in the handbook**

## ADDITIONAL RECOMMENDATIONS

The following recommendations, although not required, are submitted for your consideration:
- Students raised concern about the change to semester hours and need reassurance.
- Faculty are encouraged to make recommendations concerning library acquisitions and might consider establishing a Human Service lending library.
- Explore the possibility of a Human Service Student Club
- To improve the reading process for volunteer self-study readers, include hyperlinks in the narrative, include assignments in the syllabi and Course Information Document rather than separate documents, streamline the Matrix to only include courses that demonstrate compliance to the Standards, eliminate unnecessary appendices and name the appendices folders, include the description of the documented evidence in the narrative, and paginate multipage documents for easier reference to specific page numbers.

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 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.

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# Human Service Education

*Assuring the quality, consistency, and relevance of human service education programs.*
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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 long standing accredited programs.  A formal certificate, signed by our President Elaine Green, will be forthcoming.

Sincerely,

*Winona Schappell*

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