

May 15, 2002

David W. Pershing
Senior Vice President for Academic Affairs
205 Park Bldg.
Campus

RE: Proposal for Name Change and Administrative Transfer of Social Work
Professional and Community Education Program

Dear Vice President Pershing:

At its meeting on May 13, 2002, the Graduate Council voted to approve a name change for the "AOCE Social Work Program" to the "Social Work Professional and Community Educational Program," and an administrative transfer of that program from AOCE to the Graduate School of Social Work

The changes are consistent with the evolving mission of AOCE and simplify the administration of a successful outreach program within the Graduate School of Social Work. All parties to this proposal are strongly supportive.

A copy of the proposal is attached for your approval and transmittal to the Academic Senate.

Sincerely,

David S. Chapman
Assoc. V.P. for Graduate Studies
Dean, The Graduate School

Encl.

XC: Clif Drew, Assoc. V.P. for Instructional Technology and Outreach
Jannah Mather, Dean, Graduate School of Social Work
Farrina Coulam, Program Director
Devra Andersen, Program Coordinator

**GRADUATE SCHOOL OF SOCIAL WORK
UNIVERSITY OF UTAH**

TRANSFER OF ADMINISTRATIVE UNIT AND NAME CHANGE PROPOSAL

REQUEST

- A. Change Being Proposed** – Administrative unit transfer AOCE to the GSSW, which also necessitates a program name change. The proposed new name of the program is: Social Work Professional and Community Education.

For approximately the past 18 years, the continuing education function of the Graduate School of Social Work (GSSW) at the University of Utah has been housed under the umbrella of first, the Division of Continuing Education (DCE), which then became Academic Outreach and Continuing Education (AOCE). Although this program has had ultimate reporting responsibility to AOCE for administrative, financial and personnel supervision, program personnel have been housed within the Graduate School of Social Work. As both AOCE and the GSSW have been undergoing administrative changes, discussions began in 1999 on whether the Social Work Outreach Program would continue its administrative association with AOCE or transfer to the GSSW.

In November 2001, after a meeting with Associate Vice President for Budget and Planning Paul Brinkman, Associate Vice President for Instructional Technology and Outreach Clif Drew, AOCE Assistant Dean Marcia McClurg, Dean of the Graduate School of Social Work Jannah Mather, and Program Director Farriña Coulam, it was decided that the Social Work Outreach Program more closely fits the continuing education paradigm of other professional schools on campus (Law and Nursing) and should therefore be moved administratively to the Graduate School of Social Work.

B. Program Activities

1. Overall Purpose:

The AOCE Social Work Program provides quality continuing education and specialized training programs that meet the educational needs of the University students, human service agencies and service providers, and members of the community at large. Programming focuses on traditional intervention models, current cutting-edge trends in assessment/prevention/treatment,

evidence-based practice models and non-traditional holistic approaches designed to benefit both clients and care-givers.

2. Primary Instructional Activities

- a. All course work offered through Social Work Continuing Education are yoked non-credit, undergraduate level credit and graduate level credit. Regular semester offerings tend to show enrollments that are approximately 3/4 credit and 1/4 credit, while the Summer Institute reflects the reverse.
- b. The Annual Summer Institute. The Summer Institute has been held annually for the past 17 years. It is held during July for two weeks and is the major source of income for the program. Between 30-35 classes are offered to University students, professionals in the field needing continuing education credit for licensure, and community members at large. Enrollments have averaged around 1,000 participants per year. Attendees not only come from Utah, but from around the United States, including Alaska and Hawaii.
- c. The Alcohol and Drug Abuse Treatment Training Program has been in operation since 1982. It was developed in cooperation with the Utah Division of Substance Abuse and AOCE Social Work to provide opportunities for students to learn directly from the knowledge and experience of professionals and specialists in the substance abuse and chemical dependency field. The program has become more rigorous and has grown over the past several years, with the current program consisting of 17-1/2 credit hours that students complete over a three-semester time frame. This includes a field practicum requirement of 180 hours. Successful completion of the program curriculum prepares students to qualify for licensure as a substance abuse counselor (LSAC). An optional 120 hours of practicum are available for students wishing to complete the 300 hours necessary to apply for the license. Historically, 50-60 students are admitted to the program per year.
- d. The Criminal and Juvenile Justice Training Program (CJJ) was established in 1985, with courses developed through

support and cooperation from the Utah Commission on Criminal and Juvenile Justice, the Department of Corrections and the Utah State Division of Youth Corrections. This is a three-semester graduate-level training program which offers basic through advanced training in the juvenile and adult corrections fields. Courses utilize recognized educators and researchers as well as professionals working in the field. The curriculum provides students with comprehensive understanding and skills in the corrections field, including treatment and prevention.

After conducting an analysis of historical enrollment patterns and market needs, it was determined in 2000 to convert the CJJ program to the **Human Services Training Program** (2000) with three possible areas of emphasis (Criminal and Juvenile Justice, Mental Health, and Persons with Disabilities). This restructuring took place in order to develop a program that would be applicable to all the various human service type agencies across the state, not just corrections.

- e. **Customized Inservice Training** has been added this year to the list of services/offerings available through Social Work continuing education. This concept was developed because agencies began contacting us to do specialized training on-site.

3. Key Employees and Responsibilities:

Farrina Coulam, LCSW – Program Manager (1 FTE)
Jennifer Steele – Program Coordinator (1 FTE)
Devra Andersen – Program Coordinator (1 FTE)

II. NEED

The relationship between AOCE and the Graduate School of Social Work has been long-standing and satisfactory. However, given AOCE's current directive to leverage resources to offer non-credit programs that are profitable and Social Work Outreach's need to meet the needs of multiple markets, including for-credit courses, it is logical that the Graduate School

of Social Work have complete responsibility and control for the developing, marketing and delivering of continuing education programming and course work. Over the past year, the new policies and procedures implemented by AOCE have increasingly made it more difficult for Social Work Outreach to fit into their paradigm because of all Social Work courses being yoked non-credit, with credit. This transition simplifies matters considerably and allows the Social Work program to dove-tail with existing GSSW administrative functioning and procedures. In addition, having only one department to report to, personnel will no longer be required to attend meetings in two separate units, which often proved to be repetitive.

III. INSTITUTIONAL IMPACT

The office of continuing education for Social Work has existed for approximately 18 years. Changing its administrative unit and program name will have no impact on instructional programming within or without the Graduate School of Social Work. As mentioned above, the administrative changes will mean that personnel report to a single administrator (in the GSSW) rather than duplicating this with requirements to report through AOCE also.

No changes in faculty or staff will occur, nor will any physical facilities. The Program has been provided space in the GSSW since its inception. The only change that will occur is that AOCE has provided computer equipment and back-up for the two Program Coordinators, whereas the GSSW has supplied this support for the Director of the program. The GSSW will now assume full responsibility in this area. AOCE installed two new computer systems the week prior to this decision. The GSSW is reimbursing AOCE for these computers.

IV. FINANCES

The program is currently funded through state-appropriated hard funds (Ledger 1 account) and through income from non-credit courses (Ledger 2 account). AOCE is transferring both of these accounts to the Graduate School of Social Work. It is anticipated that the program will remain financially stable and able to continue to earn sufficient funds to cover program costs. It is not anticipated that there will be any budgetary impact on any programs or units within the Graduate School of Social Work.