**CTE Program Narrative**

**NAME OF COLLEGE: San Joaquin Delta College**

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**DATE:**

**DIVISION:** HSSKEA

**FACULTY:** Angela Beyer

**PROGRAM NAME:** ECE Administration and Adult Supervision Add On Certificate

**REASON FOR APPROVAL REQUEST (Check One):**

New Program Proposal

Program Revision Proposal (Substantial or TOP Code Changes)

Locally Approved

**TYPE OF DEGREE:**

Certificate of Achievement

Associate of Arts

Associate of Science

Associate of Arts for Transfer

Associate of Science for Transfer

Other

**TRANSFER APPLICABILITY:** Yes  No

**ATTACHMENTS/INFORMATION REQUIRED:**

Labor/Job Market Data and Analysis

Advisory Committee Meeting Minutes

List of Advisory Committee Members

1. **Statement of Program Goals and Objectives**

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| Program Objectives   * Demonstrate understanding of regulations governing both public and private childcare programs. * Coordinate and develop curriculum in accordance with state requirements and best practices. * Train, supervise and mentor adult staff working in early childcare programs. * Demonstrate the training and skills necessary to effectively manage a single-site early childhood education program.   Program Outcomes   * Students will demonstrate knowledge of strategic and fiscal planning through budget construction. * Students will be able to develop ongoing professional development plans based on evaluation of staff and administrator needs. * Students will be able to evaluate components of quality programs, facilities and operations including applying Title 22 and Title 5 Code of Regulations. * Students will be able to individualize mentoring and supervision strategies based on the roles and developmental stages of adult learners. |

1. **Catalog Description**

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| Upon successful completion of the Add-On Early Childhood Education Administration and Adult Supervision certificate, the student demonstrates knowledge, training and skills to supervise single site child development programs, provide instruction to children, and serve as the coordinator of curriculum and staff development in both public and private child care centers in accordance with the Child Development Permit Matrix issued by the California Commission on Teacher Credentialing. Skills demonstrated and practiced by the student include development of program policies, personnel handbooks and budgets, techniques in adult supervision, and demonstrated understanding of licensing regulations overseeing both public and private child care programs.  This certificate is for those individuals already working in the ECE field and wish to just add the needed units in administration and adult supervision for Site Supervisor permit placement. |

1. **Program Requirements**

Display of Program Requirements

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| **Core Courses** | **Title** | **Units** |
| **CDEV 35** | **Adult Supervision and Mentoring in Early Care and Education** | **3** |
| **CDEV 37** | **Administration 1: Programs in Early Childhood Education** | **3** |
| CDEV 38 | Administration 2: Personnel and Leadership in Early Childhood Education | 3 |
|  | | |
| **Total Units Required for Certificate** | | **9** |

Display of Proposed Sequence

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| --- | --- |
| **First Semester** | **Units** |
| **CDEV 35** | **3** |
| **CDEV 37** | **3** |
| **CDEV 38** | **3** |
| **Total** | **9** |

1. **Master Planning** (Background and Rationale)

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| San Joaquin Delta College strives to produce high quality, qualified work force applicants. In 2019, Delta College received a grant to develop a high quality online program within the early childhood education field to streamline employment opportunities.  Currently, to become a Site Supervisor through the California Commission on Teaching Credentialing applicants must take an addition 9 units in adult supervision and admiration. This is in addition to courses needed to become a teacher. Many teachers within early childhood field, continue to struggle with low pay and find it necessary to move up into administration for higher wages, while still working full time.  This fully online add on certificate, allows students to continue to work full time and take the three needed courses to advance within the ECE career. Other programs, like our current site supervisor certificate are designed for individuals that are not yet working and need to take additional coursework which includes internships to earn needed hours of work experience. This new certificate will be for the students that have the needed hours and only need the coursework.  The need for early childhood administration professionals within our served district, the higher quality trained preparation program and the streamlined, single semester option to employment advancement meets not only San Joaquin Delta College’s own mission but also community colleges’ overall missions. |

