⚠️ Housekeeping ⚠️

- This presentation will be available on the CSWE website after the session (by September 21, 2020)
- Collected and compiled topic-relevant questions submitted during registration (thank you!)
  - o We've built the presentation around your relevant Q's
  - o Type your questions in the chat box throughout the session
  - o If you have program-specific questions or wish to seek information beyond the session topic, the program's primary contact may schedule a consultation with the program's specialist
  - o Consultations are available year-round via e-mail, phone, and Zoom!
- We have over 200 participants on today's webinar and may not be able to answer all questions that are submitted
- Future interactive webinar sessions will be communicated to programs as they are scheduled ☺

CSWE ACCREDITATION

Housekeeping

- Change your Zoom name to "First & Last Name, Program Name"
- Please remain muted during the presentation
  - Type your questions in the chat box throughout the session
  - Feel free to unmute to ask questions during the Q&A session at the end
  - Chat box questions will be answered when the corresponding section is presented or during the Q&A portion at the end
- *We encourage self-care during this session!* If you need to take a break, step away, stretch, or get a snack, please mute yourself and turn off your camera.

CSWE **ACCREDITATION**

Agenda

- **Webinar Topic:** Accreditation Services Orientation
- Housekeeping
- Meet the Accreditation Team
- Framework for Accreditation
  - o *Reframing:* Accreditation as a Process NOT an Event
  - o *Reframing:* Accreditation as a Team Effort NOT an Individual's Task
  - o Regional vs. Programmatic Accreditors
  - o Meet the Commission on Accreditation
  - o EPAS Development Process
- CSWE Response to COVID-19

- Sneak Peek: New Resource! **Accreditation Services Scope & Resources**
  - o Services by Role
  - o Program Role & Responsibility
    - ▪ Sneak Peek: Updated Resource! **Reaffirmation & Candidacy Timetables**
  - o Commitment to Quality
  - o Communications from DOSWA & COA
- Collaborating with Staff
- Website Tutorial
- Site Visitor & COA Volunteer Opportunities
- Q&A

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CSWE **ACCREDITATION**
COUNCIL ON SOCIAL WORK EDUCATION

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CSWE ACCREDITATION

# Framework for Accreditation

Accreditation is a system for recognizing educational institutions and professional programs affiliated with those institutions as having a level of performance, integrity, and quality that entitles them to the confidence of the educational community and the public they serve.

The purposes of accreditation are:
- quality assurance
- academic improvement
- public accountability
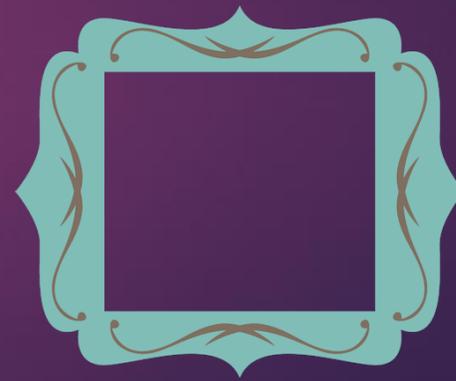
Reframing: Accreditation as a Process NOT an Event

The process expands beyond quality control. Accreditation is a **developmental, reflective, and renewal process** by which program stakeholders **craft excellent educational experiences** to prepare **competent social work practitioners**. While accreditation is reviewed at periodic intervals, programs are expected to **maintain compliance** between review cycles.

Accreditation can be an impetus for:
- Innovation
- Experimentation
- Improvement

CSWE ACCREDITATION

Reframing: Accreditation as a Team Effort
NOT an Individual's Task

The Department of Social Work Accreditation (DOSWA) encourages all administrators, full-time and part-time faculty, staff, students, field instructors, board members and other relevant program stakeholders to **understand and actively participate in the accreditation process**. Continuous accreditation efforts, including periodic reaffirmation reviews, are **owned by and affect the entire program**. Thus, **team-based approaches** are highly recommended.

Optional Tool: Self-Study/Benchmark Team Approach Grid

Framework for Accreditation

Regional Accreditors: Accredits institutions
- CHEA Directories: https://www.chea.org/directories

Programmatic Accreditor: CSWE's Commission on Accreditation (COA) accredits baccalaureate and master's social work programs
- Directory: https://www.cswe.org/Accreditation/Directory-of-Accredited-Programs.aspx

CSWE ACCREDITATION

Framework for Accreditation

The Commission on Accreditation (COA) of the Council on Social Work Education (CSWE) is recognized by the **Council on Higher Education Accreditation (CHEA)** to accredit baccalaureate and master's degree programs in the United States and its territories.

