**CDEV Department Meeting**

 **(May 3, 2024)**

**CDEV faculty present:** M.Moen, J.Jefferis, R.Moutra, C.Cervantes

**Janice Jefferis**

-Reshon department duties allocation:

 -Monica provided leads for CLASS trainings so maybe Reshon doesn’t need to

 do a workshop on her own. CLASS overview $45 each training; each of us can

 attend the workshop on our own; Cynthia will get more information from the link;

 Reshon will not have to host workshops for faculty in the fall.

 -SI Coach point person (Michelle will send an email to Sheryl with a warm hand off to Reshon and introduce her as new ‘point person’ for the department)

 -Alondra might be interested in becoming a SI Coach as well as some people Michelle knows

 -Will need to get SI Coaches Board approved before fall (sometime in July)

 -CDEV Advisory Committee: Michelle will train Reshon and hand off to Reshon in fall 2024. Confirm this is ok with Dr. Gold because it was originally part of

 Janice’s release time.

 -CTE reimbursement? Should submit to CTE for reimbursement for refreshments at the meeting

 -Contact Katie Sundara about reimbursement (Michelle will email)

-Grants: SSSI Grant, Apprenticeship Planning, and another one that Dr. Thames wants us to apply for (Inglewood/ECC/Cal Poly pathway)

-Department norms of availability, boundaries, and communication

 **Michelle**: emails work best, will respond within 24 hours (usually much faster), please only text if urgent; summer and winter breaks will not be as quick to respond (3-4 days or so)

 **Janice:** available anytime (weekends open for correspondence, but not events unless planned in advance), email best and text OK

 **Cynthia:** available anytime (weekends open), email and text OK; Urgent matters- text; summer and all breaks will not be as quick to respond

 **Reshon:** email OK; responds to text quickly; phone OK; in regard to email over the weekend, typically works in office on Friday (during the day). After leaving office at 3pm, will check work emails on Sunday evening; unavailable to work email Friday nights and Saturday; **If Urgent response is needed for an email- please text**; summer and all breaks will not be as quick to respond

-MOUs update: Lennox, Torrance, and Redondo Beach Unified all got their MOUs Board approved; next step is for ECC to Board approve the MOU and exchange COIs

-Practicum sites: will be more selective about mentors and mentor sites moving forward (use the mentor teacher selection form)

**Cynthia Cervantes**

1. Cdev Club upcoming workshops. Mondays 5:30pm; confirmed Martin Leyva (Emotional Management; and boys and emotions); Nutrition Science instructor came to present on nutrition; Carol Tatsumi presented on Play; every Monday is booked with a workshop; last Monday of the semester will have a goodbye to graduates; looking for new cabinet for 2024-2025; received all items that were requested from budget.

2. Parent Cafes Advertised on Canvas; (next one is on May 9-virtual; 2 more in-person meetings May/June)

3. Play Group Advertised on Canvas; next one is Saturday from 11-12:30pm

4. Care Parent Appreciation Day and upcoming Cdev Club collaborations. CDEV Club provided activities for children during CARE Parent Appreciation Day. Will collaborate for Yoga and Self-care day for CARE program; FIRST program-study jams and provide activities for children; Asian American Pacific Islander- will provide activity for that event

4. Parent and Community Resource Fair May 18-please advertise to students; all three regional centers scheduled to come; over 20 organizations participating; not as many ECC programs in order to provide visibility to external organizations.

5. Pathways to Equity Conference summary (SKIP)

6. CTE Advisory Breakfast (Reshon reported)- Reshon and Cynthia met with Dean of Industry and Tech.; joined roundtable with Dean and faculty and staff; our community partners could not join; did a brainstorming session about how we feel regarding technology; Cynthia brought up CDC and quality practicum sites for students; discussed difficulty with finding good programs; required to meet once a year but trying to make it twice a year; want to help us stay current with technology impacting the workplace and our field.

7. Non-credit courses (SKIP)

8. Parent U application- VP Jeff Stephenson submitting the application on our behalf; Janice will support; Cynthia point person; includes 5 other representatives from ECC, including VP Stephenson; several goals listed in application including reopening CDC.

9. Cdev Center (SKIP)

10. Curriculum- All done! Being voted on DCC level.

11. Family Child Care Workshop- Working with Connections for Children on getting one of their staff, licensing analyst and FCC speaker; aiming for a Tuesday or Thursday at the end of May in the evening; will ask marketing to create a flyer

12. Connections for Children, Crystal Stairs and Westside Regional Center Office Hours at ECC. Met with Crystal Stairs at the CARE event and they expressed interest in making themselves available to our students at ECC; Westside Regional Center wants more visibility at ECC and surrounding service area and communities (Leo B. is involved); Connections for Children is a “go” just need to complete the MOU; no money being exchanged.

**Michelle Moen**:

-First-aid training is coming along well! All documents have been submitted to Cecelia; invited Practicum students to participate/sign-up; few spots left over for CDEV 110 students; will confirm the 25 students next week (Saturday, June 1)

-CDC members and Student workers can be invited if there are spots left over after CDEV 110 students are invited

**Taryn Baily:**

-SSSI Grant: DUE July 15, 2024

-will work with Janice and Heath (Grant Writer) on application

-grant focuses on Student retention, success in particular for teacher preparation;

-6 other campus programs participating in this grant

-For our department, we need to think about ‘how do we want to serve students in our program?’ Ex. Tutoring

-think about what our ECC students need as a teacher preparation program…

-It is a flexible trio grant