NAME of Program (Degree, Certificate, or Pathway):

Child Development

Name of Faculty Lead and/or Faculty Responsible for Program Review Update:

Nance Nunes-Gill

Date Submitted:

October 29, 2012

****

Faculty: Do not fill in below this section

Received by appropriate Dean/VP

Dean (name and date):

Vice President (name and date)::

Date sent to IEC, if applicable:

Instructional Program Review: Annual Update

1. Have there been any changes in the program over the past year that have had a significant impact on it goals and/or effectiveness? If so, please describe the changes and their impact. *(Refer to questions 1 and 2 in the most recent Program Review.)*

> Due to budget constraints there have been a few courses not offered that are in the two year cycle.
>
> In reviewing courses we realized that there were a few courses not approved for online instruction…those courses have now been approved by curriculum so they can be offered online.
>
> The following figures are for the Academic 2011 – 2012 year, however, the reporting of information to Banner has been inaccurate for that last two years. I'm not sure where the flaws are but when I shared last year that I had concerns about the accuracy of the data in the system more specifically Cal Pass the VPAA assured me that the information was accurate. Once again this year there are many discrepancies across the board in Banner which ultimately will affect the reporting to the Chancellor's office.
>
> Course Completion Rate = EOT/Att – Fall – 50.43%   Spring – 62.02%
>
> Student Retention / Success = Fall – 89.98% / 84.87%   Spring – 80.71% / 87.94% respectfully
>
> WSCH/FTES = Fall – 861/30.67   Spring – 686/22.87

2. Summarize the progress the program has made on SLO measures which have been applied since the last Program Review and any improvements made as a result of the outcomes assessment process. *(Refer to question 6.B. in the most recent Program Review.)*

> All student learning outcomes have been assessed for each course taught. At the spring Child Development meeting, we determined that rubrics have been very successful in assisting our students with understanding the grading criteria for the assignments; we have determined that specific assignments reflect the assessment process of the student learning outcomes and we have made a few adjustments as to the assignments we see as being supportive of the degree. These assignments/assessment outcomes support the rubric for the program learning outcomes. When we are able to implement e-portfolio's instructors' will be to view the students' work more readily.

In addition, describe the plan for assessing the SLOs that have not been assessed at this time.

> Our program has determined that all student learning outcomes are assessed each time the course is taught. We are on a two year cycle; however, depending upon the budget constraints it could affect the offering of courses and thus the assessment cycle.

3. Provide a status update on meeting the program goals and objectives identified in the last Program Review. *(Refer to question 8 in the most recent Program Review.)*

> We haven't made any progress with goals/objectives from the previous Program Review due to budget constraints. The Program Review (PR) and Budget Allocation Proposal (BAP) were submitted to the Dean of Workforce and Economic Development, Vice President of Academic Affairs, Academic Senate, and Institutional Effectiveness Committee (IEC). The IEC prioritized recommendations and sent forward the PR and BAP to the Finance Budget Committee.

4. a. Revise and update as needed the **Goals/Objectives/Actions** table, entering the specific program goals and objectives which have been formulated to maintain or enhance strengths, or to address identified weaknesses. New goals and objectives may be created, and/or goals and objectives from last year may be carried over in original or modified form.

Goal 1: To hire an additional full-time instructor:

Objective 1: to offer courses / trainings

Objective 2: be a professional growth advisor for students

Objective 3: to assist with the resource programs offered for Child Development Students

Objective 4: partnerships and outreach within our community/state.

Goal 2: Purchase technology for course satellite offerings

Objective 1: purchase equipment

Objective 2: determine location to accommodate the most students

Objective 3: install equipment

Goal 3: A classroom that can be used as:

Objective 1: a work environment for students,

Objective 2: development of a cohort that will provide students with the opportunity to create/develop group projects/activities.

Objective 3: running water for activities

Objective 4: library resource for students

Goal 4: A small classroom where we could provide lab for our students to work with young children.

Objective 1: to partner with San Bernardino County Superintendent of Schools – State Preschool

Objective 2: students will be able to make observations of children engaged in a group setting

Objective 3: provide a mentoring site for our students.

b. In addition, enter any **resources required** to achieve each objective. *(Refer to question 9 in the most recent Program Review.)*

Human Resources will need to fly a position to hire a new full time faculty member: see Goals/Objectives/Actions.

