



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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February 28, 2020

Dr. Justine Pawlukewicz,
Human Services Department NAMN 401
New York City College of Technology
300 Jay St,
Brooklyn, NY 11201

Dear Dr. Pawlukewicz,

The CSHSE Board reviewed the narrative and documented evidence submitted in the follow-up report that was submitted at the Board's request based on the October 2019 conditional accreditation of the Human Services associate degree program at New York City College of Technology. Upon review of the submitted information, the Board voted to accredit the associate degree program with no conditions because the submitted report and documentation demonstrated compliance for the three Standards: Standard 2f, Standard 4a2, and Standard 11c. The Human Services AAS program is accredited for the June 2018-June 2023 cycle. The next accreditation cycle will require a site visit.

The Board reviewed the submitted report and documentation for the following standards and found all to be in compliance.

1. Standard 4a2: There was no narrative describing the assessment plan that is used by the program. The program must submit a detailed written narrative that clearly describes the assessment plan that is used by the program, either a specific plan of the program or how the program participates in the overarching assessment plan of the college.

**The program is now in compliance for this standard
specification**

2. Standard 9a The program shall have adequate faculty, staff, and program resources. The program must provide documentation of budget accounting that demonstrates sufficient funding, faculty, and staff to provide an ongoing and stable program. There must be a narrative describing how the program provides input to the budget process, and accounting documents of how the funds are spent on the program. The narrative

must provide a description of how to read and interpret the budget spreadsheet. The program must provide documentation of a program budget specifically for the AAS program, an explanation of how the program submits requests for budget needs, how the requests are processed, how the funds are allocated, and a final approved proposed budget with current spending.

Standard 9d Provide a detailed description and supporting evidence that there is adequate resource support (e.g. technology, library, computer labs, etc.) to meet the needs of students, faculty, and administration.

The program is now in compliance with Standard 9a and 9d

3. Standard 11c The program submitted course outlines that provided specific knowledge and skill based learning objectives and relevant assessments as requested for all of the curriculum standards. Demonstrate where in the curriculum, the associate degree student is learning how public and private attitudes influence legislation and the interpretation of policies as related to human services.

The program is now in compliance with Standard 11c.

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 accreditation 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 2019, p. 7-8). 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 July 2019 Member Handbook, pp. 97-98. 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.

As stated above, your next reaccreditation will be June 2023. **A copy of the June 2019 tabled decision letter, the October 2019 conditional accreditation decision letter, and this February 2020 accreditation letter needs to accompany your next self-study.** The next self-study for the AAS program must be a unique self-study document which differentiates the AAS program from your BS Human Services program. There shall be a self-study template, documented evidence, and the curriculum Associate degree Matrix demonstrating only standard compliance with your Associate degree program. Ensure ease of navigation for the Readers by using embedded links within the narrative to your supporting documents.



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Congratulations on your diligence to continue as one of our accredited programs! A formal certificate, signed by our President Dr. Yvonne Chase, will be forthcoming.

Sincerely,

Winona Schappell

Winona Schappell, M.Ed.
CSHSE Vice President of Accreditation

CC: Dr. David B. Smith, Dean of Professional Studies
Dr. Yvonne Chase, CSHSE President
Dr. Karen Hinton-Polite, CSHSE Board Member at Large
Dr. Katherine Pickens, Lead Reader