Program Overview - Program Mission

Program Mission

Describe the purpose of the program:
To provide exemplary child development services and make higher education accessible to the student-parents of the Los Angeles Community College District. To provide the best practices in early childhood education to students in training for the workforce.

The Child Development Center has three mandated fundamental purposes:
To provide an Early Childhood Educational Program to children of students (first priority), faculty & staff (second priority), and the community (third priority).
To provide Student Training to instructional students enrolled in college related course work. Students complete assignments such as direct individual observations, whole class observations and student teaching/practicum training.
To provide Parent Education with a variety of opportunities to enhance parenting skills and optimizing the educational experience for the parent and child.

Respondent: Yvonne Simone

Validation Review

Data Evaluation: Return to Unit for Review
Comments:
This looks great, just add a "." between "third priority" and "To provide".

OBJECTIVES:

<table>
<thead>
<tr>
<th>Objective</th>
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</tbody>
</table>

Program Overview - Overview

Response to Demand

Location, days/hours:
7:45 a.m. - 4:00 p.m. Monday - Thursday Toddler and Preschool childcare
7:45 a.m. - 2:30 p.m. Friday Preschool Childcare
3:15 p.m. - 10:05 p.m. Monday - Thursday School-age Childcare

Respondent: Yvonne Simone

Services offered during last cycle:

<table>
<thead>
<tr>
<th>Service Offered</th>
<th>On-Going</th>
<th>Date Added</th>
<th>Date Deleted</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Service(s) Added.

Number of Participants Served

Given the data, describe the trends in Ethnicity, Age and Gender. What are the implications for your program?
The Center serves Afro-Americans and Hispanics predominately. The Center has seen growth in serving the Hispanic population. The Center continues to provide service to females. Slightly more males are requesting childcare services. The age of the student-parent has been steady with the largest contingent between 25-34 years of age.

Student Achievements

Given the data, describe the trends in Access, Success, and Persistence. What are the implications for your program(s)?

Approximately one third of the Center’s graduating class in June began at the age of two years in the Toddler program. That would indicated a three year persistence for a third of the student-parents.

Validation Review

Data Evaluation: Accepted
Comments:

OBJECTIVES:

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</table>

External Validation - Advisory Board

Advisory Board

<table>
<thead>
<tr>
<th>Advisory Board Member Name</th>
<th>Company/Affiliation</th>
<th>Title</th>
<th>Meet Once Every</th>
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<tr>
<td>Child Development Center Directors from the Nine LACCD</td>
<td>LACCD / CDC Directors</td>
<td>student-parent</td>
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</table>

Respondent: Yvonne Simone

Meetings

<table>
<thead>
<tr>
<th>Dates (mm/dd/yyyy)</th>
<th># Members</th>
<th>Members Attending</th>
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</thead>
<tbody>
<tr>
<td>Fall '08 10/15, 11/5</td>
<td>14</td>
<td>Student-parents</td>
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</tbody>
</table>
OBJECTIVES:

External Validation - Program Accreditation

Response to Demand (Operational Program Review)

Is this program subject to approval/accreditation by specialized state, regional, or national accrediting agencies?

What is the program's accreditation status?

The Child Development Center is under the licensure of the Department of Social Services Community Care Licensing.

and

Because of funding received from the State Department of Education / Child Development Division the Center under goes a Contract Monitor Review every three years.

Respondent: Yvonne Simone

Recommendations

Indicate recommendation of the most recent accreditation evaluation of the program and corrective actions taken or planned. Most recent accreditation report and all additional pertinent documentation and explanations should be available on site for consultant review

Save
Validation Review

Data Evaluation: 
Comments:

OBJECTIVES:

<table>
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<td>2007</td>
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SLOs - Program SLOs

Resources

Curriculum Committee webpage with Institutional and Program SLOs listed
42 single course assessments by West faculty
SLO Tutorial on Janet Fulks' Bakersfield CC website

Student Learning & Service Outcomes

Core Competency

Program Goals & Objective

Outcome (student will know and be able to do)

Opportunity (conditions under which student will demonstrate competency)

Assessment Tool

Recommendation (for improvement)

Core Competency

Program Objective

To provide an appropriate Early Childhood Education to children, in a nurturing environment, while their parents pursue a higher education and/or job training.

Outcome

The children will engage in a variety of activities that promotes one's physical, psychological, social and cognitive development.

Opportunity

Attend WLAC Child Development Center and participate in classroom.

Assessment Tool

Desired Results Assessments and Teacher observations.

Recommendation

Include and conduct an initial developmental assessment at the point of children's entry into the program.