CTE Department will need to submit a purchase order for the equipment needed to offer satellite courses off campus: see Goals/Objectives/Actions.

MIS will need to install the equipment at the determined location: see Goals/Objectives/Actions.

5. If there is anything else that should be taken into consideration in evaluating the program's Annual Update, please describe it.

> **Goal #1** aligns with Strategic Priorities #1, 2, 3, 4, and 5 and the BOT goals #I, II, IV, V, and VI. Hiring an additional full-time instructor will allow for the expanding department to continue moving forward as we develop and evolve. The criteria from the State and expectation of employers in the field require more time and commitment from the current instructor in the department.
>
> **Goal #2** aligns with Strategic Priority #1, 2, 3, 4, 5, and 6 and the BOT goals #I, II, IV, V and VI. By providing additional off campus facilities for satellite instruction will allow an outreach for students' to accommodate their needs. Taking into consideration the price of gas and management of juggling school/work/home this may become a more successful alternative rather than driving to Barstow Main campus.
>
> **Goal #3** aligns with Strategic Priority #1, 2, 3, 4, 5, and 6 and BOT goals #I, II, IV, V, and VI. This goal would benefit the Child Development Program and the students who are seeking a degree in the early childhood field. However, it is also understood that there was a previous situation that the college experienced and this goal may never come to fruition again.

Goals*/Objectives/Actions

Indicate how each Goal is aligned with the College's Strategic Priorities

	GOAL	ALIGNMENT*	OBJECTIVE	OUTCOMES/MEASURES		ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	Date Completed/or Status
#1	Higher an additional full-time instructor to support the Child Development Department		#1) The instructor ill assist with offering courses/training for students.	FTES/Student success/retention	a)	Fly position	ongoing
					b)	Interview	ongoing
					c)	Hire	ongoing
		X 1. Foster innovative learning environment X 2. Provide Successful college learning experience X 3. Promote and support student engagement X 4. Cultivate and enhance local partnerships X 5. Attract/ develop excellent employees X 6. Strengthen college planning/ decision making	#2) The instructor will assist by being a Professional Growth Advisor for students obtaining State permits/certificates and degrees.	Participation of trainings, and applications for permits. Documentation of student appointments/hours invested.	a)	Provide training for students	ongoing
					b)	Meeting with the student a minimum of once a semester to review their goals/strategies	ongoing
					c)		ongoing
			#3) The instructor will assist with reaching out to the community and developing partnerships with other childhood programs.	Participation of advisory meetings – current needs of the community/field. Shared information at advisory meetings/changes in curriculum/shared information with counselors.	a)	Attend childhood program meetings/advisory meetings.	ongoing
					b)	Attend local conferences	ongoing
					c)		
#2	Provide additional satellite courses at off campus locations	X 1. Foster innovative learning environment X 2. Provide Successful college learning experience X 3. Promote and support student engagement X 4. Cultivate and enhance local partnerships X 5. Attract/ develop excellent employees X 6. Strengthen college planning/ decision making	#1) Increase student enrollment and better meet the students' needs by offering satellite courses at off campus locations	Documentation of cultivating partnerships within our community and surrounding areas to locate the appropriate facility to accommodate the offering of satellite equipment. Data Campus - students enrolled in classes/retention/success rates.	a)	Determine location	ongoing
					b)	Order equipment	ongoing
					c)	Install equipment	ongoing
			#2 Develop student E-	Instructors - Check status of	a)	Work with Webmaster in	ongoing

			portfolios	work submitted by students.			developing e-portfolios for students.	
				The student will have their e-portfolios to share with potential employers.	b)		Begin with students enrolled in CHLD 4 or CHLD 6	ongoing
					c)			
			#3		a)			
					b)			
					c)			
#3	Provide a high quality lab school environment for young children that support a quality education. Dedicate a classroom for Child Development	X 1. Foster innovative learning environment X 2. Provide Successful college learning experience X 3. Promote and support student engagement X 4. Cultivate and enhance local partnerships X 5. Attract/ develop excellent employees X 6. Strengthen college planning/ decision making	#1 to partner with San Bernardino County Superintendent of Schools – State Preschool (SBCSS)	Partnership with SBCSS – State Preschool. Faculty and enrollment of children in the program.	a)		Contact SBCSS to form partnership. Create an MOU with SBCSS	ongoing
					b)		SBCSS hire faculty/enroll children in the program.	ongoing
					c)		Provide the structural building for the lab	ongoing
			#2 students will successfully complete observations of children engaged in a group setting	Classroom assignments, successful completion of CHLD 49 – Practicum and Field Experience.	a)		Students will have access to the lab for observations	ongoing
					b)		Students will volunteer services at the lab	ongoing
					c)			
			#3 provide a mentoring site for our students	Sign-in/out sheets for students who utilize the room, checkout for library resources, and completion of projects.	a)		Running water	ongoing
					b)		Create work environment for students to meet, complete projects	ongoing
					c)		Library resource	ongoing

