



Barstow Community College
**INSTRUCTIONAL
PROGRAM REVIEW**

(Refer to the [Program Review Handbook](#) when completing this form)

PROGRAM:

Academic Year: FULL PROGRAM REVIEW Date Submitted:

Academic Year: ANNUAL UPDATE #1 Date Submitted:

Academic Year: ANNUAL UPDATE #2 Date Submitted:

By:

Faculty Lead:

Members:

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[Annual Update #1](#)

[Annual Update #2](#)

1. Program Mission and Vision

A. Program Mission

Our commitment is to provide and support our students in developing a foundation of exemplary learning as they begin their career pathways in early childhood care and education.

Our students will acquire the skills and knowledge that empower them to be effective teachers and leaders within their communities. We encourage their unique individuality, valuing the ideas, cultural strengths, beliefs, and contributions they bring to the campus and distant learning classroom environments.

Our program will continually strive to improve and sustain the high quality of early childhood care and education.

B. Program Vision (*Where would you like the Program to be three years from now?*)

Our vision is to provide quality education in the early childhood field for our students to meet the expectations and guidelines of the State of California and other Community Colleges, as well as potential employers in our community, the State of California, and our country.

C. Describe how mission and vision align with and contribute to the College's Mission and Vision

Providing career and technical education and workforce development programs and courses that give students the knowledge, skills, and certification necessary for success in the workplace.

Offering programs to prepare students in basic skills, career and technical education, lifelong learning opportunities, and comprehensive lower division courses that meet articulation agreements for student transfer to four-year colleges and universities.

Partnering with local agencies, businesses, schools, and military bases to promote positive community development and economic growth.

2. Program Description and Overview

Assume the reader does not know anything about the Program. Describe the Program, including—but not limited to—the following:

A. Organization, including staffing and structure

The Child Development Program consists of four certificate levels that are aligned with the California Child Development Permit Matrix, that lead to the TMC – Early Childhood Education Associate of Science Degree.

Our program offers the 8 core courses that are CAP aligned with the State of CA. In addition, we have aligned 7 more courses for the Specialization and Administration requirements with the CAP alignment expansion.

Certificate Level I = Child Development Associate Teacher Permit – requires 19 ECE units

Certificate Level II = Child Development Teacher Permit – requires 25 ECE units (8 Core Courses) and 16 General Education Units

Certificate Level III = Child Development Master Teacher Permit – requires 25 ECE units (8 Core Courses) and 6 units of Specialization and 3 units of Adult Supervision equaling 34 units of ECE and 16 units of General Education.

Certificate Level IV = Child Development Site Supervisor Permit – requires 25 ECE units (8 Core Courses) and 6 units of Administration and 3 units of Adult Supervision. Requires 34 ECE units and 16 units of General Education (keeping in mind that CHLD 4/PSYC 4 and CHLD 6/SOCI 6 can be used towards General Education).

Family Daycare Certificate of Achievement (Low Unit) = requires 12 units of ECE courses specific to a family day care program

The staffing structure for our program consists of 1 full time faculty member and 5 adjuncts. The majority of our courses are taught in the evening and/or online. We are planning to offer some additional courses during the day to see how this meets the needs of our students.

B. Who do you service (including demographics)?

We have a very diverse group of students – varying in age, gender, ethnicity, and experiences. Some of our students are: first time students, some work full-time, taking courses in the evening and/or online, some are returning students, taking courses for their professional growth and development (as required to renew whatever permit they hold with the state), and still others have returned to college to pursue a new career.

We have students who participate in ACCESS, EOPS, VTEA, Sports such as Softball, Baseball, and Basketball; we have active Military students, as well as family members of active soldiers.

The students who enroll in our courses most commonly represent our local community or our neighboring communities, but some are from other areas within California, other states within in the United States, and, in some cases, other countries, as we serve many military families.

Our program works closely with similar programs in our community, such as the State Preschools, Faith Based Programs, Private Day Care, Family Day Cares, and Child Development Centers located on Military Bases.

C. What kind of services does your unit provide?

Our program works closely with our Dean of Instruction and Workforce and Economic Development, the Academic Counselors, Curriculum Chairperson/Committee, Distance Education Committee, and Career Technical Education.

In addition, our program provides the following services for our students: Professional Growth Advisors, the Child Development Training Consortium Program, the High Desert Regional Mentor Program (in partnership with Victor Valley College), providing information for job opportunities and workshops/trainings.

We also hosted a free Early Childhood Workshop in October of 2016 for teachers / students working in the Early Childhood field. The participants earned a certificate of completion for 6 hours of professional development. The presenters volunteered their time and received a certificate of appreciation. This year we had 18 participants which was up 2 from the previous year.

D. How do you provide them?

We provide these services by scheduling courses with our Dean of Instruction and Workforce and Economic Development and submitting our program review and budget allocation proposals, collaborating with the Academic Counselors by assisting with educational planning for students, as well as the Curriculum Chairperson/Committee by ensuring that our student learning outcomes, student learning objectives, pre-requisites, course book updates, and certificates/degrees are current. Further, we work

with the Distance Education Committee by following the BCC guidelines and providing a variety of materials used in our online classes in order to meet the needs of all students, and we promote Career Technical Education by attending our monthly meetings and providing training for new instructors.

The full-time instructor is currently working with the Dean of Distance Education and OEI to align two courses: CHLD 4/PSYC 4 and CHLD 6/SOCI 6. Once they are successfully aligned, the plan is to slowly align the remaining courses.

The full time faculty member acts as a Professional Growth Advisor for teachers and many students in the Early Childhood field by assisting them with completion of their applications when they apply for their Child Development Permits through the State of California; she is the Coordinator for the Child Development Training Consortium (CDTC) Program, sending applications out to all adjuncts who are teaching Child Development courses and asking them to share information with their students so that they can apply for stipends; she posts links on the website, reviews paperwork for the CDTC program that provides reimbursement for tuition, books, and some trainings to students, and provides necessary information to the Business Office so that payment can be made to the students; she also is a Co-coordinator for the High Desert Regional Mentor Program (in Partnership with VVC) that supports the development of skills and provides one on one tutoring for online students, and actively seeks quality mentors for the Practicum – Field Experience Course through the High Desert Regional Mentor Program; she also submits Early Alert referrals for students who may need additional services to ensure student success. All instructors in the Child Development program support our students and share resources and referrals with the students.

We provide a variety of learning opportunities for our students, such as morning and evening classes. We offer satellite courses at the Fort Irwin Campus via our main campus; not only do we offer traditional courses we offer hybrid and online courses. We are reaching out even more with our students by providing students the opportunity to use Skype, Face-Time, and CCCConfer. We follow a two-year plan that allows for a full-time student to be able to graduate within 2 to 2 ½ years.

Office hours are varied during the week, mornings and afternoons, and we accommodate students who work full time and are unable to meet during regular office hours by setting scheduled appointments on an as-needed basis.

Adjuncts go above and beyond by holding online office hours and make arrangements to meet with students prior to the start of class if needed. Again, special arrangements are made on an as-needed basis.

Emails are sent to our students with possible job opportunities, both locally and statewide.

We also hosted a free Early Childhood Workshop in October of 2016 for teachers / students working in the Early Childhood field. The participants earned a certificate of completion for 6 hours of professional growth.

We feel confident that we are meeting the needs of all of our students and teachers in our community.

E. Does the program have a degree or certificate?

Our program has the following:
Associate of Science – Child Development
TMC –AS – Early Childhood Education AS (ADT)
Certificate Level I – Associate Teacher Permit
Certificate Level II – Teacher Permit

Certificate Level III – Master Teacher Permit
Certificate Level IV – Site Supervisor Permit
Family Daycare Certificate of Achievement
(Certificate Level I, III, IV, and Family Daycare have now been approved at the Chancellors office, this took 4 years to finish).

3. Program Data

A. PERFORMANCE DATA

Discuss the program’s performance on the specific data items listed below:

1) Full-time/Part-Time Faculty Ratio

1:5
 The full time and adjuncts teach traditional, hybrid, and online courses. We offer all traditional and hybrid classes via satellite to Fort Irwin, Skype, Face Time, and cccconfer in an attempt to meet the needs of our students.

	TRADITIONAL	ONLINE
2) Course Completion Rate	<p>Both Full-Time and Part-Time Faculty</p> <p>Academic year beginning Summer 2016 – Spring 2017</p> <p>Traditional = 91% 4.79% increase from the previous year.</p>	<p>Both Full-Time and Part-Time Faculty</p> <p>Academic year beginning Summer 2016 – Spring 2017</p> <p>Online = 89.77% .98% increase from the previous year.</p>
3) Course Success/Retention Rate	<p>Both Full-Time and Part-Time Faculty</p> <p>Academic year beginning Summer 2016 – Spring 2017</p> <p>Traditional = 78% .45% decrease from the previous year.</p>	<p>Both Full-Time and Part-Time Faculty</p> <p>Academic year beginning Summer 2016 – Spring 2017</p> <p>Online = 65.91% 8.23% decrease from the previous year.</p>
4) WSCH/FTEF Ratio	<p>Full-time:</p> <p>WSCH/FTEF = Sum of Efficiency $194/0.873 = 222$ There was a 118 decrease from the previous year</p> <p>Part-time:</p> <p>WSCH/FTEF = Sum of Efficiency $180/0.800 = 225$ There was a 21 decrease from the previous year</p>	<p>Full-time:</p> <p>WSCH/FTEF = Sum of Efficiency $927/1.873 = 495$ There was a 61 increase from the previous year</p> <p>Part-time:</p> <p>WSCH/FTEF = Sum of Efficiency $1338/2.600 = 515$ There was a 42 increase from the previous year</p>

Both Full-Time and Part-Time Faculty

Traditional = 66.47%
There was a 13.43% decrease from the previous year

Both Full-Time and Part-Time Faculty

Online = 75.51%
There was a 4.23% increase from the previous year

5) Fill Rate

Reflect on the data above:

We reflected on the data above and the data from 2013-2014 (as the data for 2014-2015 was seriously flawed) our program demonstrated an increase in Course Completion, Course Success/Retention, WSCH/FTEF Ratio and Fill Rate:

Course Completion Rate:

Traditional = 91% which equaled a 4.79% increase from the previous year.