1. **Need for Program**
   1. Enrollment and Completer Projections

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| The current cap on online courses at Delta College is 85. Our administration courses currently fill, though they were not offered during the 2019-2020 academic year for online course development. So the estimate amount of completers would be 60, understanding that some might not be able to complete or stay in the program. |

* 1. Labor Market Information (LMI)

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| In the San Joaquin Delta Community College District 2017 Comprehensive Master Plan, the district pointed out the following areas as “key” into the future:   * Initiatives that foster professional growth and innovative service delivery * “Community relationships with local educational institutions, employers, and workforce agencies that promote the region’s intellectual, social, economic, and cultural vitality * “Career and technical programs that meet the labor market needs of employers in the region   The proposed ECE Administration and Adult Supervising Add On Certificate of Achievement aligns with those values, specifically in the continued building of career advancement opportunities for residents of San Joaquin County, promotion of continue economic vitality, and meeting the labor needs of employers in our direct region and beyond (“San Joaquin,” 2017).    In October 2019, the Center of Excellence (COE) projected an additional 63 annual new jobs statewide relating or pertaining to ECE administrators. In total, COE predicted 4 percent growth overall.  There are not similar programs in the service area of San Joaquin Delta College.    The projected five-year change is at 4 percent for this occupation group. Simply: All numbers continue to point to a rise in the ECE administration occupations. COE data indicates that there are “there is an undersupply of workers” (“Labor Market,” 2019). Research done by discipline faculty with the advisory board and local employers, there is an even high demand for both quality ECE administrators with the ability to continue working while completing the necessary units. The online nature of the developed ECE Administration and Adult Supervision Add On Certificate of Achievement, with all courses fully developed utilizing the OEI rubric to be offered as distance education, also makes this certificate appealing to students outside the area that might just need theses specific courses for career advancement.  According to the Early Childhood Workforce Index 2018, written by the Center for the Study of Childcare Employment at the University of California at Berkeley, wages for childcare workers continue to be low across the country and the only viable solution to increase wages currently for childcare workers is to further their education and move up the payscale into program and school-site administration.  The Education and Early Childhood Education Advisory Committee, which includes many prospective industry employers from across San Joaquin County, voted in Spring 2019 to move forward with the ECE Administration and Adult Supervision Add On Certificate of Achievement to continue to build relationships with workforce partners, foster intellectual connections, and meet labor market needs in San Joaquin and adjacent counties. |

1. **Place of Program in Curriculum/Similar Programs**

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| This program will be a new program under the Early Childhood Education discipline. This will be similar to our own Site Supervisor Certificate, however, it will target a different population, who is currently working and just need the specific courses to move up in the CA licensing permit matrix for career advancement. |

1. **Similar Programs at Other Colleges in Service Area**

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| **College** | **Program** |
| None |  |
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**Supporting documentation required**

**List of Members of Advisory Committee**

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| **Name** | **Title** | **Affiliation** |
| Angela Beyer | Professor | Delta College |
| Nena Bush | Professor | Delta College |
| Suzanne Coleman | Professor | Delta College |
| Vivian Harper | Professor | Delta College |
| Rita Shuckman | Associate Professor | Delta College |
| Betina Engelman | Site Supervisor | Contra Costa County |
| Daryl Arroyo | Dean | Delta College |
| Amy Chi | Lecturer | Sacramento State |
| Eunice Nadonga | Teacher | Delta Child Development Center |
| Nancy Cook | Director | Delta Child Development Center |
| Debra Keller | Director of ECE | Stockton Unified |
| Jo Ann Egger | Director | Galt School District |
| Eba Martinez | Director of Curriculum | Stockton Unified |
| Rena Damale | Director of ECE | Lincoln Unified |
| Trevor Gatz | Teacher | Stockton Unified |
| Lani Schiff-Ross | Executive Director | First Five |
| Jan Houst | Director | First Baptist |

**Recommendation of Advisory Committee** (Meeting Minutes)

Please see attached minutes from Spring 2019 Advisory Board