Resources Required

Goal #	Objective #	Resource Required	Rationale*	Estimated Cost
#1	#'s 1, 2, & 3	An additional full-time instructor for Child Development	Provide instruction for courses being offered, be a professional growth advisor for students, assist with course requirements per state matrix requirements.	$83,040.00
#2	#'s 1 & 2	Video conference unit – Approximately $3,300.00, Flat Panel monitor $1,200.00, Projector and ceiling mount $840.00, Audio/video cabling $240.00, Podium $540.00, TV/VCR roll away cart $540.00, internet/cable access $3,600.00 = $10,260.00 + tax, shipping and handling of $2,174.00 for a total of $12,434.00.	To provide alternate methods/opportunities for students to take face to face classes and meet the needs of these students. To attempt to reduce additional travel costs for the students. Development of E-portfolio's with Webmaster services. No cost at this time.	$12,434.00
#3	#'s 1, 2, & 3	Quality Lab School – Dedicated Classroom	Provide a mentoring site for students and a facility to complete observations. At this time we are establishing a paper trail. At this time there isn't space available on campus for this venture.	N/A

***Rationale:** For each resource listed, enter the reason(s) the resource is needed to achieve the objective.

 A **BUDGET ALLOCATION PROPOSAL** must be completed and submitted for **EACH** new resource requested.

Budget Allocation Proposal

Originator:	Nance Nunes-Gill
Program or Department Name:	Child Development
Dean/Vice President/Supervisor:	Ken Eaves
Amount Requested:	$83,040.00
Date:	October 29, 2012

One-time funding: ☐ **Ongoing Funding:** ☑

1) **What are you requesting? Why is the request being made? Where was the need identified?**

This request is for an additional full-time instructor that would require ongoing funding.

As our program continues to grow, there are areas being identified that we need additional support in order to better meet the needs of our students and create a learning environment that provides them with the opportunity to be successful. These areas were identified in the program review: course offerings/student learning outcomes assessment, retention and success, and successfully meeting the needs of our students.

Request #1 - full time instructor - ongoing expenditure
MA/MS in Child Development - starting range depending upon experience can be from $55,488.00 to $63,794.00 plus an additional $27,552 for benefits/insurance. Average of $83,040.00.

2) **Indicate how your request is supported by your:**

a) **Program Review/Annual Update**

The need of an additional instructor was identified in the Program Review in course offerings/student learning outcomes assessment, retention and success, and successfully meeting the needs of our students. As our program is growing we need to provide additional resources for our students/form partnerships throughout our community/become involved in committees/forum groups that allow for us to become more involved with regional and state wide concerns pertaining to child development.

As our program develops so does the importance of networking with other colleges and statewide committees not only in child development but in student learning outcomes/program level outcomes as well.

Our program determined the need of additional courses as per the alignment with the CAP project and right now we are meeting the need by use of adjuncts, however, an additional full time instructor would be more relevant to the program and beneficial to the students.

AND

b) **Student Learning Outcomes/Program Learning Outcomes/Service Area Outcomes**

Provide the opportunity for students to create a cohort as they continue their education in the early childhood/child development field.

We have added courses to our program that support the CAP Alignment project and have been aligned with other California Community Colleges. We also have submitted the necessary paperwork to the Chancellor's office for the TMC-AS model transfer for Child Development.

Park University will be offering courses to our students that provide them with the opportunity to complete their Bachelor's degree in Child Development/Early Childhood Education here on our campus.

3) Describe the goal(s) for this proposal. How will this impact students or institutional services?