Online = 89.77% which equaled a .98% increase from the previous year.

Course Success/Retention:

Traditional = 78% which equaled a .45% decrease from the previous year.

Online = 65.91% which equaled an 8.23% decrease from the previous year.

WSCH/FTEF Ratio:

Overall for this year is: $2639/6.146 = 429$ as compared to 2015-2016: $2035/5.110 = 398$ which equaled an increase of 31 WSCH/FTEF

Fill Rate:

Traditional = 66.47% which equaled a 13.43% decrease from the previous year

Online = 75.51% which equaled a 4.23% increase from the previous year

Please note that many of the CHLD courses are offered as Hybrids and fall under Online in the reporting – we offer hybrids in the evening for all courses except CHLD 49. This course runs for 18 weeks. In addition, the classroom used for CHLD courses has a sitting capacity for 24 students. There were 2 traditional classes cancelled due to low enrollment and the courses were then taught as independent study.

B. PROGRESS ON PROGRAM LEVEL OUTCOMES (PLOS) AND STUDENT LEARNING OUTCOMES (SLOS)

1) List your Program Level Outcomes (PLOs).

1. Students will apply research theories, social interrelationships and developmentally age-appropriate activities and teaching strategies as they pertain to guiding the child in the four developmental domains.
2. Students will advocate for the needs for support for young children and the best practices for their education.
3. Students will create a high quality learning environment that facilitates the emotional, cognitive, language, physical and social domains.

2) Summarize the progress you have made on Program Level Outcomes.

Our Program Level Outcomes support the educational knowledge our students need to obtain to successfully compete in working in the early childhood field, either in an entry level position and/or teacher position as per the California State Permit Matrix guidelines.

CHLD 49 – Practicum Field Experience is the capstone course for Child / Early Childhood Development majors. This course provides opportunities for the students to demonstrate their knowledge that has been accumulated during completion of 6 pre-requisite and CORE courses.

There are specific assignments in each of those 7 CORE courses that are used in the student's portfolio. CHLD 4 – Nature vs. Nurture paper, CHLD 6 – Advocacy Letter and Resource File, CHLD 9 – Paper on Play, CHLD 11A – Philosophy Paper, CHLD 14 – Evaluate Policies and Procedures Related to Health, Safety, and Nutrition, CHLD 20 – Assessment of Children, and CHLD 49 – Teacher in Charge Week and Mentor Evaluation.

Our students have demonstrated success through our assessment process that link to the PLOs. Students observe and create specific activities and implement those activities in the classroom in order to support the child's four developmental domains; they develop a lesson plan that they implement during the "Teacher in Charge" week. They are able to design and implement changes in the indoor and outdoor environments during the students "Teacher in Charge" week. This is evident through assignments, observation of the students either by short videos that are submitted weekly and/or through live observation in the classroom, and the Mentor Evaluation rubric.

3) Summarize the progress made on course-level outcomes and assessments; use specific data, if possible.

The 8 Core courses are aligned with CAP – State Initiative, we have now aligned an additional 6 courses with CAP – State Initiative making this a total of 14 courses. Other than CHLD 4, CHLD 6 and CHLD 49 our courses are only taught 1 time per year.

The SLOs that have been identified clearly identify and support the philosophy and pedagogy of child development. The assessment methods/assignments that are being used are supportive of the student learning outcomes for the courses.

The assessments that we use to measure the SLOs are listed below as well as the student success. The information has been combined for summer 2016, fall 2016 and spring 2017 semesters:

CHLD 4 / PSYC 4:

SLO #1: Nature vs. Nurture Paper = 80% student success (4% decrease in student success from the previous time this class was taught)

SLO #2: Lifeline = 93% student success (1% increase in student success from the previous time this class was taught)

SLO #3: Observation in the classroom = 87% student success (2% increase in student success from the previous time this class was taught)

CHLD 6 / SOCI 6:

SLO #1: Resource File = 91% student success (1% increase in student success from the previous time this class was taught)

SLO #2: Advocacy Letter = 72% student success (7% decrease in student success from the previous time this class was taught)

SLO #3: Community Organizations = 81% student success (17% decrease in student's success from the previous time this class was taught)

CHLD 9:

SLO #1: Research paper on Play = 87% student success (8% increase in student success from the previous time this class was taught)

SLO #2: Evaluation of the Teachers Role = 100% student success (8% increase in student success increase from the previous time this class was taught)

SLO #3: Curriculum Activities = 83% student success (19% increase in student success from the previous time this class was taught)

CHLD 11A:

SLO #1: Philosophy Paper = 100% student success (7% increase in student success from when this course was previously taught)

SLO #2: Observation Paper = 1000% student success (20% increase in student success from when this course was previously taught)

SLO #3: Research Paper on Play = 100% student success (16% increase in student success from when this course was previously taught)

CHLD 14:

SLO #1: Assess strategies of maximizing mental and physical health of children = 70% student success (21% decrease in student's success from the previous time this course was taught)

SLO #2: Discussion Starter Questions: Evaluate policies/procedures related to health, safety, and nutrition = 70% student success (21% decrease in student's success from the previous time this course was taught)

SLO #3: Observation paper = 88% student success (6% decrease in student success from when the course was previously taught)

CHLD 20:

SLO #1: Research paper = 89% (3% decrease in student success from when the course was previously taught)

SLO #2: Assessment = 84% student success (2% decrease in student success from when the course was previously taught)

SLO #3: Observation Paper = 95% (3% increase in student's success from the previous time this course was taught)

CHLD 25:

SLO #1: Social bias and significant role of education = 91% student success (1% increase in student success from the previous time this course was taught)

SLO #2: Classroom Observation of Anti – Bias paper = 80% student success (0% change in student success from the previous time this course was taught due to non-submission of the assignment)

SLO #3: Interview paper on "Teachers" = 91% student success (2% increase in student success from the previous time this course was taught)

Capstone Course:

CHLD 49: This course was offered in the fall online and in the spring as independent study this year.

SLO #1: Mentor Evaluation = 100% student success (no change as it stayed the same as when previously taught)

SLO #2: Curriculum Lesson Planning = 100% student success (no change as it stayed the same as when previously taught)

SLO #3: Portfolio = 100% student success (no change as it stayed the same as when previously taught)

The CHLD 49 course: all students met with success through articulation, documentation and demonstration of their knowledge and skill set.

What we have found is that the majority of our students who complete the class do well – those students who aren't successful either don't follow the rubrics that are provided for the various assignments that we use to assess their understanding of the content being taught or they don't submit the required work. We don't include the students who choose not to submit their work in the data being identified in the SLOs. This makes it challenging to determine if they didn't understand the information being provided or whether life got in the way.

In addition, this is the first year that 3 teachers taught CHLD 4/PSYC 4 and CHLD 6/SOCI 6. We also would like to note that CHLD 4 and CHLD 6 is the beginning of the student's career pathway into Child Development / Early Childhood Education. As the student pursues their degree in the other CORE courses we find a deeper commitment on their part to be successful in the courses as they pursue the certificates/degree.

4) Describe any program, course, and/or instructional changes made by your program as a result of the outcomes assessment process.

In the last three years we have received approval through the BAP process to purchase Child Development videos that we are able to use both live and online (by purchasing the 3-yr. digital license). These videos have been an asset to the courses and for enhancing our instruction thus the understanding of the students. This last year was the first year to actually apply the videos to the online classes. We have received some feedback from students regarding the DVD's that are now available online. They have indicated how helpful they have been in the follow up with Nature vs. Nurture, Brain Development, and Theorists. The data does show an increase in student success for the online courses.

CHLD 4 / PSYC 4 and CHLD 6 / SOCI 6 are taught by three instructors only – one full time and two part-time. The instructors work together to use the same assignments to assess the SLOs and provide the same rubric to offer consistency for the assessment of the student learning outcomes.

The other courses that are offered are taught by the same instructor each year. This makes consistent gathering of data.

5) Reflecting on the responses for #2 and #3 above, what will you implement for the next assessment cycle?

The DVD's have been a very positive impact for courses – especially our online classes. This ability has provided continuity for our face to face and online courses and follows the guidelines of the DE Committee as well as the Online Education Initiative (OEI) the Statewide initiative for online courses.

Our goal is to purchase additional DVD's that support the content for additional CHLD courses.

We continue to reach out to our students via email, texting, and phone calls providing a more personal approach - we realize that we need to build a relationship with our students and the value of communication. We have been more aggressive in dropping students who stop attending class.

C. SUPPORTING ASSESSMENT DATA (See Handbook for additional information)

- 1) Provide a list of any additional measures (not included in 3.A.) that you have chosen to gauge your program's effectiveness (e.g.: transfers, degrees, certificates, satisfaction, student contacts, student headcount, Perkin's data, etc.).

Declared Majors: 190 students (This is an increase of 12 registered students from last year and 114 students who have submitted an application)

Child Development: 15 registered and 6 who have submitted an application but aren't registered.

Early Childhood Education: 175 registered and 108 who have submitted an application but aren't registered.

The following were awarded to students:

Degrees:

AS-T degree in Early Childhood Education: 7 (an increase of 4 students from last year).

Child Development: 8 (an increase of 3 students from last year).

Certificates: Certificate Level II: 2 students (an increase of 2 students from last year)

The above doesn't reflect the following information provided by our Dean of Research, Development & Planning for unduplicated headcount.

The first section of information is gender, the second is age, and the third is ethnicity. This reflects summer 2016, fall 2016 and spring 2017 of the students who have identified either a certificate or degree in Early Childhood Education / Child Development.

Program	Child Development
Row Labels	Count of ID
Female	612
Male	41
Unknown	5
Grand Total	658
Program	Child Development
Row Labels	Count of ID
19 or Less	53
20 to 24	180
25 to 29	148
30 to 34	82
35 to 39	75
40 to 49	55
50+	65
Grand Total	658
Program	Child Development
Row Labels	Count of ID
African American	136
American Indian/Alaskan Nativ	6
Asian/Filipino	17
Hispanic	231
Multi-Ethnicity	26
Pac. Islander/Hawaiian	4
Unknown	20
White	218
Grand Total	658

California State Permit Matrix:

The full-time faculty assisted students with their application for the California Child Development Permit: Associate Teacher Permit – 3 students (increase of 1 student from last year)

Teacher Permit – 3 students (increase of 2 students from last year)

Site Supervisor Permit – 2 students (same as last year)

CDTC Program:

We have identified a minimum of 25 students (through this application process) who are currently working in the field and taking courses pursuing certificates/degrees. (an increase of 2 students)

Through conversations with our students we found out that:

Two students were hired in full time positions by local programs.

