



**2015-16 ADMINISTRATIVE UNIT PROGRAM REVIEW UNIT:  
CHILD DEVELOPMENT CENTER**

**DUE DATE TO VPs/President: March 22, 2016**

**DUE DATE FOR VP/President Summaries: April 7, 2016**

**STATEMENT OF PURPOSE:**

- Review and reflect on the support of student learning, with the goal of assessment and improvement of program effectiveness
- Provide a forum for each unit's findings to be included in institutional planning processes
- Create written records of what is working well, what can be improved, and specific plans for implementing chosen improvements
- Collect information that will contribute to institutional assessment and improvement

**INSTRUCTIONS:** This program review covers the time frame AY 2014-2015 and Fall 2015, inclusive. The planning identified is for Spring 2016 and academic year 2016-2017.

**I. MISSION**

A. State the current program mission

**Mission Statement:**

The Center develops and enriches each child to his/her fullest potential through meaningful teacher-child relationships and engaging learning experiences.

**Vision Statement:**

The Center nurtures the development of inquisitive, creative, well-grounded children and supports families to be the best they can be for their children.

B. The mission of Las Positas College is,

*Las Positas College is an inclusive, student-centered institution providing learning opportunities and support for completion of transfer, degree, basic skills, career-technical, and retraining goals.*

Discuss how the program/service area supports the college mission.

**The goals of the Center are to:**

- 1) Strive toward sustainable levels of enrollment and staffing to maintain quality instruction and learning;
- 2) Demonstrate developmental gains for children in all domains;
- 3) Establish family-school partnerships in the child's education;
- 4) Provide opportunities for observation and participatory laboratory experience to support the college students' learning outcomes; and
- 5) Develop the knowledge, skills, and dispositions of the future early childhood professional workforce.

C. List the major functions/duties of your unit.

Our aim is to create a model demonstration program that illustrates the teachings of the Early Childhood Development Department (ECD) of Las Positas College. We work closely with the ECD Department to determine and implement child development best practices and cutting-edge research in the early childhood field. Our programs will work hand-in-hand to ensure respectful and responsive service to children and their families as evidence of a high quality child development program.

**The Center has four (4) purposes:**

1. *Serve as an observation and participation laboratory experience for students, and as child development work experience support for LPC Child Development Center staff.*

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| 2. <i>Provide and encourage opportunities for family involvement and parent education to enrolled families of the program.</i>   |
| 3. <i>Establish a model child development program for community members and professional researchers to use as an educational and collaborative resource.</i>                        |
| 4. <i>Provide for the care and early education of young children while their families attend school, are employed by Las Positas College, or reside in the Tri-Valley community.</i> |

## II. GOALS AND OBJECTIVES

### A. Major Goals and Objectives for Spring 2016 and AY 2016-17.

| <b>Major Goals and/or Objectives</b>  | <b>Start Date</b> | <b>Status: Ongoing, date completion anticipated</b> | <b>Need Assistance in order to complete goal or objective (reference applicable resource request page)</b>  | <b>EMP Goals or Planning Priorities linked to this Goal/Objective</b>   |
|---|-------------------|---|---|---|
| 1. Fulfill and Reconcile 5 <sup>th</sup> Year of Business Plan in Revenue & Enrollment                            | 7/1/2015          | 9/30/2016   | Yes – Banner Access and Training<br>Student Timesheet Reports<br>Previous budget reports with N. Lang<br>Payroll reports w/ S. Davidson               | Organizational Effectiveness<br><br>Supportive Organizational Resources |
| 2. Reconcile Revenue & Expenses for 2014-2015 and 2015-2016   | 9/1/2015          | 6/30/2016   | Yes – Admin assistant support, Dean & VP Support, Business Office assistance  | Supportive Organizational Resources                                     |
| 3. Tighten center security for safety of children, staff, families, college students, faculty, and administrators | 9/1/2015          | Ongoing   | Yes – Campus Security assistance, Maintenance and Grounds assistance, Dean support, Parent Advisory Committee support, Safety Committee projects done | Organizational Effectiveness<br><br>Community Collaboration             |
| 3. Hiring of Additional Short-Term On-Call for newly opened classrooms (2 Toddler + 2 preschool) for              | 7/1/2015          | 6/30/2016   | Yes – Info about new pay rates  | Organizational Effectiveness  |