Request #1. Hire additional full time instructor:
a. assist with delivery of courses
b. provide guidance in the development of cohorts and professional growth advisor
c. participate in trainings/conferences pertaining to early childhood/child development

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4) What are some measurable outcomes that will lead to meeting this goal(s)?

Request #1

1. Student enrollment, success, and retention.
2. Participation on committees/representation of our department at statewide meetings/conferences etc.
3. Participation on campus meetings/committees as our program grows and develops. Perhaps the development of a club.
4. Data/participation of child development cohorts.
5. Program learning outcomes/course level outcomes.

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5) What steps will be taken or need to be taken to implement this proposal?

Request #1. Human Resources would need to advertise for a full time faculty position in the child development program. A selection committee will need to interview and recommend to hire, once the person has been approved by the president and board, I will take this person under wing by being their mentor and providing leadership regarding the expectations of our program and most importantly of the college. Ideally this would happen by Fall 2013.

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(Much of the material in this form has been adapted from resources available at the Mt. San Jacinto College website.)

6) Describe how your request is aligned with the college's Strategic Priorities:

1. **Foster an innovative learning environment that respects diversity.** a. Offer programs and services for emerging student populations that are appropriate to and in support of individual students' needs. b. Advance a culture of inclusion that respects and appreciates the human condition.

Request #1 - with additional faculty support it will assist with advising students for their professional growth as per the requirements of the state matrix.

2. **Provide students a successful college learning experience.** a. Plan and implement instructional programs based upon student learning needs and career paths. b. Augment current and emerging technologies to foster student learning in on-campus and alternative learning modalities.

We have developed a 2 year plan for students which if they are full time students can complete their associates degree in 2 years. We have aligned 8 of our courses with the California Community Colleges Curriculum Alignment Project that should be accepted by CSU's in California. We also have submitted information through curriculum for the TMC-AS model transfer degree. We offer our courses via satellite to Fort Irwin reaching out to the needs of our military students.

3. **Promote and support student engagement.** a. Facilitate student growth and development by assisting students to set, monitor and evaluate educational goals. b. Expand and sustain an efficient, attractive and welcoming campus environment that supports teaching and learning.

Request #1 - I meet with students and act as a professional growth advisor for students who have their Child Development Teacher Permit (as per the Child Development Permit Matrix). Meet with and refer students to the counselors regarding scheduling, have shared a 2 year plan with the counselors.
We are currently housing our courses in one classroom which we maintain a communication board providing students with information for workshops/conferences. The CDTC program pays for 2 students to participate at the annual Rainbow Conference held every spring. Interested students are selected through a drawing.

4. **Cultivate and enhance local partnerships.** a. Market and enhance the college image in high desert region and on the world wide web. b. Promote positive community and economic growth through greater outreach to local schools, business and industry, governments, service organizations and military.

Request #1 - We have collaborated with Victor Valley College and have developed the High Desert Regional Mentor Program. We have 2 advisory committees - one for the Mentor program and the other for the Child Development Training Consortium. We also participate in the CTE Advisory yearly meeting. We have students in the CHLD 49 course who conduct their lab work at various locations within our community. We also post potential job openings for students to apply.

5. **Attract, retain, and develop excellent employees.** a. Implement practices to attract a diverse pool of highly qualified applicants for employment opportunities. b. Provide employees with a wide range of training and development opportunities to foster their professional growth.

Request #1 The CHLD 49 course has a lab component that requires students to complete their practicum field work under the supervision of a qualified mentor in an infant/toddler and/or preschool program. Through the High Desert Regional Mentor Program we have established quality mentors for our students. This provides our students with the opportunity to implement their knowledge and understanding of child development to successfully provide a high quality program.

6. **Strengthen college planning and informed decision-making.** a. Maximize physical, human, fiscal and technological resources using program review and outcomes assessment results. b. Expand interactions and collaborations among faculty and staff using data and evidence.

Request #1, The data and evidence of growth in the child development program is evident in the program review. With that said, it lends to the realization that an additional full time faculty is needed to assist with ensuring the success of the students and child development program.

Budget Allocation Proposal

Originator:	Nance Nunes-Gill
Program or Department Name:	Child Development
Dean/Vice President/Supervisor:	Ken Eaves
Amount Requested:	$12,434.00
Date: October 29, 2012	**One-time funding:** ☑ **Ongoing Funding:** ☐

1) **What are you requesting? Why is the request being made? Where was the need identified?**

This request is for equipment and installation of the equipment to create another off campus site for satellite teaching for our students that is a one-time funding situation.

