

Section 1. Career Technical Education Advisory Committee Meetings Cover Sheet

CTE Program: Child Development

Department Chair: Rosario Villazana

Co- Host: Melissa Serrano CDTC Coordinator and CCSF Mission Lab School Coordinator

Name of person completing this form: Tracy Burt

Date completed: April 27, 2025

Next Meeting: Date: April 24, 2026 **Time:** 2-4 pm

Location: Zoom

Section 3. CTE Advisory Committee Meeting Minutes

CTE Program: Child Development Meeting Date: April 25, 2025, 2-3:30 pm

[Presentation Powerpoint 1](#)

[Presentation Powerpoint 2](#)

Repeated Below: Action Steps:

Planned Action Steps based on feedback

- Integrate ECE Registry into courses–discuss with faculty
- Advocate/Request more courses in Infant/Toddler in Chinese and Spanish
- Advocate/Request to offer more Core courses (and in other languages)
- Put together a panel of CTE Advisory Committee for faculty flex day
 - Purpose: To better understand workforce needs and how we can support
 - Faculty consider how to integrate committee feedback (see above after Program Review)
- Email cdev@ccsf.edu for advisor appointments for permit advising
- Advocate for more summer courses–Advisory Committee request and more courses in Spanish/Chinese
- Consider 40 unit or Teacher Certificate but wait for new permit requirements
- Request for GE in languages than English

(External Members) Employers, Industry Associations, Professionals employed in the field

Name	Position	Business Name & Address	Phone	Email	E-Signature – Zoom Meeting
Anna Wolde-Yohannes	Associate Director of Workforce Development	EDvance College	(209) 796-1057	anna.y@edvance.edu	Anna Wolde-Yohannes
Gigi Munoz	Workforce Development and Success Director	Felton Insitute	415-282-1090 ext 509	gmunoz@felton.org	Gigi Munoz
Linda Platas	Chair	SF State Child & Adolescent Development Dept	415-405-3564	lplatas@sfsu.edu	Linda Platas
Sharon Miranda	Learning and Development Manager	MNC Mission SF	(707) 334-7302	sharon.miranda@mncsf.org	Sharon Miranda
Stephanie Hoffland	Education/Workforce Coordinator	Compass Family Services		shoffland@compass-sf.org	Stephanie Hoffland
Lisa Galdino	Talent Development Manager	Kai Ming Head Start	415-982-4777 ext. 344	lisa.galdino@kaiming.org	Lisa Galdino
Lucy Runkel	Program Director - C-Work	Compass Family Services	415-254-8190	lrunkel@compass-sf.org	Lucy Runkel

(Internal Members) Faculty, Administrators, Classified Staff, Students

Name	Position	Business Name & Address	Phone	Email	Signature
Tracy Burt	Faculty, CDEV	CCSF 50 Frida Kahlo Way HBB 247 San Francisco, CA 94112	415-452-7171	tburt@ccsf.edu	Tracy Burt
Rosario Villasana	Department Chair, CDEV	CCSF 50 Frida Kahlo Way HBB 247 San Francisco, CA 94112		mwillasa@ccsf.edu	<i>Rosario Villasana</i>
Melissa Serrano	CDEV Faculty, CDTC Coordinator	CCSF 50 Frida Kahlo Way HBB 247 San Francisco, CA 94112		mserrano@ccsf.edu	Melissa Serrano

1. Program Review: review and feedback

CDTC 2024-2025 Program: Stipend (Melissa)

Melissa Serrano presented the stipend and encouraged employers to remind employees to apply

- Fall 2024 51 scholarships from \$140-\$270
- This Spring, 123 pending scholarships
- Priorities to qualify
 - Practicum (e.g. CDEV 72
 - CDEV or in courses that support their continuing education plan

Lab Schools:

- Opportunity for students to complete practicum and internships
- Fall 2024: Hosted 20 students
- Provide observation hours for students
- Spring 2025: 12 practicum students
- Worksite for student jobs
- +Traditional care of kiddos–open to all/public. CDE/State-funded programs

Rosario Villazana

[Link to presentation](#)

- Our 2021 to 2024 report indicates 216 graduates across 3 degrees and 2562 certificates across 11 certificate programs.
- CDEV developed approximately 15 new courses for online delivery.
- CDEV offers at least 8 Chinese language class and 4 Spanish language classes each semester at Chinatown and Mission Campuses respectively.
- This year important partnerships have been forged with key community employers and SFUSD-this allows us to serve the ECE community and high school students in the dual enrollment program
- Kate Rosenberg scholarship for CDEV students

Program Review

- Program review is a student-centered, evidence-based, and data-informed process of cyclical evaluations and analyses of programmatic performance, accomplishments, and needed improvements that contribute to student success. Comprehensive program reviews are submitted once every 3 years. Annual plans are submitted during intervening years.
- The full department contributes and community and advisory committee suggestions are incorporated.