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| spring 2016. Hiring of qualified staff has not kept up with growth of center.   |          |            | EPAF Training, Dean & VP approval, HR immediate approval  | Community Collaboration   |
| 4. Opening a new preschool classroom for newly enrolled overflow children for fall 2016.  | 8/1/2016 | 6/30/2017  | Yes – facilities and maintenance partnership, purchase new classroom equipment, Dean & VP support   | Organizational Effectiveness<br>Community Collaboration             |
| 4. Transition to new state Immunization requirement for Measles, Pertussis, Influenza required of all practicum and student assistants (Not only negative TB test)              | 7/1/2015 | Ongoing    | Yes – Meetings w/ CCCECE, ECD partnership, Health Center partnership, adding immunization employment requirements                         | Educational Excellence<br>Community Collaboration                   |
| 5. School of Imagination Partnership for 2016-2017  | 11/2015  | Ongoing    | Yes – Meetings w/ SOI, room licensing assistance, Dean support, contracts, begin transition into center                                   | Educational Excellence<br>Community Collaboration                   |
| 6. Continuing 50 enrolled families for 2016-2017 (current 5 Child Care Links subsidized families, 10 2GenFund families, 15 faculty/staff families, 27 community families)       | 3/2016   | 12/30/2016 | Yes – Priority enrollment, registration fee collection, subsidy contract collection, District assistance, Foundation assistance           | Organizational Effectiveness<br>Community Collaboration             |
| 7. Enrollment of additional brand new Families (5 Child Care Links, 10 New 2GenFund, New Faculty & staff children, New Community Families)                                      | 3/7/2016 | 12/30/2016 | Yes – Open enrollment, Admin assistant support, Dean & VP Support, Business Office assistance, District assistance, Foundation assistance | Organizational Effectiveness<br>Community Collaboration             |
| 8. Petition for 2 New Fulltime staff members through RAC Process (1 FT ECD Specialist + 1 FT Admin Assistant). Hiring of qualified staff has not kept up with growth of center. | 9/1/2016 | 12/30/2016 | Yes – ECD faculty assistance, Division support, Dean support, VP support  | Organizational Effectiveness<br>Supportive Organizational Resources |

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| 9. Hiring needed 20 hour/week student assistants at new minimum wage. | 1/1/2016 | Ongoing | Yes – Changing pay rates, Health Center partnership, adding immunization employment requirements, Dean & VP Support, HR immediate approval | Organizational Effectiveness<br><br>Supportive Organizational Resources |
|---|----------|---------|--|---|

### III. PROGRAM ASSESSMENT/ADMINISTRATIVE UNIT OUTCOMES

Program Assessment Planning for Spring 2016 and AY 2016-17

| Administrative Unit Outcome to be Assessed  | What assessment methods do you plan to use?  | When will assessment be conducted and reviewed?  | What result, target, or value will represent success at achieving this outcome?  | How do you anticipate using the results from the assessment?   | Educational Master Plan Goals or Planning Priorities Linked to AUOs     |
|---|--|--|--|--|---|
| 1. Fulfill and Reconcile 5 <sup>th</sup> Year of Business Plan in Revenue & Enrollment (2015-2016)                | Banner Student Timesheet Reports<br>Previous budget reports with N. Lang<br>Payroll reports w/ S. Davidson | 9/30/2016<br>When all reports have been completed for 2015-2016 SY                         | Comparison of revenue & expenses with projected 5 <sup>th</sup> year Business Plan<br><br>Exceed projected revenue and reduce certain expenses | Presenting findings to Dean, VP, Key staff, PAC officers, and District Board of Trustees about fiscal responsibility as program expands incrementally. | Organizational Effectiveness<br><br>Supportive Organizational Resources |
| 2. Tighten center security for safety of children, staff, families, college students, faculty, and administrators | Doable and cost effective monthly security projects proposed by Center Safety Committee                    | Reviewed Monthly<br><br>(3 <sup>rd</sup> Tuesday of each month by Center Safety Committee) | Partnership with Campus Security, Maintenance and Grounds assistance, Dean support, and Parent Advisory Committee support.                     | Dependent on security measure accomplished, director will inform and train parents, staff, faculty, or administrators about new measures in place.     | Organizational Effectiveness<br><br>Community Collaboration             |