The requests are being made to support student success by reaching out to our students and providing other avenues of learning outside of coming to the main campus and/or online instruction. The student e-portfolios will show the growth and development of the student as she/he pursues her certificate(s)/degrees in child development.

As our program continues to grow, there are areas being identified that we need additional support in order to better meet the needs of our students and create a learning environment that provides them with the opportunity to be successful. These areas were identified in the program review: course offerings/student learning outcomes assessment, retention and success, and successfully meeting the needs of our students.

Request #2 - equipment for set-up - video conferences for classroom instruction - one time expenditure
Video conference unit - approximately $3,300.00, Flat panel monitor $1,200, Projector and ceiling mount - $840, Audio/video cabling $240, Podium $540, TV/VCR roll away cart $540, internet/cable access $3,600, = $10,260.00 + tax, shipping and handling of $2,174.00 for a total of $12,434.00 What I'm not sure on is how much the internet/cable access could be a year or if it will be under the umbrella of the college.

2) Indicate how your request is supported by your:

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a) Program Review/Annual Update

As our program is growing we need to provide additional resources for our students/form partnerships throughout our community/become involved in committees/forum groups that allow for us to become more involved with regional and state wide concerns pertaining to child development.

As our program develops so does the importance of networking with other colleges and statewide committees not only in child development but in student learning outcomes/program level outcomes as well.

Our program determined the need of additional courses as per the alignment with the CAP project and right now we are meeting the need by use of adjuncts, however, an additional full time instructor would be more relevant to the program and beneficial to the students.

AND

b) Student Learning Outcomes/Program Learning Outcomes/Service Area Outcomes

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Provide the opportunity for students to create a cohort as they continue their education in the early childhood/child development field.

We have added courses to our program that support the CAP Alignment project and have been aligned with other California Community Colleges. We also have submitted the necessary paperwork to the Chancellor's office for the TMC-AS model transfer for Child Development.

Park University will be offering courses to our students that provide them with the opportunity to complete their Bachelor's degree in Child Development/Early Childhood Education here on our campus.

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3) **Describe the goal(s) for this proposal. How will this impact students or institutional services?**

Request #2. Equipment for another off site campus:
a. providing alternative methods of instruction and reaching out to students who have transportation difficulties and/or are unable to take online courses due to their learning style.
b. this will assist with developing our program and increasing enrollment in our program.

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4) What are some measurable outcomes that will lead to meeting this goal(s)?

. Request #2

1. Course/program enrollment will be easily identified at each site when the courses are offered.
2. Offering of courses within the two year plan for both live/online for students to successfully complete the requirements for the certificate(s)/degree in child development.

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5) What steps will be taken or need to be taken to implement this proposal?

Request #2. Order equipment and make arrangements with MIS for installation of the equipment so that we can promptly begin offering these courses at another long distance site - ideally this would happen in Fall 2013 if not then to begin classes in Spring 2014.

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(Much of the material in this form has been adapted from resources available at the Mt. San Jacinto College website.)

6) **Describe how your request is aligned with the college's Strategic Priorities:**

1. **Foster an innovative learning environment that respects diversity.** a. Offer programs and services for emerging student populations that are appropriate to and in support of individual students' needs. b. Advance a culture of inclusion that respects and appreciates the human condition.

Request #2- by offering an additional off site campus we will be serving the needs of the students who prefer to have live classes rather than taking online courses.

2. **Provide students a successful college learning experience.** a. Plan and implement instructional programs based upon student learning needs and career paths. b. Augment current and emerging technologies to foster student learning in on-campus and alternative learning modalities.

We have developed a 2 year plan for students which if they are full time students can complete their associates degree in 2 years. We have aligned 8 of our courses with the California Community Colleges Curriculum Alignment Project that should be accepted by CSU's in California. We also have submitted information through curriculum for the TMC-AS model transfer degree. We offer our courses via satellite to Fort Irwin reaching out to the needs of our military students.

3. **Promote and support student engagement.** a. Facilitate student growth and development by assisting students to set, monitor and evaluate educational goals. b. Expand and sustain an efficient, attractive and welcoming campus environment that supports teaching and learning.