Critical Thinking

To provide supervised student training for college and university students in college related to Early Childhood Education and Social Sciences course work. To offer opportunities for students in training to learn and apply teaching methods and curriculum in a real classroom setting.

Use knowledge of child development principles and theories to create learner-centered classroom activities.

Child Development 22 & 23 student teachers/practicum will demonstrate child development theories and appropriate practices through curriculum application and classroom participation.

Sign-in sheets of student teachers/practicum students. CDC teacher on-going review and evaluation of student teacher/practicum student curriculum lesson plans and their application of curriculum in the classroom. Semester evaluations of practicum work at the end of fall and spring semesters.

Remove

Critical Thinking

To provide supervised training for college and university students in college related to Early Childhood Education and Social Sciences course work. To offer opportunities for students in training to learn and apply

Plan and implement classroom instruction and activities/curriculum that are interactive and motivating.

Child Development 22 & 23 student teachers/practicum will demonstrate child development theories and appropriate practices through curriculum application and

CDC faculty observations, review an evaluation of curriculum plans and semester evaluations.

Remove

teaching methods and curriculum in a real classroom setting. To offer opportunities to students in training to learn in a real classroom setting. To provide opportunities for parent education and enhancement of parenting skills.

**Self-Awareness/Interpersonal/Diversity**

Initiate periodic interactions with CDC staff and make use of opportunities within the Center program to enhance appropriate parenting practices and teaching skills through knowledge, recommendations of methods, techniques and appropriate child development practices.

Parents and instructional students will participate in classrooms, Center based activities, events, workshops, parent conferences and written communication.

**Civic Responsibility / Ethics**

Use opportunities of the Child Development Center to enhance values and commitment to the professional field of child development.

WLACCD student teacher practicum placement for supervised experience for CD 22 & 23.

Classroom and Center interaction during semester placement.

Parent's attendance at individual intake interview, parent provided a parent handbook and sign receipt for it and its content.

CDC written and posted communication. Parent completion and return rate of necessary paperwork.

Negative reporting of unmet parental responsibility/compliance with providing necessary paperwork i.e. application, receipt of policies, fraud statement, Notice of Action, training/work verification. Staff notations and tracking.

**Core Competencies Alignment**

How do the department’s course and program SLOs address West’s Core Competencies?

The Child Development Center addresses three of the five West Core Competencies. This is a services based program and is interactive in nature. Children, parents and instructional students participate and learn through active opportunities.

Respondent: Yvonne Simone

**Assessment**

Describe what has been done in developing and conducting assessment of student learning outcomes. Describe any changes implemented as a result of your findings from the assessment of student learning outcomes.

The assessments identified are doing on a regular basis. The next step is to review the CDC SLOs and see if the assessment methods are providing the appropriate feedback to the particular SLO. During summer ‘08 the CDC Parent Handbook underwent a major rewrite due to parent issues that had come up during the 2007-2008 academic year.
doing on a regular basis. The next step is to review the CDC SLOs and see if the assessment methods are providing the appropriate feedback to the particular SLO. During summer '08 the CDC Parent Handbook underwent a major rewrite due to parent issues that had come up during the 2007-2008 academic year.

Validation Review

Data Evaluation: Accepted
Comments:

OBJECTIVES:

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<tr>
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<td>Jul, 2009</td>
<td>Jun, 2010</td>
<td>High</td>
<td>In-Progress</td>
<td>2007</td>
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</tbody>
</table>

Program Effectiveness - Surveys

Student Satisfaction Survey

Survey Name: Data Analysis

SSSurvey/ CDC F '08

All of the twenty-three respondents to the Student Services Child Development Center survey, taken in October '08, indicated they very satisfied with their child's care/education at West's CDC. All agreed and the major majority strongly agreed that the CDC staff were knowledgeable and helpful. Eighty-six percent were day or preschool respondents, seventy-six percent were female, seventy-three percent were between the ages of twenty-five through thirty-four years. Forty-four percent of the respondents indicated they had completed seven to twenty-nine units at West. Additional services desired were evening preschool 22.7%, 41% are interested in summer childcare and 81% indicated interest in childcare services for the Winter Intercession. Interest in weekends (Friday nights through Sunday) was 9% and less. Minor interest was expressed for more flexible CDC hours.

Discuss and analyze Student Satisfaction Survey results and what program changes will be implemented in response to the survey data.

Over all the CDC services received a positive rating. Student-parents continue to want additional services i.e. evening preschool, Infant care, Toddler care on Fridays. For the second year, Toddler services will be offered during the Winter '09 Intercession. One 5 week summer preschool classroom is planned. Fiscal limitations restrain expansion of childcare services.