The professional judgements of the COA are based on the **Educational Policy and Accreditation Standards (EPAS)** developed by the Commission on Educational Policy (COEP) and the COA.

CSWE ACCREDITATION

Framework for Accreditation
Who are the Commission on Accreditation (COA)?

- Volunteers
- *Peers*: full- or part-time social work faculty member at a CSWE-accredited social work program
- Public member
  - Practitioners or individuals from other disciplines
- A minimum of 3 years teaching and/or practice experience
- Trained site visitors with a minimum 3 sites visits or 3 years
- Reflect the geographic representation of the CSWE membership
- Represent a variety of program attributes (level, size, etc.)
- Maintain active CSWE membership
- Appointed for 3-year terms by the chair of the CSWE Board of Directors

CSWE ACCREDITATION
COUNCIL ON SOCIAL WORK EDUCATION

Framework for Accreditation

- Accreditation is a fair, impartial, and objective **peer-review** process, accomplished via dedicated **volunteer** contributions of COA members and site visitors.
- The DOSWA **staff liaise** between the COA and the program, providing services, education and training opportunities, communicating accreditation policies, procedures, and interpretations, and furnishing COA decision letters to programs.
- **The COA is the sole and final arbiter of compliance.**
- Social work programs are solely responsible for implementing, demonstrating, and maintaining compliance with the current set of standards (2015 EPAS).

CSWE **ACCREDITATION**

Framework for Accreditation

- Based on **trust**; **transparency**; **accountability**; and **quality assurance** as we train professional social workers
- Policy 1.1.15 in the EPAS Handbook promotes **honesty and integrity** in accreditation processes
- Programs often explore the risks and rewards revealed through the accreditation process
  - Consider how review processes provide opportunities for securing needed resources to operate the program according to its mission and goals
- Accreditation is a reflecting point to evaluate compliance with the EPAS, which are indicative of quality

CSWE **ACCREDITATION**

Framework for Accreditation

EPAS Development Process:

- COA and COEP are responsible for reviewing and revising the EPAS at periodic intervals (historically every 7 years)
- Requirement by CHEA (CSWE's recognizer)
- 2015 EPAS involved a 5-year process with 3 drafts issued for public review and comment
- Next set of EPAS will be released in 2022
  - *Current progress:* environmental scan, drafting, and feedback from programs, members, and the public.
- More information on 2022 EPAS published and regularly updated

CSWE ACCREDITATION

CSWE Response to COVID-19 Summary

We recognize that this is a stressful time for all stakeholders in higher education. CSWE's priority is the **health and safety** *of its program members, volunteers, staff and social work faculty, staff, students, field personnel, and the clients, constituents, and communities they serve daily across the nation. CSWE and the COA* **trust** *that programs will do, professionally and ethically, what is best for them and their students as they develop contingency/continuity plans. We reiterate our* **support and respect** *for the* **autonomy and diligence** *of programs to provide accommodations and flexibility for their students in extenuating circumstances. Staff members are* **available to assist** *programs as situations arise.*

CSWE **ACCREDITATION**
Council on Social Work Education

CSWE Response to COVID-19 Summary

Temporary Changes to Delivery Method:

- Programs may elect to temporarily offer fully online, hybrid, etc. curricula during the COVID-19 pandemic without obtaining approval from CSWE's COA.
- Temporary changes to delivery method will not impact accreditation status.
- Please do not submit contingency/continuity plans to accreditation staff.
- Permanent changes must be reported per policy 1.2.4 Program Changes in the EPAS Handbook.
- We reiterate our support and respect for the autonomy and diligence of programs to provide professional and ethical accommodations and flexibility for their students in extenuating circumstances.

CSWE ACCREDITATION
Council on Social Work Education

CSWE Response to COVID-19 Summary
Reduction in Field Hours:

- Students who have completed 85% of the required placement hours (i.e., 340 hours for baccalaureate programs and 765 hours for master's programs) to a satisfactory level may, **at program discretion**, be evaluated as having met the field placement requirements.
- This reduction in field hours may be applied to all field placement courses until May 31, 2021.
  - New field placement courses that begin after May 31, 2021, will return to the full number of hours required by AS 2.2.5.
- For programs that offer the reduction to students, even though students will be completing a reduced number of field hours during this time, they will be granted the full number of hours for accreditation and graduation purposes.
- Programs cannot waive more than 15% of field hours as a response to the COVID-19 pandemic.
- Virtual/remote field activity, as well as field supervision, field seminar hours, and simulations, may temporarily be counted toward the accrual of field hours.