- Past program reviews and annual plans are available for reference through the [CurriQunet public search](#). Please select 'program reviews' under the 'courses' drop-down to search for completed reports.

Annual Plan

1. Curriculum Currency*
2. Assessment Currency*
3. Resource Requests*
 - **Program updates** – Briefly describe plans to ensure all programs are updated at least once every 6 years and maintain integrity and accuracy.
 - **Course updates** – Briefly describe plans to ensure all courses are updated at least once every 6 years.
 - **Addendum updates** – Briefly describe plans to ensure all Distance Education and Honors Addenda are updated at least once every 6 years and maintain integrity and accuracy.

3-Year Program Review

1. Unit Description
2. Data Trends
3. Progress on prior plans
4. Planning objectives for next 3 years
5. Curriculum Currency*
6. Assessment Currency*
7. Resource Requests*

Resource Requests

Needs to convey what the resource would allow the department to do. Include the improvements or innovations to implement or the gap in students' needs to address.

- **Classified Positions (Full- and Part-time)** – Include new position requests only; All positions (new and recently vacated) are vetted through the Vacancy Review Group (VRG).
- **Faculty Positions (Full-Time)** – All full-time faculty positions, including new and

recently vacated, are vetted through the Faculty Position Allocation Committee (FPAC).

- **Facilities** –Use annual planning for maintenance requests involving new/changed facilities, and items over \$15,000.
- **Supplies**—typically very small amounts to cover all supplies, teaching, office and programs

Other Resource Requests

- **Faculty Reassigned Time** – Virtually eliminated a few years ago. Anything faculty have to do to keep our programs and department running that is out of class time. Coordination, partnerships, apprenticeships, etc. Annual Plan process only when necessary for categorical projects.
- **Instructional Budget** –Augmentations to instructional budgets (i.e., FTEF allocations) are evaluated each semester through enrollment management procedures with the appropriate Vice Chancellor.
- **Lab Aides** –Departments are able to employ student workers for work in our lab schools, office, child observation classes and family resource center at Mission.

Resource Requests NOT covered by Program Review

- **Equipment (excluding IT)** – Information and support may need to be gathered from different departments, for example: Buildings & Grounds (B&G), guidance would be required for items such as new power source or wiring, water or sanitary sewer connection, removal of waste gas or air, or connection to fire alarm system.
- **Information Technology (IT) and Ed Tech** –May include classroom technology, etc. Technology requests will be reviewed for sharing and leveraging possibilities across departments and areas.
- **Professional Development** – Conference and workshop attendance is not currently funded through annual planning processes *except* when directly associated with categorical projects or when eligible for supplemental u-funding.
Frequently included in Program Review

- **Resource Requests typically include:**

- Full time faculty- credit & non-credit
- Faculty Early Childhood Director for lab schools
- Reassigned time for program coordination
- Expansion of Mission CO classroom
- Support for Family Resource Center at Mission
- Advising support
- Lab Aides

- Supplies

CDEV major programs

- Credit Classes - Approx 65 credit classes per semester
- Non-Credit -Approximately 45 classes per semester: child observation classes at 4 campuses , 2 lab schools, Ocean and Mission, Foster Parenting classes & Parent Participation Program at Rocky Mountain
- CDTC
- Mentor Program
- Family Resource Center at Mission

Department Activities

- Every semester faculty and staff are involved in activities critical to keeping the department in compliance and organized as well as providing a variety of services:
- Course Outline updates – approximately 4-12
- Faculty and Staff evaluations
- Advising & Counseling
- Grant and partnership development and coordination
- Committee work – internal and external
- Attending to the business of a large office

Mentor Program

- Earn stipend for mentoring practicum students
- Please share with teams at your facilities

CTE Committee Feedback:

- Feedback on connecting theory with practice in our courses, particularly practicum
 - Having more core classes, especially online has been very helpful for staff (Anna)--this was a result of CTE Committee feedback
 - Need more help with understanding challenging behaviors
 - Can the practicum or other course address using the classroom as a third teacher. New educators having trouble with behaviors/observation/learning children's cues
 - Teachers asking for more support even though we have a 1 to 6 or 1 to 8 ratio-resources are not just staff but using the resources that are available
 - Connecting theory to practice
 - Connecting with families for support

- What to do when children aren't listening or engaging in an activity
- More about spontaneity with children
- How to be nimble and understand children's likes and interest, incorporate when planning the environment
- Basic grounding in play-based curriculum
- E.g. flexible circle times are needed (group sizes, etc.)
- Children don't need mental health support as much as good ECE practice
 - Soothing music
 - Sensory activities
- Infant Toddler courses (Sharon Miranda)
 - Offered in other languages? Needed
 - More are needed

