



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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November 11, 2020

Donald Spears, MA, HS-BCP
Ivy Tech Community College
3100 Ivey Tech Drive
Valparaiso, IN 46383

Dear Mr. Spears,

The CSHSE Board approved reaccreditation for the Human Services A.S. program at Ivy Tech 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:

- A state-wide accredited program with a strong positive reputation for the program from students, faculty, and communities.
- Institutional common course outline of records are used across campuses,
- Solid philosophical statement based upon statewide framework with interdisciplinary approach to learning and professionalism
- Statewide program framework: Interdisciplinary approach to learning and professionalism
- Focused curriculum in the AS Human Services to BS Human Services Transfer as a Junior program
- Single articulation pathway into all BSW or BS public programs
- Each campus has own advisory board and advisory boards are diverse
- Program webpage well developed
- Statewide human services marketing video
- HUMS 279 Capstone course culminating in a statewide program developed Technical Outcomes Assessment exit assessment
- Designated math courses specifically for Human Services majors
- A Program level state wide curriculum committee reviews and approves curriculum changes, approves list of textbooks for courses
- Required technical training for students when enrolling in online classes and for faculty teaching online classes
- Internship Learning Plans for students entering internship experiences offer individualized student learning opportunities
- Internship Student handbooks provide delineated preparation processes, guidance and forms for the students
- Faculty are offered regional, statewide and national professional development opportunities that are financially supported by the college
- State-wide administration have created a well-established and stable program. Excellent preparation for student transfer to a four-year school.
- Excellent library resource for students across campuses with Human Services Libguides

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.

- This is a state-wide program requiring intensive and meaningful communication protocols. A statewide curriculum committee is in place. Some recommendations to consider as the Human Services program moves forward :
 - Standard 3b Consider adding roles to attendees of the advisory board meeting minutes, e.g. faculty/agency/administration representation.
 - Standard 3c, 3d All advisory committees supporting a site(s) should have regular and consistent meetings with expectations for members clearly outlined. The general Human Service Advisory boards should consider a method to reflect separate discussion of the accredited program.
 - Standard 4 Ensure that the website and all marketing materials clearly identify the Human Services AS transfer program is the only accredited program. The use of the CSHSE logo or mention of CSHSE accreditation can only be used for this specific program.
 - Standard 9 The program should provide a more detailed budget by identifying line items for the Human Services AS accredited program, budget expenses, requests, or purchases.
 - There is a strong oversight of the statewide program curriculum. The Human Service program has a structured administrative hierarchy for policies and procedures. The implementation of policies (e.g. advisory boards) and data collection for the CSHSE Program Standards 1-10 should be more consistent at all sites.
 - The state approved curriculum provides master syllabi for every course that full and part time faculty utilize. Although the statewide curriculum is consistent, it should be noted that flexibility and creativity should be encouraged for all faculty while still maintaining course learning objectives.
 - The Technical Outcomes Assessment (TOA) is an innovative tool developed by the College as an exit exam. Since the exam is in the early stages of implementation, data should continue to be collected for long term assessments on student outcomes of the Human Services AS program.
 - Students value the strong integration of internships in the program. Consider using the Human Services student clubs at the sites as another avenue to connect students to the uniqueness of the local campus community by joining, attending, or supporting local social service agencies' community events and activities even before the internship.
 - Addictions specialization as preparation for employment was mentioned several times by students, faculty, agencies, and human service committees; there appears to be a need for this type of training and job preparation.
 - Excellent library resources were available for students with each campus having access to a librarian and campus resources.; Lib Guides for HUMS are excellent but developed at select campuses; students should be directed to these sites for resources specifically designed for the HUMS degree programs.

SUGGESTIONS FOR DEVELOPING THE NEXT SELF-STUDY

- The next site visit must include 6 different sites in 2024 (The 2020 virtual site visit interviewed faculty, administration, and students from Valparaiso / Lake County, Lafayette, Bloomington, Kokomo, and Muncie)
- Collaboration among responsible faculty and staff at all sites should begin now so a process can be established to collect data; schedule and calendar upcoming Human Services advisory committee meetings and collect minutes; maintain updated student achievement indicators on the website; and collect data on the TOA annually for the website and the next self-study.
- Consider how program communication for changes in policy and collection of assessment data between sites will take place.

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.**



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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.

Sincerely,

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

Cc: Kara Monroe, Provost Senior Vice President
Joyce Micron, Dean of Public and Social Services
Dr. Yvonne Chase, CSHSE President
Dr. Susan Kinsella, Lead Reader