**Child Development and Education Department**

**Fall 2016 Advisory Board Minutes**

**November 4, 2016**

**9:30 AM-12:00 PM**

**Building 73, Room 1810**

***Industry Representatives Mt. SAC Faculty, Deans, and Staff***

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| Sheena Minaya, Covina Development Center | Jennifer Galbraith, Dean | Ivet Bazikyan, Faculty |
| Bobby Guerrero, Pomona USD | Lina Soto, Counseling Department | Tony Henry, Co-Chair |
| Christine Seitsinger, Pomona USD | Karen Curran, Mentor Program | Darlene Landeros, Co-Chair |
| Patyy Uba, Options Surround Care | Amber Hyatt, Observation Lab Lead | Doug Hughey, Faculty |
|  |  | Cecelia Thay, Faculty |
|  |  | **Recorder:** Ivet Bazikyan |

| **Item** | **Discussion** | **Outcome/Action Needed** |
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| **Welcome and Introductions** | Meeting was called to order at 9:30 a.m. by Darlene Landeros, Co-Chair – Child Development Department, followed by brief introduction from attendees. |  |
| **Minutes approval** | Minutes of Spring Advisory meeting (March 25, 2016) was reviewed via email; hard copy of minutes was circulated and approved with minor edits.  | Moved- Patty UbaSeconded- Jennifer Galbraith |
| **Division Dean****Jennifer Galbraith** | Jennifer Galbraith shared that the Strong Workforce Initiative funds are available and that campus CTE programs may apply. Jennifer Galbraith announced that the College’s overall enrollment was stable with minimal growth; a few fall 2016 Child Development classes were canceled due to low enrollment. Jennifer is coordinating with the Department Co-chairs to assure the planned schedule of classes includes classes on the days and times they are likely to fill. Jennifer also announced that Mt. SAC 70th Anniversary carnival is scheduled for 11/5/16 and that the Child Development Department as well as departments from the Business Division would be hosting booths to promote their programs.  |  |
| **Advisory-Driven Program Improvements to date** | A full-time faculty member (Ivet Bazikyan) was hired to increase effectiveness of department and replace retired faculty member Karen Curran. (Retired faculty member Kathy Watanabe has not been replaced). Cecelia Thay attended the Infant Development Association Conference and the Zero to Three Conference. This training has allowed her and Tony Henry to collect information to modify CHLD 73 and develop CHLD 79, CHLD 86, and CHLD 87. CHLD 79 Infant/Toddler Care and Education (3 units)CHLD 86 Infant/Toddler Practicum Seminar (2 units)CHLD 87 Infant/Toddler Practicum Field Work Experience (1 unit)Courses are at final stages of approval by the Mt SAC Educational Design Committee and have been submitted for CAP Expansion approval. Involvement in CCCECE has provided CAP information that also lead to the development of these courses, as well as information regarding a textbook for CHLD 79. Teaching and Learning with Infants and Toddlers: Where meaning making begins by Mary Jane Fong-McGuirre.The recommendation and support of Perkin funds has resulted in the approval of a permanent, part-time Child Observation Lab Assistant paid through on-going campus funds. The position has closed and is currently in the hiring process. Projected hire and start date is the beginning of December.Child Observation Lab has shown steady usage by students. A student Lab Assistant resigned in June and we have not had success in hiring a replacement, requiring a reduction in open lab hours due to the lack of student lab technician availability. | CHLD 79 will be offered in the Fall 2017.Jennifer stated the Business Division funds may be available to repair ineffective cameras.  |
| **Completion of Child Development Certificate, Degree, Permit and Transfer****2015-16***Accomplishments*: The Child Development Department is among the top programs in certificates awarded, degree completion, and university transfer rates.  | **Certificates** | 180 Child Development Certificates |  | Tony Henry motioned the need to investigate funding for faculty members signing as VOC on student’s permit applications. The verification process takes time and specific expertise. Seconded by: Lina Soto |
| **Degrees** | 35 Child Development A.S. Degrees | 33 Educational Paraprofessional A.S. Degrees |
|  | Child Development AS-T (Transfer) Degree was available Summer 2016. (Will be included in 2016-17 report.)  |
| **Transfers** | 44 transfer applications submitted to 4-year University  |  |
| **Permits** | 83 California Child Development Permits |  |
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|  ***Curriculum Review & Modifications*** | **CHLD 5 Principles and Practices in Child Development Programs** SB 792 immunization requirement was removed to make the class more accessible to entry level CD students. Since CHLD 5 is an entry level course for new students, maintaining sufficient enrollments impacts the number of students who complete CD certificate and degrees over time.A child interaction assignment was removed which eliminates the SB792 requirement. A child interaction assignment is not required by C-ID or CAP for CHLD 5. |
| **CHLD 73 Infant and Toddler Development** SB 792 immunization requirement was removed to make the class more accessible to entry level CD students. Since CHLD 73 is an entry level course for the Infant/toddler track, maintaining sufficient enrollments impacts the number of students who complete the Infant/toddler certificate.A child interaction assignment was removed which eliminates the SB792 requirement. A child interaction assignment is not required by C-ID or CAP for CHLD 73. |
| **Curriculum and Strategies for Children with Special Needs / Children with Special Needs Certificate**Develop a 3 unit course, “Curriculum and Strategies for Children with Special Needs” to align with CAP and create an Early Intervention Assistant certificate. Develop an Early Intervention/Children with Special Needs Certificate.CHLD 68 Children with Special Needs requires a title change to “CHLD 68 Introduction to Children with Special Needs” to align with CAP requirements. Certificates including CHLD 68 will need to be updated due to CHLD 68 title change. Tony Henry motioned and seconded by Patty Uba. |
| **Child Development Training Consortium (CDTC)** | Darlene Landeros shared that the Child Development Training Consortium collects input to determine student reimbursement. The following survey was conducted to prioritize how CDTC funds would be allocated for reimbursement:1. After state and federal reimbursements are paid, prioritize the order of payment.
2. Should we remain reimbursing CD only?
3. Should GE units be considered for reimbursement
4. Set the goal of our program
5. Reimbursement distribution set
6. Decision to possibly reimbursed students who work in Kindergarten programs for school districts