Professional Growth Advisor:

The full-time instructor provided guidance and support for 2 teachers regarding their professional growth towards renewal of their permits. (A decrease of 2 teachers from the previous year).

1a) If this is a CTE program ending with a certificate or degree, include data on employment opportunities, compliance with advisory recommendations, and fiscal viability of program. (Include labor market and demand information using resources in CTE and the PR Handbook.)

Labor Market: Riverside-San Bernardino-Ontario		
SOC Code	Occupational Title	May 2016 Employment Estimates
25-9041	Teacher Assistants	17,680
39-9011	Childcare Workers	5,220
25-3098	Substitute Teachers	16340
25-2011	Preschool Teachers	3,350
39-9021	Personal Care Aides	11,840
11-0931	Education Administrators, Preschool and Childcare Center/Program	420

The above data that has been provided is for our local area only. Our students are able to go anywhere in CA and work as they will have taken the necessary courses required to apply for the different permit levels on the State Matrix.

Estimated Employment and Projected Growth: Teacher Assistants			
Geographic Area (Estimated Year-Projected Year)	Number of Jobs 2014	Projected Employment Change	Percent Change
California (2014-2024)	1,234,100	78,600	6%

Estimated Employment and Projected Growth: Preschool Teachers			
Geographic Area (Estimated Year-Projected Year)	Number of Jobs 2014	Projected Employment Change	Percent Change
California (2014-2024)	441,000	29,600	7%

Estimated Employment and Projected Growth: Childcare Workers			
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Geographic Area (Estimated Year- Projected Year)	Estimated Employment	Projected Employment	Percent Change
California (2014-2024)	1,260,600	69,300	5%

2) Summarize the results of the measures listed in #1 above:

In spring of 2017, the Certificate Level I, III, and IV were uploaded to the Chancellor’s office and approved. We hope to show more students completing their certificates as they obtain their degrees and permits at the state level.

Students seek the assistance of the full-time faculty for guidance and support in the courses required for the certificates and degree for the college as well as for the permits on the State level.

The full-time faculty provided information/guidance to 28 students who inquired about the CORE courses, certificates, or degree.

3) What did you learn from your evaluation of these measures, and what improvements have you implemented, or do you *planto implement, as a result of your analysis of these measures? (*List any resources required for planned implementation in #10: Resources.)**

The DVD’s have been a very positive impact for our courses – especially our online classes. This ability has provided continuity for our face to face and online courses and follows the guidelines of the DE Committee as well as the Online Education Initiative (OEI) Statewide initiative for online courses.

Our goal is to purchase additional DVD’s that support the content for additional CHLD courses.

We will continue to reach out to the students and encourage for them to petition for the certificates and degrees.

D. TWO YEAR SCHEDULING PLAN

1) What is the program’s Two-Year Scheduling Plan?

CHLD Department/Program

FALL 2017		SPRING 2018	
Live	Online	Live	Online
CHLD 4 (Nance)	CHLD 4 (Nance)	CHLD 4 (Rochelle night)	CHLD 4
CHLD 6 (Rochelle)	CHLD 6 (Nance)	CHLD 6 (Nance day)	CHLD 6
CHLD 9 (Deborah)	CHLD 16 (Scott)	CHLD 11A (Rochelle)	CHLD 14 (Scott)
	CHLD 19A (Nadia)	CHLD 25 (Nance)	CHLD 19B (Nadia)
	CHLD 19C (Nance)	CHLD 49 (Nance)	CHLD 35A (Andrea)
	CHLD 20 (Rochelle)		CHLD 61 (Deborah)
	CHLD 35 (Deborah)	CHLD 4 (Nance day)	
	CHLD 49 (Nance)		
FALL 2018		SPRING 2019	
Live	Online	Live	Online
CHLD 4 (Nance)	CHLD 4 (Nance)	CHLD 4 (Rochelle)	CHLD 4 (Nance)
CHLD 6 (Rochelle)	CHLD 6 (Nance)	CHLD 6 (Nance)	CHLD 6 (Nance)
CHLD 20 (Rochelle)	CHLD 9 (Deborah)	CHLD 14 (Scott)	CHLD 11A (Rochelle)
	CHLD 12A (Rochelle)	CHLD 49 (Nance)	CHLD 15A (Nadia)
	CHLD 15 (Nadia)		CHLD 17 (Scott)
	CHLD 17A (Scott)		CHLD 25 (Nance)
	CHLD 19C (Nance)		CHLD 30A (Andrea)
	CHLD 30 (Andrea)		
	CHLD 49 (Nance)		
FALL 2019		SPRING 2020	
Live	Online	Live	Online
CHLD 4 (Nance)	CHLD 4 (Nance)	CHLD 4 (Rochelle)	CHLD 4 (Nance)
CHLD 6 (Rochelle)	CHLD 6 (Nance)	CHLD 6 (Nance)	CHLD 6 (Nance)
CHLD 9 (Deborah)	CHLD 16 (Scott)	CHLD 11A (Rochelle)	CHLD 14 (Scott)
	CHLD 19A (Nadia)	CHLD 25 (Nance)	CHLD 19B (Nadia)
	CHLD 19C (Nance)	CHLD 49 (Nance)	CHLD 35A (Andrea)
	CHLD 20 (Rochelle)		CHLD 61 (Deborah)
	CHLD 35 (Deborah)		
	CHLD 49 (Nance)		
FALL 2020		SPRING 2021	
Live	Online	Live	Online
CHLD 4 (Nance)	CHLD 4 (Nance)	CHLD 4 (Rochelle)	CHLD 4 (Nance)
CHLD 6 (Rochelle)	CHLD 6 (Nance)	CHLD 6 (Nance)	CHLD 6 (Nance)
CHLD 20 (Rochelle)	CHLD 9 (Deborah)	CHLD 14 (Scott)	CHLD 11A (Rochelle)
	CHLD 12A (Rochelle)	CHLD 49 (Nance)	CHLD 15A (Nadia)
	CHLD 15 (Nadia)		CHLD 17 (Scott)
	CHLD 17A (Scott)		CHLD 25 (Nance)
	CHLD 19C (Nance)		CHLD 30A (Andrea)
	CHLD 30 (Andrea)		
	CHLD 49 (Nance)		

Curriculum Map for: Certificate Level I: Child Development Associate Teacher Permit					
CHLD 4	C	C, OL	I, D	I, D	I, D,
CHLD 6	C	C, OL	I, D	I, D	I, D,
CHLD 9	C	C, OL	I, D	I, D	I, D,
CHLD 11A	C	C, OL	I, D	I, D	I, D,
Curriculum Map for: Certificate Level II: Child Development Teacher Permit					
Course	Core or Elective	Delivery Modes	Outcome 1	Outcome 2	Outcome 3
CHLD 4	C	C, OL	I, D	I, D	I, D,
CHLD 6	C	C, OL	I, D	I, D	I, D,
CHLD 9	C	C, OL	I, D	I, D	I, D,
CHLD 11A	C	C, OL	I, D	I, D	I, D,
CHLD 14	C	C, OL	I, D	I, D	I, D,
CHLD 20	C	C, OL	I, D	I, D	I, D,
CHLD 25	C	C, OL	I, D	I, D	I, D,
CHLD 49	C	C, OL	I, D and M	I, D and M	I, D, and M
Curriculum Map for: Certificate Level III: Child Development Master Teacher Permit					
Course	Core or Elective	Delivery Modes	Outcome 1	Outcome 2	Outcome 3
CHLD 12A	E	OL	I, D	I, D	I, D,
CHLD 15/15A	E	OL	I, D	I, D	I, D,
CHLD 17/17A	E	OL	I, D	I, D	I, D,
CHLD 30/30A	E	OL	I, D	I, D	I, D,
CHLD 35/35A	E	OL	I, D	I, D	I, D,
CHLD 61	E	OL	I, D	I, D	I, D,
Curriculum Map for: Certificate Level IV: Child Development Site Supervisor Permit					
Course	Core or Elective	Delivery Modes	Outcome 1	Outcome 2	Outcome 3
CHLD 19A	E	C, OL	I, D and M	I, D and M	I, D, and M
CHLD 19B	E	C, OL	I, D and M	I, D and M	I, D, and M
CHLD 19C	E	C, OL	I, D and M	I, D and M	I, D, and M

**I = Introduced, D = Developed & Practiced with feedback, and
M = demonstrated at the Mastery Level Appropriate for Graduation**

2) What changes, if any, have been made since the last Program Review?

We have been providing more hybrid classes and this appears to be working for our students. We are offering CHLD 49 – Practicum and Field Experience in both the Fall and Spring to provide additional opportunity to complete their degree in a timely manner. As indicated in #1 above we follow the two-year schedule that was developed.

3) How effective has the Two-Year Scheduling Plan been in meeting student needs and educational goals? If this is a degree or certificate pathway, can students complete in two years?

The two-year schedule provides us with a clear outline of course offerings that if a student is full-time they will be able to complete within two years provided they pass their courses and are able to take their required general education courses.
 The problem that we have had is when a class is canceled it may have a domino effect as it may be a pre-requisite for another class.

4) Reflecting on the responses above, what are the goals for the next program review cycle?

Continue to advocate for the students – we offered independent study for a few courses last year (that had been cancelled due to low enrollment) so that our students were able to continue on their pathway as well as in one case to maintain their job as their employer required the course completion. We are offering a few courses each semester during the day as an experiment starting Fall of 2017 to see if this makes a difference in the enrollment.

4. Curriculum

A. List any new courses or program changes since the last program review. Be sure to include if any new courses have approved pre-requisites or co-requisites.

We were approved through the Chancellor’s office the AS-TMC – Early Childhood Education. The Certificate levels I, III and IV to the Chancellors were approved in spring 2017.