We meet with students and act as a professional growth advisor for students who have their Child Development Teacher Permit (as per the Child Development Permit Matrix). Meet with and refer students to the counselors regarding scheduling, have shared a 2 year plan with the counselors.
We are currently housing our courses in one classroom which we maintain a communication board providing students with information for workshops/conferences. The CDTC program pays for 2 students to participate at the annual Rainbow Conference held every spring. Interested students are selected through a drawing.

4. **Cultivate and enhance local partnerships.** a. Market and enhance the college image in high desert region and on the world wide web. b. Promote positive community and economic growth through greater outreach to local schools, business and industry, governments, service organizations and military.

We have collaborated with Victor Valley College and have developed the High Desert Regional Mentor Program. We have 2 advisory committees - one for the Mentor program and the other for the Child Development Training Consortium. We also participate in the CTE Advisory yearly meeting. We have students in the CHLD 49 course who conduct their lab work at various locations within our community. We also post potential job openings for students to apply.

5. **Attract, retain, and develop excellent employees.** a. Implement practices to attract a diverse pool of highly qualified applicants for employment opportunities. b. Provide employees with a wide range of training and development opportunities to foster their professional growth.

The CHLD 49 course has a lab component that requires students to complete their practicum field work under the supervision of a qualified mentor in a infant/toddler and/or preschool program. Through the High Desert Regional Mentor Program we have established quality mentors for our students. This provides our students with the opportunity to implement their knowledge and understanding of child development to successfully provide a high quality program.

6. **Strengthen college planning and informed decision-making.** a. Maximize physical, human, fiscal and technological resources using program review and outcomes assessment results. b. Expand interactions and collaborations among faculty and staff using data and evidence.

The data and evidence of growth in the child development program is evident in the program review. To continue to grow and develop the program there is a need for additional technology such as the E-portfolios for student success and development and the equipment for satellite/video telecommunication that will reach out to more students. With that said, it lends to the realization that an additional full time faculty is needed to assist with ensuring the success of the students and child development program.

Budget Allocation Proposal

Originator:	Nance Nunes-Gill
Program or Department Name:	Child Development
Dean/Vice President/Supervisor:	Ken Eaves
Amount Requested:	0
Date: October 29, 2012	One-time funding: ☐ Ongoing Funding: ☐

1) What are you requesting? Why is the request being made? Where was the need identified?

This request is for space on the server that allows for the development of e-portfolios for our students which requires no money at this time..

The requests are being made to support student success by reaching out to our students and providing other avenues of learning outside of coming to the main campus and/or online instruction. The student e-portfolios will show the growth and development of the student as she/he pursues her certificate(s)/degrees in child development.

As our program continues to grow, there are areas being identified that we need additional support in order to better meet the needs of our students and create a learning environment that provides them with the opportunity to be successful. These areas were identified in the program review: course offerings/student learning outcomes assessment, retention and success, and successfully meeting the needs of our students.

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2) Indicate how your request is supported by your:

a) Program Review/Annual Update

As our program is growing we need to provide additional resources for our students/form partnerships throughout our community/become involved in committees/forum groups that allow for us to become more involved with regional and state wide concerns pertaining to child development.

As our program develops so does the importance of networking with other colleges and statewide committees not only in child development but in student learning outcomes/program level outcomes as well.

Our program determined the need of additional courses as per the alignment with the CAP project and right now we are meeting the need by use of adjuncts, however, an additional full time instructor would be more relevant to the program and beneficial to the students.

AND

b) Student Learning Outcomes/Program Learning Outcomes/Service Area Outcomes

Provide the opportunity for students to create a cohort as they continue their education in the early childhood/child development field.

We have added courses to our program that support the CAP Alignment project and have been aligned with other California Community Colleges. We also have submitted the necessary paperwork to the Chancellor's office for the TMC-AS model transfer for Child Development.

Park University will be offering courses to our students that provide them with the opportunity to complete their Bachelor's degree in Child Development/Early Childhood Education here on our campus.

3) **Describe the goal(s) for this proposal. How will this impact students or institutional services?**

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Request #3. E-portfolios:
a. students will have the ability to enter their information from specific courses into a portfolio that is only accessible for changes by them - but can be viewed by the instructors.
b. developing an e-portfolio will provide lingering evidence of successes with student learning outcomes under the over-arching rubric for the child development department - specific to assignments required in different courses that pertain to the 8 core courses.
c. the portfolios will tell the story of the student's as they pursue their child development certificate(s)/degree.
d. students will be able to submit their e-portfolios to potential employers.