Respondent: Yvonne Simone

Faculty/Staff Program Assessment Survey

Survey Name: Data Analysis

No Survey(s) Added.

Discuss and analyze Faculty/Staff Program Assessment Survey results and what program changes will be implemented in response to the survey data.
OBJECTIVES:

<table>
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<tr>
<th>Objective</th>
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<td>Provide parents more information on child milestones and growth.</td>
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<td>Jun, 2010</td>
<td>Low</td>
<td>In-Progress</td>
<td>2007</td>
</tr>
</tbody>
</table>

Program Outreach

What standing committees does your program maintain? What are their charges and membership?

The Parent Advisory Council, made up of Center parents, is the CDC standing committee. The council's charge is to assist the director/center with events and activities, classroom happenings and advise on ideas and Center related issues.

What intra-college collaboration has your program been involved in during the past six years?

The CDC has a long standing collaboration with the Child Development Department and Workforce Development's CalWORKs. The CDC has also collaborated with the ASO, EOP&S and Athletics.

What has your program done since the last review to establish connections with schools, institutions, organizations, businesses, and corporations in the community?

The CDC receives many surveys and questionnaires annually. From one questionnaire this past summer, the CDC formed a connection with Saint John's Child & Family Development Center. As of September '08 we have forged a relationship with St. John's Child & Family Development Center which will assist CDC staff with identification of children with special needs and related training for the staff and parents.

Respondent: Yvonne Simone

Professional Development

<table>
<thead>
<tr>
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<tr>
<td></td>
<td>On-Campus Presentations</td>
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<td></td>
<td>Professional Organization (Specify)</td>
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<td>Grants</td>
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</tr>
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<td></td>
<td>Campus-Wide Committees (Specify)</td>
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Validation Review

Data Evaluation: Accepted

Comments: No Objectives Submitted.
### Professional Development Needs

Are there areas of unmet professional development needs among faculty in this program? Please explain a proposed plan of action for addressing this need and any resources needed to achieve this development.

There is need for training on identification of children with special needs, classroom techniques to address the child and the behavior(s) and resource connections to assist their families. A partnership has been formed with Saint John’s Child and Family Development Center to address this.

Respondent: Yvonne Simone

### Validation Review

Data Evaluation: **Accepted**

Comments:

### OBJECTIVES:

No Objectives Submitted.

### Resources - Personnel

#### Certificated Administrator, Faculty

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<tr>
<th>Name</th>
<th>Job Title</th>
<th>FTE</th>
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</thead>
<tbody>
<tr>
<td>Yvonne Simone</td>
<td>Director</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>Amy Baugh</td>
<td>Teacher</td>
<td>.845</td>
<td></td>
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<tr>
<td>La Donna Black Ott</td>
<td>Teacher</td>
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<td>Glender McKay</td>
<td>Teacher</td>
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#### Classified Staff

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<tr>
<th>Name</th>
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<th>FTE</th>
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<tr>
<td>Angelina Gomez</td>
<td>Program Specialist</td>
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#### Student Workers

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<thead>
<tr>
<th>Name</th>
<th>Type</th>
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**OBJECTIVES:**

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<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Hours/Week</th>
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<tbody>
<tr>
<td>Rocio Salazar</td>
<td>community recreation aide III</td>
<td>24</td>
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<tr>
<td>Heather Rhodes</td>
<td>community recreation aide III</td>
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<tr>
<td>Keturah Tetteh</td>
<td>community recreation aide III</td>
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<tr>
<td>Barbara Hammond</td>
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<td>Anna Carmen Lemus</td>
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<tr>
<td>Joy Crutchfield</td>
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<td>Yahira Salinas</td>
<td>community recreation aide II</td>
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</tr>
<tr>
<td>Priscilla Catalan</td>
<td>community recreation aide II</td>
<td>24</td>
</tr>
<tr>
<td>Shauna &quot;Jill&quot; Gibbs</td>
<td>community recreation aide III</td>
<td>7</td>
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<tr>
<td>Eartha Johnson</td>
<td>CWS</td>
<td>20</td>
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<td>Dianne J. Wheeler</td>
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<tr>
<td>Malaysia Quimby</td>
<td>CWS</td>
<td>20</td>
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</table>

**Projections**

Projected Retirements:

**None**

Are available faculty and classified staff adequate to support the program?