B. Verify currency of curriculum: Other than above, what changes have been made in the curriculum since the last full program review? (*Updates, delivery mode changes, archives, deletions, revisions, etc.*)

Our curriculum is current based on the revisions we had made to align with CAP – We reviewed the C-ID: Early Childhood Education TMC & Descriptors 5-Year Review in fall 2015.

1) **CURRICULUM CURRENCY: Verify that all Transfer Level Courses are current and aligned for transfer.** (May require reviewing ASSIST or meeting with Articulation Officer.)

Instructor: Nance Nunes-Gill		Administrator: Dean Penny Shreve & Sandi Thomas	
Curriculum Chair: Kyri Freeman		Articulation Officer: Apineru Lealofi	
Discipline	CSU Transferability	UC Transferability	C-ID
CHLD 4 (PSYC 4)	CSU GE: D1, D9, E	IGETC: 4I	CDEV 100
CHLD 6 (SOCI 6)	CSU GE: D0, D1, D4	YES	CDEV 110
SOCI 6	YES	YES	CDEV 110 (Submitted: 9-10-15) approved
CHLD 9	YES	NO	ECE 130
CHLD 10	YES	NO	NO
CHLD 11A	YES	NO	ECE 120
CHLD 12A	YES	NO	NO
CHLD 12B	YES	NO	NO
CHLD 14	YES	NO	ECE 220
CHLD 15	YES	NO	NO
CHLD 15A	YES	NO	NO
CHLD 17	YES	NO	NO
CHLD 17A	YES	NO	NO
CHLD 19A	YES	NO	NO

CHLD 19B	YES	NO	NO		
CHLD 19C	YES	NO	NO		
CHLD 20	YES	NO	NO (Submitted: 9-10-15) approved		
CHLD 25	YES	NO	ECE 230		
CHLD 49	YES	NO	NO		
C-ID	Course(s)	Effective Date	CoR(s)	Status	Expires
CDEV 110	SOCI-6	01-01-2013	Submitted SOCI 6 (9-10-15)	Approved	
ECE 200	CHLD-20	06-01-2010	Click to download.	Approved	
ECE 210	CHLD-49	01-01-2013	Click to download.	Conditional due 12-21-2015 Not sure where we are with this.	12-21-2015
Articulation Details:					
<p>Descriptor: CHLD 20</p> <p>C-ID Course: ECE 200 C-ID Title: Observation and Assessment</p> <p>Is the textbook appropriate? Answer: No. Final Determination: Comment: No textbook listed</p> <p>Textbooks</p> <p>1. Berns. <i>Child, Family, School, Community (P)</i>, 9th ed. ITP, 2013, ISBN: 9781111830960. CHC</p> <p>Resubmitted CHLD 20 - ECE 200 (9-10-15) (This was submitted to Tech Review 10/29/2014 and Curriculum by December 2014)</p> <p>Descriptor: CHLD 49</p> <p>C-ID Course: ECE 210 C-ID Title: Practicum in Early Childhood Education</p> <p>Course Prerequisites and co-requisites meet requirements? Answer: No</p> <p>Final Determination: Comment: C-ID requires 4 prerequisite classes - Child Family and Community and Principles/Practices are missing (This was submitted to Tech Review 1/31/2015 and Curriculum in March 2015)</p> <p>Information for courses CHLD 30 and 30A and CHLD 35 and 35A was not received.</p>					

2) **CURRICULUM DEVELOPMENT:** Verify that all textbooks on Course Outlines of Record (COR) are up to date. Normally, textbook editions should be within five years for articulation. (Contact Articulation Officer for additional information.)

We work closely with the Viking Book Store to ensure the newest editions are identified so that our students are using the most current books.

- C. **List any courses not in full compliance with appropriate guidelines, including ASSIST, C-ID, Curriculum Committee, prerequisite validation, etc.** (NOTE: Any courses that have not been updated in the past six years may not be in compliance. See Curriculum Manual or Articulation Officer for additional information, if necessary.)

To the best of our knowledge all Child Development courses are in compliance with the Chancellor's office.

We submitted the required paper work for the C-ID Descriptor for CHLD 6 / SOCI 6, CHLD 9, and CHLD 20 which were approved and CHLD 49 in Spring of 2015 and have heard that it was expired – waiting for information on how to move forward.

There is some concern as the college received a letter from the Chancellor's office stating that the above wasn't submitted. I'm not sure what happened once it went through Curriculum.

- D. **Curriculum Development: What is the plan for maintaining the currency and viability of your curriculum (including all modes of delivery)?**

All CHLD courses are part of the two-year plan and are offered one time a year (except CHLD 4 and CHLD 6) either live, hybrid, or online. The eight CORE courses are in the TMC and are transferable to the CSUs.

There were 2 classes cancelled during the 2016-2017 academic year and in 3 cases independent study was offered.

We are constantly reviewing different methods of engagement to use with our students from power points, videos, assessment methods that ensure we are meeting ADA compliance for our students. We use cccconfer for online training if needed, as well as we have used Skype to reach out to our students.

The full-time instructor is currently working with the Dean of DE and OEI to align CHLD 4/PSYC 4 and CHLD 6/SOCI 6 courses.

5. Internal Factors (see Handbook for additional information)

- A. **Strengths:** Current aspects of the program or department that serve it and its future well. These aspects include what it does well, what it's known for, what it takes pride in, and so forth. Strengths represent competencies or characteristics that the department or program may wish to enhance or preserve actively, even aggressively.

Child Development Department: It is unique in that we have support Statewide in the Early Childhood Field and participate in the Higher Education Colloquium as well as the California Community Colleges Curriculum Alignment Projects. We have taken the lead in our field and we have determined what courses should be taught and how they should be taught by working collaboratively to align statewide. We share with pride that we were the 17th College to align in the State of California. We have currently aligned an additional 6 courses with the CAP Expansion. We also have programs such as the Child Development Training Consortium and the Mentor Program that offer resources such as stipend and/or free mentoring for our practicum students and one on one tutoring for our online students.

Fall and Spring Child Development Advisory meetings: The membership of this committee represents varying programs in our community such as, State Preschools, Faith Based Preschools, Private Day Cares/Preschools, and Family Day Care. In addition, we hold Child Development meetings involving our adjuncts. Last fall, we held our second Early Childhood Education Workshop/Training for teachers working in the early childhood field within our community and surrounding areas. This workshop/training is free to our attendees.

CTE meetings: The meetings are held for all faculty members and adjuncts to share current information taking place at the college and throughout California. These meetings are offered live, and those who aren't able to physically attend can through CCCConfer. These meetings are archived for later reference.

Amount of Paperwork: The continued addition of required/mandatory paperwork and reports such as pre-requisites, book updates, COR reviews, C-ID surveys, student learning outcomes, program reviews, etc., adds an additional burden on the fulltime faculty member. In many cases, the information being shared and/or asked for isn't clear in the beginning, and in some cases duplicated work is being completed, revised, and resubmitted, so time is lost, rather than being put to efficient use. However, we do get the work done to the best of our ability.

Offering support: The fulltime faculty member assists faculty and adjunct representatives of other CTE programs with curriculum, program reviews, student learning outcomes, etc.

Delivery:

Courses are offered both as traditional, hybrid, and/or online. We follow a two-year plan and offer morning, late afternoon, evening, and online courses every semester. Through the BAP process we have been fortunate to obtain some Child Development DVDs that support the content being taught. A few titles are: "Human Brain Development: Nature and Nurture," "Diversity Rules: The Changing Nature of Families," "Observing Children: A Study in Child Development," "Our Families, Ourselves," and "Introduction to Child Development: Infant, Toddler & Pre-K." This allows for instructors to provide the same curriculum whether they teach traditional, hybrid, and/or online courses to be we continue to seek additional DVDs to stagger the cost over a three-year period. Since we don't have a school lab the DVDs that have been selected provide students with a visual conception of the interactions of children in an infant/toddler, preschool, and/or family day care.

We have recently moved to the LMS – Canvas and this appears to be very user friendly and better support for our students.

Course Data: This has been difficult to obtain in the past, however, with the changes and updates made to banner and the ability to retrieve data it appears to be accurate. Please refer to 3. Program Data, A. Performance Data, 2, 3, 4, & 5.

Instructional Design: We accommodate all modes of learning including the specific needs of our ACCESS/DSPS students. Our instructors utilize innovative methods of instructions and assess all SLOs identified for each course they teach every time the course is taught.

Human Capital: We have highly qualified instructors/adjuncts (both education and experience in the field). Our pool of adjuncts is very diverse.

B. Weaknesses: *The program or department's internal vulnerabilities. These are areas that, if not addressed, could become liabilities, or could contribute to an erosion of the department's capacities and future growth. They represent areas where the organization needs to improve if it is to be successful for the long term.*

Additional support: We need to hire an additional fulltime faculty member who can assist with students by teaching additional courses, assisting with analyzing PLOs/SLOs, program reviews, working with students applying for permits, working with the CDTC and Mentor programs, and holding meetings with adjuncts.

The new full-time faculty member would be expected to teach a full workload and assist with student retention and completion as additional courses should be offered during normal work days rather than have the majority in the evening. With an additional full-time faculty member, we could implement a cohort of early childhood development majors. We could set up a work environment that would assist with materials for students to complete specific types of assignments. **A BAP was submitted for an additional fulltime instructor.**

Online Courses: In order to support the recommendations of ACCJC regarding accreditation and the Online Education Initiative, we need to offer DVD's that will assist our online courses providing additional compatibility with our face to face courses. This will assist with student success and continuity of the courses being taught. The curriculum will be the same for all modes of delivery. **A BAP was submitted for renewal of online usage only for the first set of DVD's ordered 3 years ago.**

Enrollment: in an attempt to embrace the needs of the students pertaining to cost factors, we need to provide other facilities for students to participate in live classes; for example, offering additional satellite facilities like Fort Irwin. A BAP has been submitted in the past for technological equipment that would meet this need but hasn't been funded.

Trainings: We continue to face challenges in our attempts to provide trainings that accommodate the schedules of all faculty and adjuncts. We should look at providing satellite opportunities or CCCConfer, with all trainings being recorded for faculty members/adjuncts to observe at a later date.

