



# 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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May 20, 2023

Dr. Soyeon Cho, Associate Professor and Chairperson  
285 Jay Street  
Academic Complex A 805  
Brooklyn, NY 11201

Re: Rescheduling of site visit and conditional accreditation status

Dear Dr. Cho,

To address your program's request to delay the site visit until August 2023 rather than June 2023 the CSHSE Board reviewed our policies and considered the CUNY institution contract work and school schedule. The Board conducted an email vote and placed the program on a conditional accreditation status until the postponed site visit scheduled for June 9-10 is rescheduled in August 2023, when the program shall provide to the Lead Readers documentation that demonstrates that alternative activities were used to compensate for the reduced fieldwork hours in response to the pandemic.

The following CSHSE policies were considered when deciding the conditional accreditation status:

1. The Readers had requested additional information and a letter from the CSHSE VPA was sent on March 23, 2023 with a deadline for submission by April 30.
2. NYC College of Technology submitted the additional information on May 2, 2023. Readers are given an additional 45 days for review; however, the CSHSE VPA requested readers to expedite this process so that a site visit, if warranted, could be conducted in June before the June CSHSE Board Meeting.
3. In both the self-study and in the requested additional information provided, the program acknowledged that fieldwork hour requirements were reduced during the pandemic. In August 2020, CSHSE advised programs the following:

*Field placements / Quality & Quantity*

*Meeting the requirement for the number of hours required in field placements as well as the quality of the learning experience continue to be issues as programs plan for the fall semester. Institutional policies, state and local laws have precedence over CSHSE standards. As with the spring semester, programs should follow the institutions' directives as to class, fieldwork, internship, practicum, or clinical hours. Programs should make every effort to comply with the CSHSE Standards as much as possible and should consider alternate ways of having students complete their field hours in this type of environment (e.g., video conferencing with client simulated interactions, special case studies or other assignments that will reflect the student learning outcomes described in their field placement agreements). Any type of alternative plan should be thoroughly documented in preparation for the next accreditation cycle.*



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The program only provided a narrative indicating the reduction of hours to 80 hours per semester (125 hours CSHSE Standard 20 requirement) for the associate degree with no institutional directive documentation or program documentation to support alternative assignments or activities to fulfill the remaining fieldwork hour requirement of 250 hours for the associate degree and 350 hours for the baccalaureate degree.

4. Recognizing that the CSHSE policy for requesting additional information allows for an additional 45 day reading period, the site visit time period would reasonably take the timeline to August/September 2023.

Dr. Nicole Walker-Jackson and Dr. Judith Herzberg, the Lead Readers/Site Visitors, will be in contact with you to reschedule the site visit date in August. The program will remain in a conditional accreditation status until the October Board meeting when the CSHSE Board will make the final accreditation decision.

Dr. Julia Bernard will be assuming the position of CSHSE VPA after June 30 so please contact her at [bernardfamilysolutions@gmail.com](mailto:bernardfamilysolutions@gmail.com) if you have further questions regarding the site visit scheduling.

Sincerely,

*Winona Schappell*

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Cc. Dr. Yvonne Chase, CSHSE President  
Dr. Julia Bernard, CSHSE Secretary  
Dr. James Ruby, CSHSE Board Member-at-Large consultant  
Dr. Nicole Jackson Walker, CSHSE Treasurer and Lead Reader for the associate degree program  
Dr. Judith Herzberg, CSHSE Board member and Lead Reader for the baccalaureate degree program