No, to better support the program, a full-time SFP assistant is needed to cover the reception/lobby area. Staff coverage of this area is important in that it is the point of entry for the student-parents, children, instructional students, guests and the general public. At this time the position is filled with a student employee and there is no consistent coverage after 2:00 p.m. The director and program specialist fill in as possible.

Respondent: Yvonne Simone

**Validation Review**

Data Evaluation: **Accepted**

Comments: Please add an objective.

**OBJECTIVES:**

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**Resources - Facilities**

**Facilities**

Is space currently assigned to program adequate to support the needs of the service area? Please explain?

Yes. The CDC facilities is the newest building on campus and is five years old. The facility was well designed for its purpose and functions.

Does the program regularly utilize general campus facilities? Are they available and adequate?

No. Campus facilities would be adequate if needed.

Respondent: Yvonne Simone

**Validation Review**

Data Evaluation: **Accepted**

Comments:
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Resources - Planning

Past Unit Plan Objectives

What is the status of the objectives in the 2007 unit plan. Areas will evaluate the objectives included in the unit plan for 2007 in a grid with following measures: completed, in progress, deleted. Please explain outcome.

Based on your evaluation, what objectives or initiatives would you develop to improve this measure?

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Service Area Planning Assumptions

In the space below, please list the planning assumptions that will guide your program during the next 6 year period. Include assumptions for at least the following areas:

- Expected demand
- Anticipated funding trends
- Anticipated pedagogical trends
- Anticipated technological trends
- Anticipated trends in student needs and/or demographics
- Relevant Advisory Group recommendations

Expected demand -
- Expansion of childcare services, i.e. regular Toddler Winter Intercession, preschool and toddler summer services, preschool evening childcare.
- The CDC survey had few evening respondents, but in other Center surveys student parents have express need for summer childcare services. Possibly Winter Intercession.
- Infant care is an ongoing request of child services

Anticipated Funding Trends -
- Fiscal insecurity.

Anticipated pedagogical trends -
- More state developed ECE curriculum attached to funding sources/grants.

Anticipated technological trends -
- Unknown.

Anticipated trends in student needs and/or demographics -
- More childcare services and non-traditional deliver methods i.e. Weekends

Relevant Advisory Group Recommendations -
- None at this time. Refer to CDC Survey

Respondent: Yvonne Simone

Self-Assessment of Challenges Facing Program

Please present the program’s analysis of the challenges it will face over the next 6 years in light of the measures of program effectiveness, progress toward past goals, and new planning assumptions.
Maintainence of existing services will continue to be challenged. Fiscal insecurity will impact staffing issues and expansion of services.

Little progress has been made on goals of service expansion.

Resources - Resource Request

<table>
<thead>
<tr>
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<td>1000</td>
<td>Hours Certificated hourly for summer and evening preschool</td>
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<td>2007</td>
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<td>Units SFP Assistant - Office coverage</td>
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<td>Equipment</td>
<td>1</td>
<td>Units Sand to north playground</td>
<td>Pending</td>
<td>2007</td>
</tr>
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<td>Equipment</td>
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<td>Units Washer and Dryer</td>
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<td>Equipment</td>
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<td>Units Kitchen Sanitizer - Maintain for food program and health department regulations.</td>
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<td>2007</td>
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Supplemental Material

Supplemental Materials:

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Final Summary

Based on your program review, summarize

Program Strengths - What is your program doing well?

New/modern facility Quality and caring teaching staff Food program. Day and evening childcare Childcare for multiple ages

Program Weaknesses - What areas can your program improve?

Improve visibility on campus. Construction surrounds the Center and is impacting the Center’s enrollment. Better signage is needed. Expand with evening preschool childcare services. Parents have multiple childcare needs i.e. 4 year and a 7 year. Parents do not want to make multiple childcare arrangements. Need staff coverage in reception / lobby area.

Discuss anything else you would like to share about your program that has not been addressed.

West's childcare services are funded by 5 grants that are subject to fiscal ups and downs. These grants must be earned and are subject to Center enrollment. Center enrollment does not necessarily follow the college's enrollment pattern. There is a current trend of low enrollment of three and four year olds at other sister colleges including West. Base costs continue.

Respondent: Yvonne Simone

Validation Review

Data Evaluation:

Dean’s Review and Recommendations:
Hi Yvonne, This looks great. Thanks for adding everything. The last time that I added my comments, I did not have Betsy’s comments yet. This time, I incorporated her comments. There are only minor edits, including adding an objective. Under Program Overview, there is a faint tab for Objectives. Click on it and add an objective. Thanks, Celena

Student Services Council Review

Submit Program Review

Program Review has been completed for this Unit.