Supporting Data: We need to develop a system that can track our students who are currently working in the ECE/Child Development field, or obtain their Certificate Level Permits and/or AS degrees at the college level as well as at the State Level (permits), and in addition, if they complete their BS or MS degrees in ECE. We believe that we have students who qualify for these permits but don't realize they need to apply.

Facilities: The program is in need of a lab school that would provide on-site observations and interactions with preschool age children. This would enhance the understanding and skill set of our students if they had the ability to view of children engaged with their peers in a preschool setting on a daily/weekly basis. However, due to a situation that occurred prior to the full-time

instructor's tenure, the preschool program was closed, and per the College Board's mandate, will not be re-opened.

6. External Factors *(see Handbook for additional information)*

A. Opportunities: *Current trends and events occurring **outside** the department that, if taken advantage of, are likely to have a positive effect on its long-term success. Examples may include: realistic training opportunities; industry trends; revenue-generation opportunities; development of new tools or technology to help manage workload.*

Collaboration / Partnerships

There continue to be opportunities for faculty to participate on State Committees for the Early Childhood Field, curriculum, Data unlocked (CTE) but because of only one full time faculty member we aren't able to take advantage of these opportunities.

B. Threats: *Current trends and events occurring **outside** the department or program that could jeopardize its success represent potential threats. Examples may include: state, regional, or institutional economic/budget climate; loss of support services; seasonal fluctuations in workload.*

Additional Support: We need to hire an additional fulltime faculty member who can assist with collecting data to support students working in the field, work on the Child Development website to attract potential students, research potential job opportunities for our students, and work with potential mentor sites for our practicum field experience students.

A BAP was submitted for an additional fulltime instructor.

Supporting Data: The State is demanding more and more data. Without increased College support, lack of consistent, quality data, the department could lose State support. We have a need for a system that can track our students who are currently working in the ECE/Child Development field and once they receive their certificates at the State level and/or Bachelor or Master degrees in Early Childhood Education in order to track and measure identify student success.

7. Continuing Education/Professional Development

A. What continuing education and/or professional development activities have program/unit members attended during the current cycle?

Fulltime Faculty: CDTC/Mentor Fall Conference, SLO Trainings/Workshops, CTE Saturday Trainings, hosted ECE Workshop/Training, ASCCC: Self-Evaluation Conference, and 2017 Curriculum Conference

Part-Time Faculty:

Attended ECE Workshop/Training, ECE Conference in Las Vegas, Mentor Teacher for High Desert Regional Mentor Program, High Desert Regional Selection Committee, Cyberbullying and Latest Trends Among Transitional Age Youth, Child Abuse: Mandated Reporter Training, FERPA: Protecting Student Privacy, Cultural Competency

B. How did this benefit your department and the College?

The trainings that the full-time faculty participates in are beneficial to our college in regards to student learning outcomes, not only for the CHLD program/courses but in assisting other programs and unit areas of the college. TracDat is a program that will be utilized for aggregating SLO information over time. The CDTC and Mentor programs provide services for our students such as stipends for course completion with a "C" or higher and through our practicum field experience course. The Curriculum Conference assists with staying current with the Chancellor's office expectations. The ASCCC: Self-Evaluation Conference will assist with the college's upcoming Accreditation.

In addition, all trainings/conferences that have been completed by our part time faculty have contributed to the department in that adjuncts are able to utilize the most current information for the courses that they are teaching, such as CHLD 14, CHLD 15 and CHLD 15A, CHLD 35 and 35A.

C. What are the plans for continuing education and/or professional development in the upcoming cycle?

We all attempt to participate in various trainings and workshops. It's difficult to determine exactly what trainings/workshops will be attended due to unavailability at this time. However, the full-time instructor will be attending the CDTC/Mentor Fall conference, Curriculum training and Academic Senate trainings/conferences.

8. Prior Goals/Objectives

- Briefly summarize the progress your program has made in meeting the goals and objectives identified in the most recent Program Review or Annual Update. *(Include measurements of progress or assessment methods.)*
- If the program does not have prior goals and objectives, please explain.

Previous goals:

Goal 1: Increase student enrollment and completion of certificates/degrees

Objective: Hire a fulltime instructor

Progress: Identified as a need, however, prioritization went to other departments who don't have a full-time instructor.

Course Completion Rate: Traditional 91% Online 89.77 %

Course Success/Retention: Traditional 78% Online 65.91%

WSCH/FTEF Ratio: overall for this year is: $2639/6.146 = 429$ an increase of 31

Fill Rate: Traditional 66.47% and Online 75.51%

Objective: Provide services as a Professional Growth Advisor for students obtaining State permits/certificates and degrees.

Progress: The full-time instructor continues to assist other teachers/students as a Professional Growth Advisor, assists with guidance for certificates/degrees, permits at the state level. The full-time instructor assisted a minimum of 8 students with their application for a California Child Development Permit on the State Matrix. Shared information with 2 teachers as their Professional Growth Advisor.

Objective: Enhance the program by reaching out to the community and developing partnerships with other childhood programs.

Progress: The full-time instructor continues to hold a minimum of one advisory committee meeting a year one in the fall. Attend mandatory CDTC/Mentor conferences. The Child

Development Department hosted a free Early Childhood Conference in Fall 2016 – there were 18 participants. (A BAP was submitted but it wasn't funded)

Goal 2: Purchase DVD's videos that support both live and online instruction

Objective: Provide additional resources for students taking online courses – there has been an increase in student success the past two years and the purchase of videos may be credited to some of the success.

Progress: DVD's were approved to be funded for use in the classroom and with a 3-yr. digital license for online classes.

Objective: Support the recommendations by ACCJC for Distance Education Learning

Objective: Provide continuity with both face to face and online instruction.

Progress: A BAP was submitted and DVD's for use in the classroom and with a 3-yr. digital license for online classes. This completed 3/3-year planning. (We just found out this approved but the DVD's haven't been purchased at this time) This wasn't purchased as it fell through the cracks.

Goal 3: Purchase technology for course satellite offerings for Fort Irwin (not necessarily for CHLD classes but other courses offered)

Objective: To offer additional courses to student's taking courses from the Fort Irwin campus.

Progress: this was not funded so a BAP was not submitted again

Goal 4: Provide a high-quality lab school environment for young children that support a quality education.

Objective: To partner with San Bernardino County Superintendent of Schools – State Preschool (SBCSS)

Progress: this has been tabled but continues to be a need for the department.

Objective: Offering an onsite preschool lab that will assist students in their preparation for a degree in Early Childhood Education, or transfer to a four-year college or university, and professional growth development.

Progress: Students continue to complete observations and their practicum / field experience at other sites.

Objective: Promoting student engagement and retention through instructor involvement and commitment to our students.

Progress: the full time and adjuncts provide support and engagement with their students however, if a preschool lab were on campus this would enhance the learning that is taking place.

A BAP was not submitted

Goal 5: A classroom dedicated to ECE work environment (add a room in the Facilities plan for the future CTE building that will be constructed in 6 – 7 years)

Objective 1: Foster an innovative learning environment that respects diversity of individual backgrounds, abilities, and cultures

Objective 2: Offering programs to prepare students for career and technical education, transfer to a four-year college or university, and professional growth development.

Objective 3: Promoting student engagement and retention through instructor involvement and commitment to our students.

Objective 4: library resource for students

Progress: A BAP was not submitted

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9. Goals/Objectives/Actions (ACTION PLAN)

- A. **GOALS:** Formulate Program Goals to maintain or enhance program strengths, or to address identified weaknesses.
- B. **ALIGNMENT:** Indicate how each Goal is aligned with the College’s Strategic Priorities.
- C. **OBJECTIVES:** Define Objectives for reaching each Goal.
- D. **ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE:** Create a coherent set of specific steps (Actions/Tasks) that must be taken to achieve each Objective.
- E. **OUTCOMES:** State intended Outcomes and list appropriate measures and assessment methods for each Outcome.
- F. **ADDITIONAL INFORMATION:** This area provides for the additional communication of information necessary to further “close the loop” on the goal or action plan, as it relates to Institutional Planning. This may include references to other institutional documents, such as governing or compliance documents (i.e. Board Policy, Administrative Procedures, Title V), institutional planning documents (i.e. Strategic Plan, Educational Master Plan, Facilities Plan, Technology Plan), or Board, Presidential, Supervisory or Departmental recommendations or goals, etc. (*See Handbook for additional examples.*)

Complete the following table with your Program’s **ACTION PLAN**, which must include a **minimum of 3 goals**:

ACTION PLAN					
GOAL		ALIGNMENT WITH BCC STRATEGIC PRIORITIES	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#1	Increase student success and completion of certificates and degrees in a timely manner.	<p><i>List all that apply:</i></p> <p>Strategic Priority #1: Educational Success: Measurably advance student equity, completion and attainment of educational goals.</p> <p>Strategic Priority #5: Campus Culture: Build a diverse and committed campus culture that promotes engagement among students, staff, faculty, the college and the community.</p> <p>Strategic Priority #6: Evidence – based Decision Making: Enhance and further an evidence based framework that supports the institution’s decision-making process.</p> <p>Strategic Priority #7: Diverse and Excellent Workforce: Attract, develop, and retain an excellent and diverse workforce.</p>	#1 Hire a fulltime instructor	Fly position, interview potential instructors, and hire for tenure-track	<p>Outcomes: Increased enrollment</p> <p>Measure: Student success/retention Student completion</p> <p>Assessment: Student Learning Outcomes for courses and program</p>
			#2 Provide services as a Professional Growth Advisor for students obtaining State permits/certificates and degrees.	Provide training for students. Meet with the student a minimum of once a year to review their goals/strategies that have been developed.	<p>Outcomes: Increased number of students served</p> <p>Measure: Permit Applications</p> <p>Assessment: Documentation of student appointment / hours invested.</p>
			#3 Enhance the program by reaching out to the community and developing partnerships with other childhood programs.	Attend early childhood program meetings/advisory meetings. Attend Local conferences.	<p>Outcomes: Advisory meetings / committee membership</p> <p>Measure: Meeting minutes</p> <p>Assessment:</p>