A survey was distributed to the attendees for prioritization of the funding.  |  |
| **Strong Workforce** | 1. Strong Workforce Program (SWP) has allotted Mt. SAC with “local” funds. The CDE Department and Child Development Center are collaboratively developing an “Apprenticeship” proposal that follows the existing State apprenticeship program model. See attached.
2. A total of 40% of Strong Workforce Program (SWP) funds will be allotted to “regional” collaborates to increase the amount and quantity of CTE offered at community colleges. An Early Childhood Education Collaborative is forming (inviting all 20 LA county community colleges). ECE programs have a strong reputation for: Curriculum & Pathway development (CAP), Collaboration (established relationships through LAUP Workforce Development), tiered Permit Matrix, etc. Mt. SAC CDE Department participation in this CTE collaborative could provide funding for a variety of projects.
 | Tony Henry moved that the CDE Department investigate participating in both the “local” and “regional” SWP opportunities. He will follow through with SWP applications.Seconded- Karen Curran |
| **Current Program Needs** | Main internal conditions influencing the department’s effectiveness and goal setting at this time is:1. Limited number of full-time faculty members to assume program, college, and local and state shareholder responsibilities
2. Campus Observation/Practicum Lab - To continue with hiring student assistants to support the observation/practicum Lab. Establish permanent positions to staff the Lab, including a lab supervisor.
3. Perkins Support – student mentors, student Lab assistants, professional development (current trends)
* Equipment
* Staff/Student Competencies
* Professional Development
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| **Articulation** | Mt SAC has a long history of articulating courses with local High Schools, Regional Occupational Programs and Adult Education Programs. Currently CHLD 5, CHLD 64 and CHLD 61 are courses approved by the college for credit by exam. Credit by Exam proctoring is schedule twice a year (May & December). There was an 87.5% pass rate for CHLD 5.Cecilia Thay announced that the pre-established project credit articulation agreements have been eliminated. The program will continue to use the Credit by Exam as articulation agreement for course credit. |  |
| **Title V** | The Child Development program is a participant of the Title V grant to support populations of student toward completion. 126 Child Development students are currently being tracked. We are now able to assess the benefits and outcomes of the support services these students have received. Title V funds pay for temporary “professional expert” employees:Amber Hyatt, Child Observation Lab LeadLinda Huang, Child Observation Lab Assistant | Darlene Landeros motioned that a permanent Lead Child Observation Lab Technician funded through on-going campus funds is needed to adequately staff the Child Observation Lab. Seconded: Bobby Guerrero |
| **Teacher Preparation Institute (TPI)** | The Teacher Preparation Institute continues to assist students in streamlining their path to transfer, as well as supporting their academic success while at Mt SAC. Doug Hughey reported that 29 Child Development and Education courses are designated as "Apple approved courses” for TPI students. |  |
| **Public Comment/ Announcements** | Karen Curran announced Edmund Flores of the Fairplex CDC has been approved as a mentor. Cecelia Thay: Students who enroll in CHLD 5 and CHLD 73 during Winter session should be assisted by the faculty in spite of the SB792 barrier. Lina Soto: Suggested that an electronic notification regarding SB792 immunization requirements be sent to new students who identify as Child Development majors.  |  |
| **Summary of Recommendation** | 1.Investigate funding to pay faculty or part-time staff verifying Child Development permit applications for students.

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| Motioned – Tony Henry | Seconded – Lina Soto | Approved Yes |

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| 2. Apply for local campus funds as well as regional collaborative funds for the Strong Workforce Program.

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| Motioned – Tony Henry | Seconded – Karen Curran | Approved Yes |

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| 3. Develop a 3 unit course, “Curriculum and Strategies for Children with Special Needs” to align with CAP.

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| Motioned –Tony Henry | Seconded – Patty Uba | Approved Yes |

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| 1. Develop and Early Intervention/Children with Special Needs Certificate.

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| Motioned – Tony Henry | Seconded –Patty Uba | Approved Yes |

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| 1. Hire a permanent Lead Child Observation Lab Technician funded through on-going campus funds is needed to adequately staff the Child Observation Lab.

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| Motioned – Darlene Landeros | Seconded – Bobby Guerrero | Approved Yes |

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| **Adjournment** | Meeting was adjourned at 11:35 a.m. |  |