CSWE ACCREDITATION

CSWE Response to COVID-19 Summary

This is a rapidly evolving situation, for the latest information frequently visit:

- **Accreditation-specific COVID-19 Info**
  o FAQs and Field Guidance
  o Statement from the Commission on Accreditation and the CSWE Accreditation Department
  o Virtual Visits Guidelines & Tips
  o Pulse Survey Findings
  o Crowdsourced Virtual Social Work Field Education Task Ideas and Examples
- **CSWE COVID-19 Response**

CSWE ACCREDITATION

Sneak Peek: New Resource!

The Accreditation Team is thrilled to introduce the **Accreditation Services Scope & Resources document!**

This resource answers one of our most frequently asked questions is *"What accreditation resources, supports, and services are available to our social work program?"*

This new resource will be published to the CSWE website within next week (by September 21, 2020)!

Accreditation Services Scope

The following descriptions comprise the most frequent external or public-facing activities for each role within the accreditation team.

This list is **<u>not</u>** comprehensive of the full scope of each role in facilitating accreditation processes.

Director

- Processes applications for current site visitors applying to serve on the Commission on Accreditation (COA)

- Processes complaints
(policy 1.2.1 in the EPAS Handbook)

- Processes waiver requests
(policy 1.2.5 in the EPAS Handbook)

- Serves as primary contact for practice doctoral accreditation inquires

CSWE ACCREDITATION

Senior Team Leader

- Reviews and determines outcome for Candidacy Eligibility Applications

- Provides consultation to programs that are considering applying for Candidacy and Pre-candidacy programs

- Reviews and approves Draft Benchmark 1 documents

- Provides guidance in navigating the pre-candidacy and the substantive change processes

- Provides supervision for new specialists and mentorship for all specialists

CSWE ACCREDITATION

Senior Team Leader & Specialists

- Collaborate in individualized and group settings with programs in their efforts to reach their accreditation goals
- Provide customized consultation on the accreditation process and EPAS via phone, email, video, and/or in-person at CSWE's Annual Program Meeting (APM) and the Baccalaureate Program Directors (BPD) conference
  - o Consultations services are available year-round!
- Develop and maintain accreditation templates, forms, and resources
- Assist in understanding accreditation policies, procedures, and interpretations

CSWE ACCREDITATION
COUNCIL ON SOCIAL WORK EDUCATION

Senior Team Leader & Specialists

Training, Education, and Volunteer Management

- Provide accurate and up-to-date accreditation-related information and resources to programs and the public

- Conduct in-person and virtual trainings; and offer educational opportunities to accredited and candidate programs in Alexandria, VA; at the annual APM; and/or online year-round

- Train and support site visitors and COA volunteers

CSWE ACCREDITATION
Council on Social Work Education
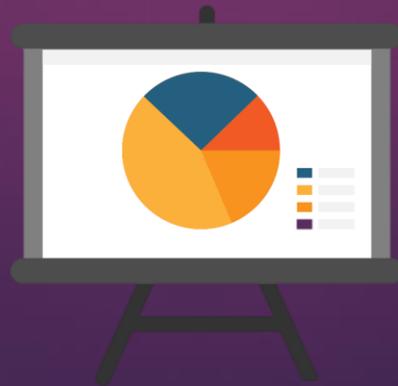
Senior Team Leader & Specialists

- Maintain the Directory of Accredited Programs and make program-requested updates to primary contact, program director, field director, and all directory fields

- Communicate with the program's designated primary contact (policy 1.2.7 in the EPAS Handbook) and designees authorized by the primary contact to speak with the accreditation staff

- Does **not** determine compliance/noncompliance or predict decision types as COA has sole and final authority regarding compliance in regulation decision-making

CSWE ACCREDITATION
COUNCIL ON SOCIAL WORK EDUCATION

Specialists

- Liaise between the COA and the program in communicating citations, decisions, rationales for decision-making, letters, and next steps

- Provides guidance in navigating the reaffirmation or candidacy process and changes between review cycles

- Manage the COA document review process

- Does **not** conduct document reviews, provide written feedback, nor offer live or on-demand reviews of written materials

CSWE **ACCREDITATION**

Specialists

- Each accredited program is randomly assigned to an accreditation specialist

- Co-located programs are assigned to the same specialist

- Your specialist is your point of contact at CSWE for all accreditation-related business

- The specialist is the liaison between the Commission on Accreditation (COA) and the programs

- Each specialist collaborates with about 180 programs

- Programs assigned to our newest specialists have received a welcome e-mail!