ACTION PLAN						
GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT		
	<i>Additional Information:</i>	<p>Goal #1 aligns with Strategic Priorities #1, 5, 6, and 7. Hiring an additional instructor full-time 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. With an additional full time instructor we will be able to provide more resources and one on one with our students to ensure student success with completion of courses/certificates/degree.</p>				
#2	Purchase of 3-year licensing agreement for online classes for the set of DVD's funded 3 years ago.	<p><i>List all that apply:</i> Strategic Priority #1: Educational Success: Measurably advance student equity, completion and attainment of educational goals. Strategic Priority #6: Evidence – based Decision Making: Enhance and further an evidence based framework that supports the institution's decision-making process.</p>	#1	Provide additional resources for students taking online courses	Purchase DVD's and 3 yr. digital license – this also meets with ADA compliance	<p>Outcomes: Enhancement of content being shared in the course Measure: Assignments Assessment: Student Learning Outcomes for courses and program</p>
			#2	Support the recommendations by ACCJC for Distance Education Learning	Incorporate in the syllabi and class assignments	<p>Outcomes: Enhancement of content being shared in the course Measure: Assignments Assessment: Student Learning Outcomes for courses and program</p>
			#3	Provide continuity with both face to face and online instruction.	Offer both face to face and online classes.	<p>Outcomes: Enhancement of content being shared in the course Measure: Assignments Assessment: Student Learning Outcomes for courses and program</p>
	<i>Additional Information:</i>	<p>Goal #2 aligns with Strategic Priority #1 and 6. By providing videos that can be offered online we meet a few goals: one to enhance our distance education program and two to provide more continuity with online instruction vs. face to face instruction. This also supports the Online Education Initiative (OEI) that is currently being implemented in colleges throughout CA. The data on student success will be used to determine purchasing of videos/equipment, course offerings, etc. We continue to show an increase in students success We are currently working with OEI to align two of the Child courses.</p>				

ACTION PLAN					
GOAL		ALIGNMENT WITH BCC STRATEGIC PRIORITIES	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#3	Provide a high quality lab school environment for young children that support a quality education.	<p><i>List all that apply:</i></p> <p>Strategic Priority #1: Educational Success: Measurably advance student equity, completion and attainment of educational goals.</p> <p>Strategic Priority #5: Campus Culture: Build a diverse and committed campus culture that promotes engagement among students, staff, faculty, the college and the community.</p> <p>Strategic Priority #6: Evidence – based Decision Making: Enhance and further an evidence based framework that supports the institution’s decision-making process.</p> <p>Strategic Priority #7: Diverse and Excellent Workforce: Attract, develop, and retain an excellent and diverse workforce.</p>	#1 To partner with San Bernardino County Superintendent of Schools – State Preschool (SBCSS)	<p>Contact SBCSS to form partnership. Create an MOU with SBCSS</p> <p>SBCSS hire faculty/enroll children in the program.</p> <p>Provide the structural building for the lab</p>	<p>Outcomes: Partnership with SCBSS</p> <p>Measure: Enrollment</p> <p>Assessment: Student Learning Outcomes for courses and program</p>
			#2 Students will successfully complete observations of children engaged in a group setting	Students will have access to the lab for observations	<p>Outcomes: Enhancement of content being shared in the course</p> <p>Measure: Assignments</p> <p>Assessment: Student Learning Outcomes for courses and program</p>
			#3 Students will complete Practicum/field experience hours within our onsite lab.	Students will volunteer services at the lab	<p>Outcomes: Observation of students in action during “Teacher in Charge” week.</p> <p>Measure: Assignments</p> <p>Assessment: Student Learning Outcomes for courses and program</p>
Additional Information:		<p>Goal #3 aligns with Strategic Priority #1, 5, 6, and 7. 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. No BAP will be submitted.</p>			

10. Resources Required

List all significant resources needed to achieve the objectives shown in the table above, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements noted in 3.C.3)

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

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source
1	1, 2, & 3	A new full-time instructor for Child Development.	\$96,061.40	Yes	
2	1, 2, & 3	Child Development Videos for CHLD 4, CHLD 6, CHLD 9, CHLD 11A, CHLD 14, CHLD 19A, CHLD 19B, CHLD 19C, CHLD 20, CHLD 25, and CHLD 49. The cost is for a 3-year digital license renewal for the first set of DVD's funded 3 years ago.	\$1,468.58 (which includes possible cost increase, tax/shipping & handling) (Shipping is free if a check is mailed with the order.)	Yes	

Annual Update #1	Academic Year: <input style="width: 90%;" type="text"/>
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**1. Progress on Program Level Outcomes (PLOs) and Student Learning Outcomes (SLOs)
(from #3B of full PR)**

A) List your Program Level Outcomes:

B) Summarize the progress you have made on Program Level Outcomes (PLOs):

C) Summarize the progress you have made on course level outcomes and assessments (SLOs):

D) Describe any program, course, and/or instructional changes made by your program as a result of the outcomes assessment process.

E) Reflecting on the responses for B) and C) above, what will you implement for the next assessment cycle?

2. GOALS AND OBJECTIVES (Taken From #9--Action Plan--of FULL Program Review)

	GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#1		#1		
		#2		
		#3		

Goal #1 Annual Update: (Assess progress made toward goal attainment)

GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#2		#1		<input type="checkbox"/>
		#2		
		#3		

Goal #2 Annual Update: (Assess progress made toward goal attainment)

GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#3		#1		
		#2		
		#3		

Goal #3 Annual Update: (Assess progress made toward goal attainment)

3. Resources Required

List all significant resources needed to achieve the objectives shown in your action plan, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements noted in 3.C.3)

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

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source

Annual Update #2	Academic Year: <input style="width: 90%;" type="text"/>
-------------------------	---

**1. Progress on Program Level Outcomes (PLOs) and Student Learning Outcomes (SLOs)
(from #3B of full PR)**

A) List your Program Level Outcomes:

B) Summarize the progress you have made on Program Level Outcomes (PLOs):

C) Summarize the progress you have made on course level outcomes and assessments (SLOs):

D) Describe any program, course, and/or instructional changes made by your program as a result of the outcomes assessment process.

E) Reflecting on the responses for B) and C) above, what will you implement for the next assessment cycle?

2. GOALS AND OBJECTIVES (Taken From #9--Action Plan--of FULL Program Review)

	GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#1		#1		
		#2		
		#3		

Goal #1 Annual Update: (Assess progress made toward goal attainment)

GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#2		#1		<input type="checkbox"/>
		#2		
		#3		

Goal #2 Annual Update: (Assess progress made toward goal attainment)

GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#3		#1		
		#2		
		#3		

Goal #3 Annual Update: (Assess progress made toward goal attainment)

3. Resources Required

List all significant resources needed to achieve the objectives shown in your action plan, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements noted in 3.C.3)

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

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source

BUDGET ALLOCATION PROPOSAL

Date: <u>10/09/2017</u>	Originator: <u>Nance Nunes-Gill</u>		
Program or Department Name:	<u>Child Development Program</u>		
Dean/Vice President/Supervisor:	<u>Dean Sandi Thomas / VP David Morse</u>		
What are you requesting? (<i>Brief</i>)	<u>Tenure Track hire for the Child Development Program</u>		
Amount Requested: <u>96,061.40</u>	<input type="checkbox"/> One-time Funding	<input checked="" type="checkbox"/> Ongoing Funding	
Funding Source (if known) :	<u>Instruction – 51% rule</u>		
REQUEST TYPE:			
<input checked="" type="checkbox"/> Personnel/Staffing <small>Complete <i>Personnel/Staffing</i> section below</small>	<input type="checkbox"/> Technology Resource <small>Complete <i>Technology</i> section below</small>	<input type="checkbox"/> Facilities Resource <small>Complete <i>Facilities</i> section below</small>	<input type="checkbox"/> OTHER

PERSONNEL/STAFFING REQUEST			
Is the requested position:	<input checked="" type="checkbox"/> Faculty	<input type="checkbox"/> Classified	<input type="checkbox"/> Management/Confidential
Is the requested position:	<input type="checkbox"/> A new classification (Attach <i>proposed</i> job description, or <i>detailed</i> list of proposed duties)		
	<input checked="" type="checkbox"/> An existing classification	Official Job Title: <u>Child Development Instructor</u>	
Is the requested position:	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time:	<u>10</u> Months/Year <u> </u> Hours/Week

TECHNOLOGY RESOURCE REQUEST					
Indicate the category of the request:					
<input type="checkbox"/> Hardware	<input type="checkbox"/> Software	<input type="checkbox"/> Printer/Copier	<input type="checkbox"/> Network	<input type="checkbox"/> Audio-Visual	<input type="checkbox"/> License/Maintenance
Indicate the intended users:					
<input type="checkbox"/> Students		<input type="checkbox"/> Faculty		<input type="checkbox"/> Staff	
<input type="checkbox"/> Other					
Is training required? <input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____					
How will it be secured? <input type="checkbox"/> Alarm <input type="checkbox"/> Secure Room <input type="checkbox"/> Secure Cabinet <input type="checkbox"/> Cable/Lock <input type="checkbox"/> Password					

FACILITIES RESOURCE REQUEST			
Indicate the intended users:			
<input type="checkbox"/> Students		<input type="checkbox"/> Faculty	
<input type="checkbox"/> Staff		<input type="checkbox"/> Other	
Is maintenance required? <input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____			

For best results, refer to the [Budget Allocation Proposal Scoring Rubric](#) prior to completing this form.

BUDGET ALLOCATION PROPOSAL

1. Why is the request being made?

In reflection of the past few years, as we grow and evolve the program is in need of an additional full time instructor to support the students and programs that are offered to our students. The requirements of the instructor to attend and participate in various conferences and committees (locally at the college, in our community, county, and statewide committees for child development and student success). The full time instructor is meeting with students on a more regular basis to assist with permit applications, transfer courses/matriculation, course planning, and job applications/reference letters. This doesn't reflect her normal office hours and regular instruction with her students.

2. a) Where in the Program Review/Annual Update is the request supported? Include the text from the Program Review AND cite the applicable section number(s).

2. Program Description and Overview:

2. C. What kind of service does your unit provide?

In addition to instruction in the classroom, our program provides the following services for our students: Professional Growth Advisors, The Child Development Training Consortium Program, High Desert Regional Mentor Program (partnership with Victor Valley College), information for job opportunities and workshops/trainings.