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| <p>3. Transition to new state Immunization requirement for Measles, Pertussis, Influenza required of all practicum and student assistants (Not only negative TB test)</p> | <p>Prior to the immunization mandate effective on July 1, 2016, disseminate and explain information to potential ECD majors who are lab/practicum/curriculum students, and potential student assistant hires, about new immunization requirements for workers who supervise and administer care of children.</p> | <p>12/15/2016<br/><br/>Review policies and procedures that took place during fall 2016 semester at ECD Department meeting in Dec 2016.</p>   | <p>Collaboration with ECD Faculty and partnership with Health Center.<br/><br/>All ECD majors who are lab/practicum/curriculum students will adjust and comply within a timely manner.</p>  | <p>In partnership with ECD faculty and Health Center, find approaches that worked and did not work. Simplify process for ECD majors. Connect with community clinics accessible to students about the new immunization requirement.</p>           | <p>Educational Excellence<br/><br/>Community Collaboration</p>                       |
| <p>4. School of Imagination Partnership for 2016-2017</p>   | <p>Assist SOI in acquiring state licensure for Room 2349<br/><br/>Assist transition of SOI into ECD and CDC program<br/><br/>Encourage ECD majors who are specializing in special needs permit to get work experience and training</p>   | <p>Reviewed monthly on state of licensure<br/>Provide SOI assistance<br/><br/>Meetings w/ SOI<br/><br/>07/01/16<br/>Tentative start date</p> | <p>Room licensure approval from state<br/><br/>SOI contract of service to community begins<br/><br/>SOI is included in CDC events and transition into center is smooth.<br/><br/>ECD majors can conduct work experience in SOI classroom.</p> | <p>Prioritize President's community connections<br/><br/>Anticipate timeline of licensure for future community partners<br/><br/>Cross marketing results from SOI and CDC with regards to service of families with children of special needs</p> | <p>Educational Excellence<br/><br/>Community Collaboration</p>                       |
| <p>5. Petition for 2 New Fulltime staff members through RAC Process (1 FT ECD Specialist + 1 FT Admin Assistant). Hiring of qualified</p>                                 | <p>Promote hiring of 2 New fulltime ECD Specialist for the children's classrooms for the next school year.</p>   | <p>Review need and justification in 08/01/16<br/><br/>Provide position request to</p>  | <p>Two new full-time ECD Specialists will be approved and prioritized through the RAC process</p>   | <p>Be able to explain and brief families and staff the incremental growth and funding of staff hires in a fiscally conservative manner</p>   | <p>Supportive Organizational Effectiveness<br/><br/>Organizational Effectiveness</p> |

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| staff has not kept up with growth of center. |  | <p>division meetings</p> <p>Promote positions for RAC process</p> <p>Enroll without apprehension to new classrooms for families and ECD majors.</p> | <p>Program Director is allowed to request to announce positions</p> <p>Human Resources will initiate a smooth hiring process.</p> <p>In 2017-2018, There are two children's classrooms with a fulltime teacher each.</p> | <p>Be able to report to the District Board of Trustees the gradual expansion and hiring of staff to remain fiscally responsible</p> | Community Collaboration |
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#### IV. STAFFING

##### A. Staff Profile

| Position                        | Staffing Levels for Each of the Previous Five Years |      |      |      |      | Anticipated total staff needed |           |
|---------------------------------|---|------|------|------|------|--------------------------------|-----------|
|                                 | 2011  | 2012 | 2013 | 2014 | 2015 | 2016-2017                      | 2017-2018 |
| Administration                  | 1   | 1    | 1    | 1    | 1    | 1                              | 1         |
| Supervisory                     |   |      |      |      |      |                                | 1         |
| Classified Staff FT - Permanent | 3   | 2    | 2    | 2    | 2    | 4                              | 4         |

|   |   |   |   |   |   |  |   |   |
|---|---|---|---|---|---|--|---|---|
| Classified Staff PT-<br>Currently Using Short Term On Call as<br>Children's Main Teachers                   |   |   | 2 | 3 | 3 |  | 2 | 2 |
| Confidential Staff FT-Admin Asst.<br>Currently Using Fingerprinted/Background<br>Checked Student Assistants |   |   |   |   |   |  | 1 | 1 |
| <b>Total Full Time Equivalent Staff</b>   | 4 | 3 | 3 | 3 | 3 |  | 5 | 6 |