4) What are some measurable outcomes that will lead to meeting this goal(s)?

Request #3

1. E-portfolio would contain supporting evidence reflective of the student's work and success within the child development program.
2. CHLD 49 is a capstone course that is inclusive of all courses taught and the students ability to take the knowledge learned and actually put it into practice with a mentor supervisor.

5) What steps will be taken or need to be taken to implement this proposal?

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Request #3. Creation of E-portfolios - collaborating with Instructional Technology Center to create standard procedures to move forward/monitor this development. We hope to offer this for our students by Fall 2013.

(Much of the material in this form has been adapted from resources available at the Mt. San Jacinto College website.)

6) **Describe how your request is aligned with the college's Strategic Priorities:**

1.	**Foster an innovative learning environment that respects diversity.** a. Offer programs and services for emerging student populations that are appropriate to and in support of individual students' needs. b. Advance a culture of inclusion that respects and appreciates the human condition.

.This will provide an opportunity to store work that is relevant to the capstone course portfolio.

2.	**Provide students a successful college learning experience.** a. Plan and implement instructional programs based upon student learning needs and career paths. b. Augment current and emerging technologies to foster student learning in on-campus and alternative learning modalities.

We have developed a 2 year plan for students which if they are full time students can complete their associates degree in 2 years. We have aligned 8 of our courses with the California Community Colleges Curriculum Alignment Project that should be accepted by CSU's in California. We also have submitted information through curriculum for the TMC-AS model transfer degree. We offer our courses via satellite to Fort Irwin reaching out to the needs of our military students.

3.	**Promote and support student engagement.** a. Facilitate student growth and development by assisting students to set, monitor and evaluate educational goals. b. Expand and sustain an efficient, attractive and welcoming campus environment that supports teaching and learning.

We meet with students and act as a professional growth advisor for students who have their Child Development Teacher Permit (as per the Child Development Permit Matrix). Meet with and refer students to the counselors regarding scheduling, have shared a 2 year plan with the counselors.
We are currently housing our courses in one classroom which we maintain a communication board providing students with information for workshops/conferences. The CDTC program pays for 2 students to participate at the annual Rainbow Conference held every spring. Interested students are selected through a drawing.

4.	**Cultivate and enhance local partnerships.** a. Market and enhance the college image in high desert region and on the world wide web. b. Promote positive community and economic growth through greater outreach to local schools, business and industry, governments, service organizations and military.

We have collaborated with Victor Valley College and have developed the High Desert Regional Mentor Program. We have 2 advisory committees - one for the Mentor program and the other for the Child Development Training Consortium. We also participate in the CTE Advisory yearly meeting. We have students in the CHLD 49 course who conduct their lab work at various locations within our community. We also post potential job openings for students to apply.

5.	**Attract, retain, and develop excellent employees.** a. Implement practices to attract a diverse pool of highly qualified applicants for employment opportunities. b. Provide employees with a wide range of training and development opportunities to foster their professional growth.

The CHLD 49 course has a lab component that requires students to complete their practicum field work under the supervision of a qualified mentor in a infant/toddler and/or preschool program. Through the High Desert Regional Mentor Program we have established quality mentors for our students. This provides our students with the opportunity to implement their knowledge and understanding of child development to successfully provide a high quality program.

6.	**Strengthen college planning and informed decision-making.** a. Maximize physical, human, fiscal and technological resources using program review and outcomes assessment results. b. Expand interactions and collaborations among faculty and staff using data and evidence.

The data and evidence of growth in the child development program is evident in the program review. To continue to grow and develop the program there is a need for additional technology such as the E-portfolios for student success and development and the equipment for satellite/video telecommunication that will reach out to more students. With that said, it lends to the realization that an additional full time faculty is needed to assist with ensuring the success of the students and child development program.

Budget Allocation Proposal

Originator:	Nance Nunes-Gill
Program or Department Name:	Child Development
Dean/Vice President/Supervisor:	Ken Eaves
Amount Requested:	$0
Date:	October 29, 2012

One-time funding: ☐   **Ongoing Funding:** ☐

1) **What are you requesting? Why is the request being made? Where was the need identified?**

The final request is just being shared to begin a paper trail. There is a clear understanding that at this time this will not be taking place and most likely not in the future either due to a prior situation at the college. However, this is an important component of the child development department and needs to be revisited. There is a need for a Child Development Lab on campus.