We also hosted a free Early Childhood Workshop in October of 2015 for teachers / students working in the Early Childhood field. The participants earned a certificate of completion for 5 hours of professional growth.

2. D. How do you provide them?

The full time faculty member provides instruction both traditional and online and acts as a Professional Growth Advisor for teachers in the Early Childhood field and many students by assisting them with completion of their applications when they apply for their Child Development Permits through the State of California; she is the Coordinator for the Child Development Training Consortium (CDTC) Program, sending applications out to all adjuncts who are teaching child development courses asking them to share with their students so they can apply for stipends, posts links in canvas, reviews paperwork for the CDTC program that provides reimbursement for tuition, books, and some trainings to students, and provides necessary information to the Business Office so that payment can be made to the students; she also is a Co-coordinator for the High Desert Regional Mentor Program (Partnership with VVC) that supports the development of skills and provides one on one tutoring for online students and, in her role actively seeks quality mentors for the Practicum – Field Experience Course through the High Desert Regional Mentor Program; she also submits Early Alert referrals for students who may need additional services to ensure student success. All instructors in the Child Development program support our students and share resources and referrals with the students. Emails are sent to our students with possible job opportunities both local and statewide.

3. Program Data

A. Performance Data

4) WCSH/FTEF Pg.7

WSCH/FTEF Ratio: Overall for this year is: $2639/6.146 = 429$ as compared to 2015-2016: $2035/5.110 = 398$ which equaled an increase of 31 WSCH/FTEF

BUDGET ALLOCATION PROPOSAL

C. Supporting Assessment Data:

1) Provide a list of any additional measures Pg. 11 & 12

Declared Majors: 190 students (This is an increase of 12 registered students from last year and 114 students who have submitted an application)

Child Development: 15 registered and 6 who have submitted an application but aren't registered.

Early Childhood Education: 175 registered and 108 who have submitted an application but aren't registered.

California State Permit Matrix:

The full-time faculty assisted students with their application for the California Child Development Permit:

Associate Teacher Permit – 3 students (increase of 1 student from last year)

Teacher Permit – 3 students (increase of 2 students from last year)

Site Supervisor Permit – 2 students (same as last year)

Professional Growth Advisor:

The full time instructor provided guidance and support for 2 teachers regarding their professional growth towards renewal of their permits

2) Summarize the results of the measures listed in #1 above:

Students seek the assistance of the full time faculty for guidance and support in the courses required for the certificates and degree for the college as well as for the permits on the State level.

5. Internal Factors

B. Weaknesses Pg. 20

Amount of Paperwork: the continued addition of required/mandatory paperwork and reports such as pre-requisites, book updates, COR reviews, C-ID surveys, student learning outcomes, program reviews, etc., adds an additional burden on the fulltime faculty member. In many cases the information being shared and/or asked for isn't clear in the beginning and in some cases duplicated work is being completed, revised and resubmitted.

Additional support: we need to hire an additional fulltime faculty member who can assist with students by teaching additional courses, assisting with analyzing PLOs/SLOs, program reviews, working with students applying for permits, working with the CDTC and Mentor programs, and holding meetings with other adjuncts.

6. External Factors

B. Threats: Pg. 22

Additional Support: we need to hire an additional fulltime faculty member who can assist with collecting data to support students working in the field, work on the Child Development Website to attract potential students, research potential job opportunities for our students, work with potential mentor sites for our practicum field experience students.

The full time instructor has been asked to get more involved on some of the State committees and isn't able to do so at this time due to lack of support at the local level.

BUDGET ALLOCATION PROPOSAL

- b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

3. Program Data

B. Progress on PLOs and SLOs

3. Summarize the progress made: Pg. 9

Student Learning Outcomes:

In reflection of the assessment methods that are being used for the 8 CORE courses it was determined that 24/24 assessed assignments that support the **SLOs** met the College's expectations of student success with over "70%" success.

Program Learning Outcomes:

There are 9 assessment methods that are used to support the **PLOs**. These assessment methods are identified on Pg. 9 and also met with 9/9 assessed assignments that met with 70% or higher with student success.

- c) How was this included in the Action Plan of your Program Review? Please cite section/item number and include the text.

8. Prior Goals/Objectives Pg. 23

Current: Goal #1 in the Action Plan on page 25 of the Program Review.

Goal #1: Increase student success and completion of certificates and degrees in a timely manner.

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short term and a long term basis? Have they been notified? *(This question is not required for Personnel/Staffing requests.)*

N/A

4. a) Describe the goal(s) for this proposal. How will this improve student success or institutional services?

Goal #1: Increase student success and completion of certificates and degrees in a timely manner.

Increase student success/retention, student completion of courses/certificates/degrees, assist students in their application process of permits, and increase involvement in the community.

- b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

Aggregated data will be collected through TracDat regarding student learning outcomes and program learning outcomes. We are aligned with CCC CAP and provide our students with the knowledge and experience through the Practicum Class that is congruent throughout the state. Ideally if we had a lab site we would be able to provide additional resources with our students.

Assistance with permit applications, documented student appointment /hours invested, and advisory meetings/committee membership meeting minutes.

BUDGET ALLOCATION PROPOSAL

- 5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

(Follow the links to access each document)

1. [Mission Statement](#)

Our program aligns to the Colleges Mission Statement:

We have developed a career pathway that allows for students to obtain 4 different certificates that are aligned not only with the CAP alignment in CA, but the Child Development State Matrix. Upon completion of the pathway they can achieve a Child Development AS-T degree which ensures the student access to a 4-year state college if they choose to pursue their BS.

Each certificate provides our students with varying career opportunities such as Associate Teacher, Teacher, Master Teacher, and Site Supervisor. Our students upon completion can apply for different job openings within the early childhood field that meet the employer's qualifications and needs of not only our community but throughout CA.

Different job opportunities are identified on Pg. 14 & 15 of the program review.

Our program aligns to the Colleges Vision Statement:

We provide a learning environment that embraces student success by developing a relationship with our students. We recognize their existing knowledge and understanding of the early childhood field and we act upon that information to meet their individual needs. We provide them with many opportunities that empower them as individuals and encourage them to further their education to become leaders within the early childhood field.

2. [Strategic Priorities / Strategic Goals](#)

Strategic Priority #1: Educational Success: Measurably advance student equity, completion and attainment of educational goals.

Strategic Priority #5: Campus Culture: Build a diverse and committed campus culture that promotes engagement among students, staff, faculty, the college and the community.

Strategic Priority #6: Evidence – based Decision Making: Enhance and further an evidence based framework that supports the institution's decision-making process.

Strategic Priority #7: Diverse and Excellent Workforce: Attract, develop, and retain an excellent and diverse workforce.

3. [Educational Master Plan](#)

We support the Educational Master Plan:

2. Program Description and Overview

B. Who do you service (including demographics)?

We have a very diverse group of students – varying in age, gender, ethnicity, and experiences. Some of our students are: first full-time students, some work full-time taking courses in the evening and/or online, some are returning students taking courses for their professional growth and development (as required to renew whatever permit they hold with the state), and others have returned to college to pursue a new career.

BUDGET ALLOCATION PROPOSAL

We have students who participate in ACCESS, EOPS, VTEA, Sports such as Softball, Baseball, and Basketball; we have active Military students, as well as family members of active soldiers.

Our students who enroll in our course represent our local community or neighboring communities, or they are from other areas within California, other states within in the United States, and in some cases, other countries, as we serve many military families.

Our program works closely with similar programs in our community such as the State Preschools, Faith Based Programs, Private Day Care, Family Day Cares, and Child Development Centers located on Military Bases.

3. Program Data

D. Two Year Scheduling Plan

We have developed and follow our two year scheduling plan that assists with **enrollment management**.

7. Continuing Education/Professional Development

A. Part-Time Faculty:

The following are some of the trainings/further education opportunities that have been completed by our adjuncts. Masters in Psychology: MFT, Children Network Conference, Student Wellness Conference, Workshop/trainings in IEPs and Webiep, B.S. in Deaf and Communication Disorders, Fetal Alcohol and Drug exposure: Behavior Management of prenatal exposed children, Making Good Decisions about Eligibility for SLPs, Identifying and treating Stuttering, Early Intervention: Tried and true therapy sessions, Early Start 2 day convention: variety of topics (DRDP, Autism, Blind and Hear if Hearing Children, etc.), Mentor Program Seminar, They are able to utilize the newer information in the courses that they are teaching such as CHLD 14, CHLD 15, CHLD 15A, CHLD 35 and 35A.

4. Others: Such as [Technology Plan](#) , [Facilities Master Plan](#), [HR Staffing Plan](#), [Professional Development Plan](#)

N/A

BUDGET ALLOCATION PROPOSAL

ADMINISTRATIVE USE

Administrator: _____ Title: _____

Comments/Recommendations:

Signature: _____ Date: _____

Administrator: _____ Title: _____

Comments/Recommendations:

Unit Priority Ranking: _____ of _____

BUDGET INFORMATION
*(This section **MUST** be completed)*

Budget Program Number: _____ Restricted Unrestricted

Comments regarding Budget Information: _____

Signature: _____ Date: _____

BUDGET ALLOCATION PROPOSAL

Date: <u>10/09/2017</u>	Originator: <u>Nance Nunes-Gill</u>		
Program or Department Name:	<u>Child Development Program</u>		
Dean/Vice President/Supervisor:	<u>Dean Sandi Thomas / VP David Morse</u>		
What are you requesting? (<i>Brief</i>)	<u>3 year licensing for online classes</u>		
Amount Requested: <u>2,806.31</u>	<input checked="" type="checkbox"/> One-time Funding	<input checked="" type="checkbox"/> Ongoing Funding	
Funding Source (if known) :	<u>Instruction</u>		
REQUEST TYPE:			
<input type="checkbox"/> Personnel/Staffing <small>Complete <i>Personnel/Staffing</i> section below</small>	<input type="checkbox"/> Technology Resource <small>Complete <i>Technology</i> section below</small>	<input type="checkbox"/> Facilities Resource <small>Complete <i>Facilities</i> section below</small>	<input checked="" type="checkbox"/> OTHER <small>DVD's/Videos</small>

