



# COUNCIL ON SOCIAL WORK EDUCATION

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November 16, 2018

Kenneth Hawkinson, PhD  
President  
Kutztown University  
Office of the president  
15200 Kutztown Rd  
Kutztown, PA 19530

Dear President Hawkinson:

At its October 2018 meeting, the Commission on Accreditation (COA) reviewed the *Reaffirmation* application for the baccalaureate social work program. The COA voted to reaffirm the program's accreditation for 8 years, ending in October 2026, with a *Progress Report* to be reviewed by the COA.

In taking this action, the Commission identified the following area(s) of concern:

**Accreditation Standard B2.2.9:** *The program describes how its field education program specifies the credentials and practice experience of its field instructors necessary to design field learning opportunities for students to demonstrate program social work competencies. Field instructors for baccalaureate students hold a baccalaureate or master's degree in social work from a CSWE-accredited program and have 2 years' post-social work degree practice experience in social work. For cases in which a field instructor does not hold a CSWE-accredited social work degree or does not have the required experience, the program assumes responsibility for reinforcing a social work perspective and describes how this is accomplished.*

The program discussed how field instructors for baccalaureate students hold a baccalaureate or master's degree in social work from a CSWE-accredited program and have 2 years' post-social work degree practice experience in social work. However, the program did not describe how its field education program specifies the credentials and practice experience of its field instructors necessary to design field learning opportunities for students to demonstrate program social work competencies. Additionally, the program did not describe how for cases in which a field instructor does not hold a CSWE-accredited social work degree or does not have the required experience, the program assumes responsibility for reinforcing a social work perspective and describes how this is accomplished.

The program is asked to describe how its field education program specifies the credentials and practice experience of its field instructors necessary to design field learning opportunities for students to demonstrate program social work competencies. (Continue next page)

Additionally, the program is asked to describe how for cases in which a field instructor does not hold a CSWE-accredited social work degree or does not have the required experience, the program assumes responsibility for reinforcing a social work perspective and describes how this is accomplished.

**Accreditation Standard 3.2.3:** *The program documents a full-time equivalent faculty-to-student ratio not greater than 1:25 for baccalaureate programs and not greater than 1:12 for master's programs and explains how this ratio is calculated. In addition, the program explains how faculty size is commensurate with the number and type of curricular offerings in class and field; number of program options; class size; number of students; advising; and the faculty's teaching, scholarly, and service responsibilities.*

The program provided a full-time equivalent faculty-to-student ratio and explained how this ratio was calculated. The program also explained how faculty size is commensurate with the number and type of curricular offerings in class and field; class size; number of students; and the faculty's teaching, scholarly, and service responsibilities. However, the provided ratio was greater than 1:25, and it was unclear if the ratio was accurate and commensurate with the number and type of curricular offerings in class and field; class size; number of students; and the faculty's teaching, scholarly, and service responsibilities.

The program is asked to document a full-time equivalent faculty-to-student ratio not greater than 1:25 and explain how this ratio is calculated. The program is also asked to explain how faculty size is commensurate with the number and type of curricular offerings in class and field; number of program options; class size; number of students; advising; and the faculty's teaching, scholarly, and service responsibilities.

**Accreditation Standard 3.4.1:** *The program describes the procedures for budget development and administration it uses to achieve its mission and goals. The program submits a completed budget form and explains how its financial resources are sufficient and stable to achieve its mission and goals.*

The program described budget development and administration. However, the program did not describe the procedures for budget development and administration it uses to achieve its mission and goals. Additionally, the program did not submit a completed budget form and explain how its financial resources are sufficient and stable to achieve its mission and goals.

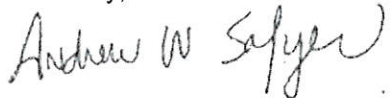
The program is asked to describe the procedures for budget development and administration it uses to achieve its mission and goals. The program is also asked to submit a completed budget form and explain how its financial resources are sufficient and stable to achieve its mission and goals.

Submit one (1) e- copy and two (2) hard copies of the *Progress Report* no later than August 1, 2019 for review during the October 2019 Commission on Accreditation meeting.

Kenneth Hawkinson, PhD, President  
Kutztown University  
November 16, 2018  
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Please be in touch with Amanda Morgan-Henry, Accreditation Specialist in the Department of Social Work Accreditation, if there are any questions about this letter or the procedures and actions of the Commission on Accreditation.

Sincerely,

A handwritten signature in black ink that reads "Andrew W. Safyer". The signature is written in a cursive style with a large, stylized "A" and "S".

Andrew W. Safyer, PhD, MSW  
Chair, Commission on Accreditation

AWS/AMH

Cc: Janice Gasker, DSW  
BSW Program Director, Department of Social Work