2. Student Learning Outcomes addressing Program Requirements and Course Content: review and feedback (Tracy)

PSLOs for CAD Pathway: (Program Student Learning Outcomes)

Discussed ECE Stackable Pathway & Changes in Depth March 2025

- [Link to minutes](#)

Stackable Certificate Pathways to Child and Adolescent Major Transfer Degree (CAD AA-T)

CAD Stackable Pathway:

- **12 unit Introduction to Educator Careers**
 - Child Growth & Development (53); Child, Family, Community (67) &
 - 6 units of electives in one of three areas:
 - Elementary Ed
 - PK-3
 - Youth Worker
 - Special Ed

24 Unit Certificate:

- 24 unit Exploration of Educator Careers
 - 12 Unit Introduction to Educator Careers Certificate of Achievement
 - PLUS:
 - Child Observation
 - IDST 37: Introduction to Ethnic Studies or other Ethnic Studies courses
 - LALS 1: Latinx Experience

■ Psychology 1000: General Psychology

Certificate Descriptions

12 unit: This certificate enables students to explore various educational careers in PK-12 Teaching, Special Education and/or Youth Work/Extended Care. It builds to the Certificate of Achievement in Exploring Educator Careers PK-12 and the AA-T in Child and Adolescent Development, which is aligned with various transfer and credential pathways for teachers and counselors in education.

24 unit: This certificate includes Child Development and General Education courses and is a pathway for students building skills, knowledge and experience in PK-12, Special Education and/or Youth Work/Extended Care. It builds to the AA-T in Child and Adolescent Development, which is aligned with various transfer and credential pathways for teachers and counselors in education.

AA-T PSLO's

AA-T

- Identify and compare the stages of human development from conception to emerging adulthood.
- Analyze developmental milestones and typical and atypical development.
- Apply statistical and research methodologies for comparing and contrasting data on developmental outcomes and conditions.
- Differentiate cultural and historical impacts on development
- Analyze and apply relevant psychological concepts to self-reflection and everyday life.

Certificate PSLO's

Certificates:

- Intro: Describe strategies for integrating partnerships with diverse families and developmentally appropriate expectations in the context of a chosen educational pathway.
- Exploration: Integrate relevant psychological concepts, child observation and consideration of diverse cultural perspectives to educational environments.

3. Perkins Core Indicators including Class Pass Rates, Persistence, Completion and Employment Outcomes; and where applicable, Licensure and State Certification Pass Rates: review and feedback

Also covered in March on the 14th: [March 14th, 2025 CDEV CTE Advisory Committee Minutes](#)

CDEV Success Reports:

- Our 2021 to 2024 report indicates 216 graduates across 3 degrees and 2562 certificates across 11 certificate programs.
- CDEV developed approximately 15 new courses for online delivery.
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4. Labor Market Information demonstrating program continues to meet Labor Market Demand and doesn't represent unnecessary duplication with other programs in the region: review and feedback

Covered in March on the 14th: [March 14th, 2025 CDEV CTE Advisory Committee Minutes](#)

5. Programs Reviewed

Program Type (Deg/Cert)	Program Name	New/Modify / Deactivate	Committee Approval (Yes/No)	Notes
AA-T Degree	Child and Adolescent Development	Update	Y	Moved* (Melissa Serrano) and seconded approved (Sharon Miranda): Certificates and PSLOS; Was very helpful for committee members

Certificate of Achievement: Proposed	Introduction to Educator Careers	12 units	Y	"
Certificate of Achievement: Proposed	Exploration of Educator Careers	24 units	Yes	"

*Motion to approve the new stackable certificate pathway to the Child and Adolescent Development AA-T Degree, with the caveat to make sure the courses are transferable. Approved (see above for notes)

6. Overall Recommendations for the program

- Students need more summer courses
- Continue with the pathway
- Request for GE in languages than English

Planned Action Steps based on feedback

CDEV Department:

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requirements


Workforce:

- Email cdev@ccsf.edu for advisor appointments for permit advising
- Let students/educators know about CDTC stipends
- Invite your staff to become a mentor with the Mentor Program
-

Next Meeting: Date: April 24, 2026 **Time:** 2-4 pm

Location: Hybrid: Zoom/HBB 249

Signatures:

Department Chair:  _____

School Dean:  [Geiselle Ly \(Apr 30, 2025 12:36 PDT\)](#) _____

Associate Dean, Workforce Development  [J. H. Kim \(Apr 29, 2025 09:33 PDT\)](#) _____

Associate Vice Chancellor  _____












CDEV ADV CTE Min 4-25-25

Final Audit Report

2025-04-30

Created:	2025-04-29
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