B. Staffing Needs

**NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)**

| List Staff Positions Needed for Academic Year 2015-2016<br>Place titles on list in order (rank) or importance.  | Indicate (N) =<br>New or (R) =<br>Replacement | Estimated<br>Annual<br>Total Cost | EMP Goals or<br>Planning<br>Priorities<br>Linked to<br>Position  |
|---|---|-----------------------------------|--|
| <p><b>1. ECD Specialist Full Time – not fulfilled</b></p> <p><u>Reasons:</u> In January 2015, Opened additional toddler program of 12 child capacity. Young toddlers have no fulltime teacher. Also need 3<sup>rd</sup> additional observation/lab/practicum classroom for population of ECD majors. Continuity and consistency of quality care need a fulltime primary teacher for children and ECD majors to observe.</p> | N   | \$ 78,000                         | <p>Educational Excellence</p> <p>Organizational Effectiveness</p> <p>Supportive Organizational Effectiveness</p> |



|   |   |           |  |
|---|---|-----------|--|
| <p><b>2. ECD Specialist Full Time – not fulfilled yet</b></p> <p><u>Reasons:</u> In August 2016, will open new preschool classroom with 24 child capacity. As of March 2016, returning families fill the only open preschool classroom. Preschool children will rely on ECD Specialist substitutes until then. Also need 4<sup>th</sup> additional observation/lab/practicum classroom for population of ECD majors. Continuity and consistency of quality care need a fulltime primary teacher for children and ECD majors to observe.</p> | N | \$ 78,000 | <p>Educational Excellence</p> <p>Organizational Effectiveness</p> <p>Supportive Organizational Effectiveness</p> |
| <p><b>3. ECD Specialist Part –Time – fulfilled with short term temporary on call some of the time</b></p> <p><u>Reasons:</u> In August 2015, Maximized preschool to 24 child capacity including two children with special needs. Preschool ECD Specialist has problems of absenteeism and tardiness. Continuity and consistency of quality care need a fulltime primary teacher for children and ECD majors to observe.</p>   | N | \$ 40,000 | <p>Educational Excellence</p> <p>Organizational Effectiveness</p>  |
| <p><b>4. ECD Specialist Part –Time – not fulfilled</b></p> <p><u>Reasons:</u> Three children’s classrooms maximized with enrollment and no prep time/staff meeting time scheduled. Meetings sporadic. Child portfolios and parent-teacher conferences not conducted by permanent ECD Specialists.</p>   | N | \$ 40,000 | <p>Educational Excellence</p> <p>Organizational Effectiveness</p>  |
| <p><b>5. Admin Assistant Part-Time – not fulfilled</b></p> <p><u>Reasons:</u> New Center security measures in place. Front Desk Lobby for checking in students-families-visitors staffed by fingerprinted and background checked student assistants.</p>  | N | \$ 48,000 | <p>Educational Excellence</p> <p>Organizational Effectiveness</p> <p>Supportive Organizational Effectiveness</p> |

## V. FACILITIES

### A. Facilities Needs

#### FACILITIES NEEDS

| List the Facilities Need and the Reason   | EMP Goals Linked to Position  |
|---|---|
| <p><b>1. Pick Up/Drop Off parking spaces (At least 3 more from sidewalk) for ever-growing population of families and student parents</b></p> <p><u>Reason:</u> Current population of 56 families with 5 pick-up/drop off spaces in front. When unavailable in the afternoons, many families are parking for afternoon pickup in staff/faculty lots and getting parking citations.</p> | <p>Supportive Organizational Effectiveness</p> <p>Organizational Effectiveness</p> <p>Community Collaboration</p> |
| <p><b>2. Lockable letter size file cabinets</b></p> <p><u>Reason:</u> Security and right to privacy for child assessments, portfolios, and parent-teacher conferences. Security for staff notes and portfolios.</p>   | <p>Educational Excellence</p> <p>Supportive Organizational Effectiveness</p> <p>Organizational Effectiveness</p>  |
| <p><b>3. Industrial Strength Safe for Tuition Payments</b></p>  | <p>Supportive Organizational Effectiveness</p>  |

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| <p><u>Reason:</u> Families pay by large amounts of cash or checks. Before a deposit is prepared for the Business Office, director needs a secure heavy-duty storage for funds.</p>   | <p>Organizational Effectiveness</p>  |
| <p><b>4. Emergency Preparedness Supply of Fresh Food &amp; Water &amp; Shelter in Place Resources</b></p> <p><u>Reason:</u> Teaching staff are responsible for the health safety and well-being of each child under their care and supervision. There needs to be a centrally located storage for all dated perishables in case of an emergency, and while waiting for families to pick up their children.</p> | <p>Supportive Organizational Effectiveness</p> <p>Organizational Effectiveness</p> |