PERSONNEL/STAFFING REQUEST			
Is the requested position:	<input type="checkbox"/> Faculty	<input type="checkbox"/> Classified	<input type="checkbox"/> Management/Confidential
Is the requested position:	<input type="checkbox"/> A new classification (Attach <i>proposed</i> job description, or <i>detailed</i> list of proposed duties)		
	<input type="checkbox"/> An existing classification	Official Job Title: _____	
Is the requested position:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time: _____ Months/Year	_____ Hours/Week

TECHNOLOGY RESOURCE REQUEST					
Indicate the category of the request:					
<input type="checkbox"/> Hardware	<input type="checkbox"/> Software	<input type="checkbox"/> Printer/Copier	<input type="checkbox"/> Network	<input type="checkbox"/> Audio-Visual	<input type="checkbox"/> License/Maintenance
Indicate the intended users:					
<input type="checkbox"/> Students		<input type="checkbox"/> Faculty		<input type="checkbox"/> Staff	
<input type="checkbox"/> Other					
Is training required? <input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____					
How will it be secured? <input type="checkbox"/> Alarm <input type="checkbox"/> Secure Room <input type="checkbox"/> Secure Cabinet <input type="checkbox"/> Cable/Lock <input type="checkbox"/> Password					

FACILITIES RESOURCE REQUEST			
Indicate the intended users:			
<input type="checkbox"/> Students		<input type="checkbox"/> Faculty	
<input type="checkbox"/> Staff		<input type="checkbox"/> Other	
Is maintenance required? <input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____			

For best results, refer to the [Budget Allocation Proposal Scoring Rubric](#) prior to completing this form.

BUDGET ALLOCATION PROPOSAL

1. Why is the request being made?

To comply with the Online Education Initiative and provide continuity of instruction with both live and online classes. The DVD's/videos will be offered in both classroom environments. The initial cost is to purchase both the actual DVD/video and the license to use it online for specific courses for 3 years once purchased.

2. a) Where in the Program Review/Annual Update is the request supported? Include the text from the Program Review AND cite the applicable section number(s).

2. Program Description and Overview
D. How do you provide them? Pg. 5 We provide a variety of learning opportunities for our students, such as morning and evening classes. We offer satellite courses at the Fort Irwin Campus via our main campus; not only do we offer traditional courses we offer hybrid and online courses. We are reaching out even more with our students by providing students the opportunity to use Skype, Face-Time, and cccconfer.

3. Program Data
A. Performance Data
2) Course Completion Rate: Pg. 7

Live = 91% and Online = 89.77%, (an increase of 4.79% for live and .98% online over last year). The full-time and part time faculty information is combined.

3) Course Success/Retention Rate: Pg. 7
Live = 78% and Online = 65.91%, (A 0% change for live and a decrease of 8.23% online over last year). The full-time and part time faculty information is combined.

5. Internal Factors
A. Strengths Pg. 19
Delivery:
Courses are offered both traditional, hybrid, and online.
We follow a two-year plan
The scheduling of our courses meet the needs of our students by offering morning, late afternoon, evening and online.
We have been fortunate to obtain some DVDs as requested through the BAP process and we continue to seek additional DVDs to stagger the cost over a three-year period.

B. Weaknesses: pg. 20
Online Courses: to support the recommendations of ACCJC regarding accreditation and the Online Education Initiative, we need to offer DVD's that will assist our online courses providing additional compatibility with our face to face courses. This will assist with student success.
A BAP was submitted for DVD's.

b) Explain how the request is supported with information gathered from the assessment of outcomes (Student Learning Outcomes, Program Level Outcomes, Service Area Outcomes, or Administrative Unit Outcomes).

B. Progress on Program Level Outcomes (PLOs and Student Learning Outcomes (SLOs)
4) Describe any program, course, and/or instructional changes made by your program as a result of the outcome assessment process. Pg. 10

BUDGET ALLOCATION PROPOSAL

The last two years we have received approval through the BAP process to purchase Child Development videos that we are able to use both live and online (by purchasing the 3 yr. digital license). These videos have been an asset to the courses and for enhancing our instruction thus the understanding of the students. This last year was the first year to actually apply the videos to the online classes. We have received some feedback from students regarding the DVD's that are now available online. They have indicated how helpful they have been in the follow up with Nature vs. Nurture, Brain Development, and Theorists. The data does show an increase in student success for the online courses.

5) Reflecting on the responses for #2 and #3 above, what will you implement for the next assessment cycle? Pg. 11

The DVD's have been a very positive impact for courses – especially our online classes. This ability has provided continuity for our face to face and online courses and follows the guidelines of the DE Committee as well as the Online Education Initiative (OEI) the Statewide initiative for online courses.

Our goal is to purchase additional DVD's that support the content for additional CHLD courses.

- c) How was this included in the Action Plan of your Program Review? Please cite section/item number and include the text.

8. Prior Goals/Objectives Pg. 23

Goal 2: Purchase DVD's videos that support both live and online instruction

Objective: Provide additional resources for students taking online courses – there has been an increase in student success the past two years and the purchase of videos may be credited to some of the success.

Progress: DVD's were purchased for use in the classroom and with a 3 yr. digital license for online classes.

Objective: Support the recommendations by ACCJC for Distance Education Learning

Objective: Provide continuity with both face to face and online instruction.

Progress: A BAP was submitted and DVD's were purchased for use in the classroom and with a 3 yr. digital license for online classes. This completed 2/3-year planning.

3. If this item is approved, what departments or resources are needed, or would be affected, when implementing or developing it, on both a short term and a long term basis? Have they been notified? *(This question is not required for Personnel/Staffing requests.)*

N/A – the DVDs/videos shouldn't need assistance from any department as it is part of the curriculum being offered to students. More specifically, online courses that students are able to access.

4. a) Describe the goal(s) for this proposal. How will this improve student success or institutional services?

The goal for this proposal is to increase student knowledge of content being taught for the courses. This will then increase student success and completion of courses that support the certificates and degrees in a timely manner.

- b) What data will you gather and analyze to demonstrate that your proposal is meeting this goal(s)?

BUDGET ALLOCATION PROPOSAL

Aggregated data will be collected through TracDat regarding student learning outcomes and program learning outcomes to determine increased student success and understanding of the content being offered. In addition, information will be pulled from Banner to support the disaggregation of data.

- 5) Describe how your request is aligned with as many of the college's strategic planning documents as applicable. (If the request does not align with a document, indicate N/A.)

Please be specific and provide detail, ensuring a clear correlation between content of referenced document and the request. Cite the section and page numbers where the correlation can be found.

(Follow the links to access each document)

1. [Mission Statement](#)

Our program aligns to the Colleges Mission Statement:

We have developed a career pathway that allows for students to obtain 4 different certificates that are aligned not only with the CAP alignment in CA, but the Child Development State Matrix. Upon completion of the pathway they can achieve a Child Development AS-T degree which ensures the student access to a 4-year state college if they choose to pursue their BS.

Each certificate provides our students with varying career opportunities such as Associate Teacher, Teacher, Master Teacher, and Site Supervisor. Our students upon completion can apply for different job openings within the early childhood field that meet the employer's qualifications and needs of not only our community but throughout CA.

Different job opportunities are identified on Pg. 14 & 15 of the program review.

Our program aligns to the Colleges Vision Statement:

We provide a learning environment that embraces student success by developing a relationship with our students. We recognize their existing knowledge and understanding of the early childhood field and we act upon that information to meet their individual needs. We provide them with many opportunities that empower them as individuals and encourage them to further their education to become leaders within the early childhood field.

2. [Strategic Priorities / Strategic Goals](#)

Strategic Priority #1: Educational Success: Measurably advance student equity, completion and attainment of educational goals.

Strategic Priority #6: Evidence – based Decision Making: Enhance and further an evidence based framework that supports the institution's decision-making process.

3. [Educational Master Plan](#)

We support the Educational Master Plan:

2. Program Description and Overview

B. Who do you service (including demographics)?

We have a very diverse group of students – varying in age, gender, ethnicity, and experiences. Some of our students are: first full-time students, some work full-time taking courses in the evening and/or online, some are returning students taking courses for their professional growth and development (as required to renew whatever permit they hold with the state), and others have returned to college to pursue a new career.

BUDGET ALLOCATION PROPOSAL

We have students who participate in ACCESS, EOPS, VTEA, Sports such as Softball, Baseball, and Basketball; we have active Military students, as well as family members of active soldiers.

Our students who enroll in our course represent our local community or neighboring communities, or they are from other areas within California, other states within in the United States, and in some cases, other countries, as we serve many military families.

Our program works closely with similar programs in our community such as the State Preschools, Faith Based Programs, Private Day Care, Family Day Cares, and Child Development Centers located on Military Bases.

3. Program Data

D. Two Year Scheduling Plan

We have developed and follow our two year scheduling plan that assists with **enrollment management**.

7. Continuing Education/Professional Development

A. Part-Time Faculty:

The following are some of the trainings/further education opportunities that have been completed by our adjuncts. Masters in Psychology: MFT, Children Network Conference, Student Wellness Conference, Workshop/trainings in IEPs and Webiep, B.S. in Deaf and Communication Disorders, Fetal Alcohol and Drug exposure: Behavior Management of prenatal exposed children, Making Good Decisions about Eligibility for SLPs, Identifying and treating Stuttering, Early Intervention: Tried and true therapy sessions, Early Start 2 day convention: variety of topics (DRDP, Autism, Blind and Hear if Hearing Children, etc.), Mentor Program Seminar, They are able to utilize the newer information in the courses that they are teaching such as CHLD 14, CHLD 15, CHLD 15A, CHLD 35 and 35A.

4. Others: Such as [Technology Plan](#) , [Facilities Master Plan](#), [HR Staffing Plan](#), [Professional Development Plan](#)

N/A

BUDGET ALLOCATION PROPOSAL

ADMINISTRATIVE USE

Administrator: _____ Title: _____

Comments/Recommendations:

Signature: _____ Date: _____

Administrator: _____ Title: _____

Comments/Recommendations:

Unit Priority Ranking: _____ of _____

BUDGET INFORMATION
*(This section **MUST** be completed)*

Budget Program Number: _____ Restricted Unrestricted

Comments regarding Budget Information: _____

Signature: _____ Date: _____