CSWE ACCREDITATION

Specialists

Should questions arise regarding accreditation, always confirm accuracy with your program's accreditation specialist!

Department Manager

- Feesaccred@cswe.org
  - o Responds to questions related to Candidacy and Reaffirmation fees, invoices, and payments
  - o Serves as point of contact for programs that have issues or need troubleshooting related to paying accreditation fees
  - o Annual member dues questions should be directed to membership@cswe.org
- Accredworkshop@cswe.org
  - o Responds to questions related to registering for Candidacy and Reaffirmation workshops
  - o Serves as point of contact for programs that have issues or need troubleshooting related to workshop registration, logistics, or offerings

CSWE ACCREDITATION
COUNCIL ON SOCIAL WORK EDUCATION

Site Visit Coordinator

- Facilitates volunteer interest in serving as a site visitor and managing site visitor roster
- Processes applications for volunteer site visitors
- Assigns and communicates Commissioner visitor assignments
- Assigns and communicates site visitor assignments
- Serves as point of contact to address logistics in the event of emergencies during site visits
- Assists with questions related to site visit logistics and site visitor reimbursement

CSWE ACCREDITATION

ISWDRES

- COA does not accredit social work education programs beyond the U.S. and its territories
- ISWDRES recognizes internationally earned academic credentials in social work that are comparable to accredited BSW and MSWs
- MOU with Canada
- Recognition may be necessary to establish qualifications for employment, graduate school admission, membership in the National Association of Social Workers, state licensing, and/or certification

CSWE ACCREDITATION

Pilots

- Post-Degree Fellowship Accreditation
- Practice Doctoral Program Accreditation

Communications from DOSWA & COA

- We look forward to engaging with you and establishing a professional working relationship as you work towards your accreditation goals.

- Periodic accreditation news and updates are emailed to the program's primary contact after COA meetings or as needed.
  - o Check the Accreditation News Archive for previous updates

- It is best practice to contact accreditation staff with questions as they arise.

- We request your patience and understanding while awaiting our response as we may be experiencing a high volume of communications.

CSWE ACCREDITATION

COUNCIL ON SOCIAL WORK EDUCATION

Communications from DOSWA & COA

- Review your programs listing in the <u>Directory of Accredited Programs</u> annually and send updates as needed
  - Comprehensive database audit currently underway
    - E-mail with survey link sent from Anna Holster to all primary contacts on August 21, 2020
    - This is **<u>not</u>** a compliance review, rather we are just ensuring that all data migrated is accurate and up-to-date.
  - Follow policy 1.2.4 in the <u>EPAS Handbook</u> to make changes to your database record or key personnel, including: program director, field director, primary contact, institution's president, program website, phone number, etc.

CSWE **ACCREDITATION**

Communications from DOSWA & COA

- Neither COA nor accreditation staff review, comment on, appraise, nor endorse external presentations, publications, resources, or consultants.
  - This includes presentations by members at CSWE's APM.
  - Only information presented by COA and/or the accreditation team reflect official accreditation info!

- CSWE's accreditation team is your primary and verified source of information.

- Accreditation consultations and review processes are considered confidential.

- Staff do not share program-specific information with other stakeholders, including other programs.

- Review our Whom to Contact document for more info!

CSWE ACCREDITATION
Council on Social Work Education

Program Role & Responsibility

- Accreditation is an elective, program-driven, and self-managed peer-review process.

- Programs will not receive prompts nor reminders.

- Programs are solely responsible for implementing, demonstrating, and maintaining compliance with the EPAS.

- Thus, it is important to understand all tools and resources available to you in order to successfully navigate the accreditation process.

Sneak Peek: Updated Resource!

The Accreditation Team is thrilled to introduce **updated timetables!**

Timetables document what is due, to whom, and in what format. While these tools have been available for many years, the team updated the timetables with links and detailed information to further aid in the self-managed accreditation processes.