## VI. TECHNOLOGY AND EQUIPMENT

### A. Technology and Equipment Needs

#### TECHNOLOGY AND EQUIPMENT NEEDS

| <p><b>List the Technology and Equipment Needs</b></p> <p>Place titles on list in order (rank) or importance.</p>   | <p><b>Indicate (N) = New or (R) = Replacement</b></p> | <p><b>Estimated Annual Total Cost of Ownership</b></p> | <p><b>EMP Goals or Planning Priorities Linked to Position</b></p>                                |
|--|---|--|--|
| <p><b>1. Entry Button to Unlock Doors (Front &amp; Side) from Front Desk</b></p> <p><u>Reason:</u> New Security System in place requires a staff person to be in Front Desk at all times, and get up to walk to Front /Side doors to physically open the doors for entry. Upon recommendation of Dean.</p> | <p><b>N</b></p>                                       | <p><b>\$ 1000.00</b></p>                               | <p><b>Supportive Organizational Effectiveness</b></p> <p><b>Organizational Effectiveness</b></p> |

|  |   |                         |  |
|--|---|-------------------------|--|
| <p><b>2. Online or Mobile Payment Software or System for Enrolled Families</b></p> <p><u>Reason:</u> Families prefer to pay most of their bills online. Families need convenient, mobile-friendly, credit-card usable payment system for tuition payments. Mobile payment system attached.</p> | N | \$ 100.00<br>Set up fee | Supportive<br>Organizational<br>Effectiveness<br><br>Organizational<br>Effectiveness |
| <p><b>3. Center Security Cameras from Director's Office</b></p> <p><u>Reason:</u> Additional security system for center director/faculty/administrators for screening of visitors and camera to adjacent parking lot. IT &amp; Campus Security have equipment.</p>                             | N | \$ 2000.00              | Supportive<br>Organizational<br>Effectiveness<br><br>Organizational<br>Effectiveness |

## VII. PROFESSIONAL DEVELOPMENT

### Professional Development Needs

|   |                  |                  |            |
|---|------------------|------------------|------------|
| <p><b>List Professional Development Needs.</b> Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.</p> | <b>Annual TC</b> |                  |            |
|   | Cost per item    | Number Requested | Total Cost |

|   |   |                  |                         |
|---|---|------------------|-------------------------|
| <p><b>1. Two toddler ECD Specialists to attend PITC (Program for Infant Toddler Care) Institutes (I &amp; II) and (III &amp; IV) and get certified (\$200 per participant per set of modules) in Berkeley or Sacramento.</b></p> <p><u>Reason:</u> Toddler teachers to become more culturally-sensitive, responsive to different family backgrounds, and keep abreast with best practices in Infant Toddler development.</p> <p>Program Director &amp; 1 Adjunct Faculty have been already certified for the last 10 years.</p> | <p><b>\$ 200.00</b></p> <p><b>Mileage</b></p> | <p><b>2</b></p>  | <p><b>\$ 550.00</b></p> |
| <p><b>2. Two ECD Preschool Specialists to attend CA Department of Education’s Pre-Kindergarten Framework and Guidelines seminars locally or in Sacramento.</b></p> <p><u>Reason:</u> Preschool teachers to become develop prekindergarten readiness skills, assessment skills of preschoolers, cultural sensitivity and teamwork with families, and learning developmentally-appropriate practices in child learning and development.</p>   | <p><b>\$ 200.00</b></p> <p><b>Mileage</b></p> | <p><b>2</b></p>  | <p><b>\$ 350.00</b></p> |
| <p><b>3. New teaching staff members to get CPR/First Aid/AED certification upon hire</b></p> <p>Last certification of 12 staff members was August 2015, and good for 2 years (two staff members are gone).</p> <p><u>Reason:</u> Imperative that teachers are certified for CPR/First Aid/AED for child health and safety.</p>  | <p><b>\$ 90.00</b></p>                        | <p><b>6</b></p>  | <p><b>\$ 540.00</b></p> |
| <p><b>4. All teaching staff members to get Emergency Preparedness and Active Shooter Review training by Safety Solutions every two years for safety and security of center user groups.</b></p> <p><u>Reason:</u> Center staff need the latest updates and review of emergency preparedness and active shooter training.</p>  | <p><b>Group fee</b></p>                       | <p><b>20</b></p> | <p><b>\$500.00</b></p>  |
| <p><b>5. Program Director to get 16 hours Health &amp; Safety Training Certification every two years per Title 22 regulations.</b></p>  | <p><b>\$ 150.00</b></p>                       | <p><b>1</b></p>  | <p><b>\$ 150.00</b></p> |

Reason: Required by Title 22 regulations for center directors.

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