The requests are being made to support student success by reaching out to our students and providing other avenues of learning outside of coming to the main campus and/or online instruction. The student e-portfolios will show the growth and development of the student as she/he pursues her certificate(s)/degrees in child development.

As our program continues to grow, there are areas being identified that we need additional support in order to better meet the needs of our students and create a learning environment that provides them with the opportunity to be successful. These areas were identified in the program review: course offerings/student learning outcomes assessment, retention and success, and successfully meeting the needs of our students.

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2) Indicate how your request is supported by your:

> **a) Program Review/Annual Update**
>
> As our program is growing we need to provide additional resources for our students/form partnerships throughout our community/become involved in committees/forum groups that allow for us to become more involved with regional and state wide concerns pertaining to child development.
>
> As our program develops so does the importance of networking with other colleges and statewide committees not only in child development but in student learning outcomes/program level outcomes as well.
>
> Our program determined the need of additional courses as per the alignment with the CAP project and right now we are meeting the need by use of adjuncts, however, an additional full time instructor would be more relevant to the program and beneficial to the students.

  AND

> **b) Student Learning Outcomes/Program Learning Outcomes/Service Area Outcomes**

> Provide the opportunity for students to create a cohort as they continue their education in the early childhood/child development field.
>
> We have added courses to our program that support the CAP Alignment project and have been aligned with other California Community Colleges. We also have submitted the necessary paperwork to the Chancellor's office for the TMC-AS model transfer for Child Development.
>
> Park University will be offering courses to our students that provide them with the opportunity to complete their Bachelor's degree in Child Development/Early Childhood Education here on our campus.

3) Describe the goal(s) for this proposal. How will this impact students or institutional services?

We are identifying the need for a Child Development lab on campus, without requesting any funding at this time.

4) What are some measurable outcomes that will lead to meeting this goal(s)?

CHLD 49 is a capstone course that is inclusive of all courses taught and the students ability to take the knowledge learned and actually put it into practice with a mentor supervisor in a Child Development Lab.

5) What steps will be taken or need to be taken to implement this proposal?

We will continue to identify the need for a Child Development Lab so that in the future this could become a reality.

(Much of the material in this form has been adapted from resources available at the Mt. San Jacinto College website.)

6) **Describe how your request is aligned with the college's Strategic Priorities:**

1. **Foster an innovative learning environment that respects diversity.** a. Offer programs and services for emerging student populations that are appropriate to and in support of individual students' needs. b. Advance a culture of inclusion that respects and appreciates the human condition.

By providing a Child Development Lab on campus the students would be able to demonstrate learned theories and complete the required practicum on campus. By providing a lab on campus, we would also be meeting the needs of college students who require care for their children.

2. **Provide students a successful college learning experience.** a. Plan and implement instructional programs based upon student learning needs and career paths. b. Augment current and emerging technologies to foster student learning in on-campus and alternative learning modalities.

We have developed a 2 year plan for students which if they are full time students can complete their associates degree in 2 years. We have aligned 8 of our courses with the California Community Colleges Curriculum Alignment Project that should be accepted by CSU's in California. We also have submitted information through curriculum for the TMC-AS model transfer degree. We offer our courses via satellite to Fort Irwin reaching out to the needs of our military students.

3. **Promote and support student engagement.** a. Facilitate student growth and development by assisting students to set, monitor and evaluate educational goals. b. Expand and sustain an efficient, attractive and welcoming campus environment that supports teaching and learning.

We meet with students and act as a professional growth advisor for students who have their Child Development Teacher Permit (as per the Child Development Permit Matrix). Meet with and refer students to the counselors regarding scheduling, have shared a 2 year plan with the counselors.
We are currently housing our courses in one classroom which we maintain a communication board providing students with information for workshops/conferences. The CDTC program pays for 2 students to participate at the annual Rainbow Conference held every spring. Interested students are selected through a drawing.

4. **Cultivate and enhance local partnerships.** a. Market and enhance the college image in high desert region and on the world wide web. b. Promote positive community and economic growth through greater outreach to local schools, business and industry, governments, service organizations and military.

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