

**Division of Behavioral and Social Sciences
Child Development Department Meeting
August 29, 2013**

MINUTES

Present: S. Baxter, P. Harley, M. Moen, J. Montgomery (CDC), H. Pham (CEC), P. West (CEC), J. Young

Meeting began at: 1:05 p.m.

Child Development Center

J. Montgomery indicated that it has been a busy week at the CDC. There have been numerous inquiries from students and the community alike about placing children at the center. She stated that as of this morning 22 children were in state preschool (17 in the a.m. and 5 in p.m.). There are also two additional possibilities. Fee based has 20 and is filled with a high percentage of children of ECC students.

J. Montgomery stated that the contract with Connections for Children has been a key in raising the number of student placements in the fee program which is utilizing room #2.

Enrollment/Success and Retention Rates

Overall enrollments are solid in Child Development classes with only a few softly enrolled classes. P. Harley's evening CDEV 150 (Survey of Children with Special Needs) still has spaces available as does M. Moen's CDEV 119 (Language Arts for Young Children) class on Wednesday afternoon. P. West indicated that enrollment is also soft at the CEC for CDEV 150.

G. Miranda distributed spring 2013 success and retention rates for departmental to review. The dean noted that the department consistently has the highest division averages.

Curriculum and CAP Expansion Project

The department is scheduled to conduct course review on six courses this semester. They should be ready for the initial DCC meeting of the year in September. G. Miranda reminded the faculty to work with CEC colleagues in conducting their course updates.

J. Young reported that the CAP Alignment Project is planning to incorporate more courses including special education and infant/toddler courses.

J. Young stated that CDEV 152 is to be revised with the focus on curriculum for special education.

M. Moen reported that new handouts will be available this week that are utilized in each classroom at ECC and CEC to determine if students are eligible for receiving their CDEV

certificate. This system of identifying potential recipients has worked well in identifying and increasing the certificate rate in the program.

SEEDS Grant and CTEA Awards

J. Young reported that the SEEDS grant will come to an end on September 30th. She is writing the final report and stated that the grant was very successful having met all its goals. J. Young also announced that the department received two CTEA awards for this academic year. One was to fund super tutors while the second one would provide the programs at CEC and ECC with a permit specialist. The permit specialist position was previously paid for by SEEDS. Sharon Cortez has agreed to continue as permit specialist beginning October 1st and will be available for 25 hours per week. She will schedule appointments to assist students at both campuses.

CEC did not apply for a super tutor award this year.

SLO Update

CEC and ECC faculty are collaborating on increasing PLOs and SLOs. The task should be completed on schedule.

CDTC Report

S. Baxter reported that she and M. Moen will be co-coordinating the Child Development Training Consortium project this semester and will attend the annual meeting this September in Sacramento. S. Baxter stated that she has not received the budget for this year but indicated that everything is being moved to computer forms.

The fall consortium advisory meeting and dinner is scheduled for October 17th, 6-7 p.m. at ECC.

Book Loan Program

J. Young asked faculty to consider utilizing the program to loan books to students. The books are in the Teacher Resource Room and had been purchased by the SEEDS grant.

Department Activities

M. Moen asked for suggestions for a tentatively scheduled October 12th workshop for students. S. Baxter suggested a presentation on CLASS which is a teacher evaluation program. J. Tucker gave a brief overview of CLASS at the fall 2012 advisory meeting.

M. Moen distributed a flyer for the fall conference for Early Childhood Educators scheduled November 16, 2013. This year the conference will be a morning event with a maximum number of 300 attendees. In addition to students, M. Moen stated that the conference will be open to community members as well.

Teacher Resource Room/Copier

J. Young acknowledged the super tutors Nancy and Noemi for organizing and cleaning the TRR. P. West and H. Pham stated that the TRR at CEC is not functioning yet. J. Young inquired if the division could include the budget maintenance of the TRR copier. G. Miranda replied that would not be possible but recommended keeping the copier in the department plan. J. Young will move the SEEDS office copier to the TRR which has higher usage from students.

Other

The dean stated that since the department replaced J. Montgomery's classes with emergency hires, increasing and solidifying the part-time pool will necessitate an official hiring process. A job announcement will be forthcoming soon this semester. S. Baxter and M. Moen will serve as the department's selection committee.

The originally scheduled meeting for the department will be rescheduled. Information on the date will be forthcoming.

Meeting adjourned at: 1:55 p.m.

cc: T. Fallo
F. Arce (electronic copy)
Department Faculty/CEC Department Faculty
CEC: W. Morris
Division Counselor: Y. Cooper