This new resource will be published to the CSWE website within next week (by September 21, 2020)!

<u>Always</u> check the website for the most current forms and accreditation updates!

Commitment to Quality

- Similar to accredited programs, the COA and accreditation team are also committed to and engage in continuous quality improvement efforts.
- We engage in reflection, development, action on data-informed enhancements, and evaluation.
- This translates to updates and enhancements to policies, procedures, interpretations, requirements, and resources.
- COA and staff are diligent in providing e-mail blast updates to programs when changes and clarifications occur, or when new resources are published.
  - Available online via the Accreditation News Archive
  - Present new/updated info at APM, trainings, webinars, etc.
  - Link in e-mail signatures

CSWE **ACCREDITATION**

Commitment to Quality

Recent updates include:

- *New!* 2015 EPAS Interpretation Guide
- *New!* Self-study & Benchmarks Volume 1 Optional Templates
- *New!* Program Option Definitions
- *Update!* Substantive Change Proposal Template
- *Update!* Faculty Summary Form
  - Added a row for calculating the FTE faculty-to-student ratio
- *Update!* Form AS 4(B/M)
  - *Note:* Staff will be checking web links next in spring/summer 2021. Be sure the updated form is posted publicly on your website and the "Program Outcomes Report" link in the [Directory of Accredited Programs](#) is accurate. Data must be recent (within 2-years) at all times. Links were most recently collected via the database audit (survey sent August 21, 2020).

CSWE ACCREDITATION
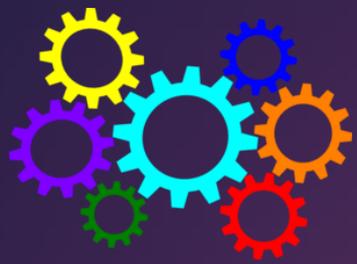
Collaborating with Staff

- Our team works collaboratively to offer transparent, equitable, and consistent level of service to all stakeholders (COA, programs, students, public, etc.)

- Evolve services in alignment with COA and department goal of a helpful and engaging peer-review process that benefits programs, institutions, faculty, staff, students, communities, and clients/constituents

- Proactive resources to engage in a helpful process

CSWE ACCREDITATION

Website Tutorial

- **2015 EPAS & Glossary**

- **2015 EPAS Interpretation Guide**

- **2015 EPAS Handbook**

- **Reaffirmation & Candidacy Training**

- **Accreditation PowerPoints**
  - **Topics:** 2015 EPAS Overview, Assessment, Candidacy, Frequently Cited Standards, Writing an Accreditation Document, Exploring & Applying for Candidacy

- **Accreditation Resources**
  - Eligibility Applications, Review Briefs, required forms, timetables, fee info, waivers, postponements, program changes, sample curriculum matrices, sample assessment reporting, etc.
  - **Always download the most updated documents before submitting your self-study/benchmark!**

- **Self-Study Volume 1 Optional Template**

- **Formatting & Submission Requirements** | **Accreditation is paperless!**

- **Site Visit Information**
  - Sample LOI, sample Site Visit Agenda, general questions bank, etc.

- **COA Decisions**

- **Directory of Accredited Programs**

- **Accreditation COVID-19 Response**

Always check the website for the most current forms and accreditation updates!

CSWE COUNCIL ON SOCIAL WORK EDUCATION **ACCREDITATION**

Interested in becoming a CSWE site visitor?

Must be a full- or part-time faculty member at a CSWE-accredited program with at least 3 years of faculty experience.

Contact Mrs. Sheila Bell, Site Visit Coordinator, at 703.519.2042 or sbell@cswe.org to begin the process.

CSWE **ACCREDITATION**

Interested in becoming a Commissioner?

Calls for applications for commissions and councils are sent to all CSWE members each spring. CSWE is actively recruiting commissioners with Spanish fluency. Composition of the COA shall be consistent with the CSWE affirmative action policy and plan. Applicants must have completed 3 site visits in order to be appointed to the Commission.

Current site visitor and meet the qualifications? Contact Mary Kurfess, at mkurfess@cswe.org to learn more.

CSWE ACCREDITATION
Council on Social Work Education

Q & A

You submitted your questions in advance, here are some of the most popular questions!

Let's Discuss!

Please complete the anonymous post-webinar feedback poll ☺

We look forward to engaging with you at our next Accreditation Lunch & Learn!

Please feel empowered to reach out should you have any questions!