

Child Development Center Department
Annual Unit Plan for Academic Year 2018-2019
October 2017

Describe Department/Unit

Connection to College Mission

The mission of the Cerro Coso Child Development Center/ Lab School is to provide an exemplary child development model based on current child development research. The program is responsive to the needs of the community with priority enrollment given to students of Cerro Coso Community College. We provide college students in several disciplines including child development, the opportunity to observe current child development theories in action. We provide CHDV practicum students and student employees the opportunity to gain hands on experience in the field. We provide support and encouragement to families in a respectful manner as they continue in their academic endeavors.

Report on Improvements Made and Gaps Identified in the Prior Year

Student Equity: Actions Taken

Through the student worker program the CDC has hired several male student workers.

Student Equity: Gaps to be Addressed

Socioeconomic Status: Economically Disadvantaged

Gap Identified:

The Child Development Centers currently have 100% of the families who fall below the 70% state median income.

Ethnicity: African American

Gap Identified:

33 percent of children served by the child development centers are of African American ethnicity.

Outcomes Assessment: Actions Taken

Actions taken in the prior academic year

The Child Development Center management worked with the head coaches of basketball, baseball and softball to identify student athletes to who needed student employment.

Outcomes Assessment: Gaps to be Addressed

Program Review: Actions Taken

Child Development Center

Year of Last Program Review:

N/A

Actions Taken in the Prior Year to Address Strategies:

A program review has not been completed on the Child Development Center in the past. In order to align with the Child Development academic program, the CDC is in the process of a program review for the Spring 2018.

Strategies Still to be Addressed:

Annual Planning: Actions Taken

Combined Family Education Night

This initiative is in progress. The child development center is working with Access to identify meeting topics and logistics of a combined family education night.

Lab School Observation Practices

Lab School Observation Practices have been reviewed and developed, the CHDV department will work on implementation of the practices over the next few semesters.

Professional Development

Classified staff received brief training in ASQ, and CLASS training through our assigned QRIS coach throughout the year. All staff completed webinar trainings on DRDP 2015 and DRDPtech.

Three of the classrooms have been rated by the QRIS team. IWV received a 3 out of 5 stars, RPU site received a 3 out of 5 stars and the Heather Ave. site received a 4 out of 5 stars.

CDC Center Improvements

Academic success

A table and display wall with pertinent information regarding college programs, departments and events has been maintained in the lobby of the center.

No student families were placed on academic probation during the preceding semester.

CDC Security

Quality Improvement Rating System

One classroom was chosen and rated. The center was awarded a 3 out of 5 stars.

Diversity in Childcare

Active participation occurred for the ESAEYC events including the children's fair. The Child Development Center and the CHDV

academic programs participated together during the Career Exploration Day promoting both the CHDV field and the center.

Review of Current Year Initiatives

Reminder of Initiatives for the Current Year

Field experience

Continuation of QRIS grant

Family support

The center needs to know when events are occurring on campus and need to receive promotional material regarding the events.

The American Academy of Dermatology Shade structure program

Plan Initiatives for Next Year

Initiatives for Next Academic Year

Continuation of QRIS grant

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

Both the CCTR (Toddler) and CSPP (preschool) classrooms will participate in the QRIS (Quality Improvement Rating System) grant through the Kern Early Stars Program. This multi-year grant will be in effect until 2020.

Lead Measure of Success:

The assigned coach will work with all classroom staff providing them with ongoing feedback along regarding all rateable measures.

Are any of the lead measures identified above lacking assessment instruments?

Does the department request help to develop these instruments?

No

Lag Measure of Success:

The classrooms rated will receive a 4 star or higher rating signifying classrooms that are of exemplary standards.

Person Responsible:

Jessica Krall

Which strategic goal does this initiative address?

Goal 4: Enhance Community Connections

Maintaining FTE's

Is this part of a multiyear initiative?

Yes

Specific Action Steps to be Taken:

A plan will be created to advertise enrollment on a consistent basis at peak times. This will include advertising within the college and to the community in general.

Lead Measure of Success:

The center will maintain FTE's needed to meet the budgetary needs of the center.

Are any of the lead measures identified above lacking assessment instruments?

No

Does the department request help to develop these instruments?

No

Lag Measure of Success:

The Child Development Center will meet the FTE goal determined by their contract with the CA Department of Education.

Person Responsible:

Jessica Krall

It addresses a gap in outcomes assessment

Which strategic goal does this initiative address?

Goal 4: Enhance Community Connections

Contract Monitoring Review

Is this part of a multiyear initiative?

No

Specific Action Steps to be Taken:

The Child Development Center will have a contact review in the upcoming year. This review will look at all aspects of the program including office procedures for enrollment, reporting process, the classroom environment and the interaction between children and staff.

Lead Measure of Success:

Classrooms will score a 5 or above on the ERS rating scale.

The children's family data files will not have errors in them when reviewed by management.

Are any of the lead measures identified above lacking assessment instruments?

No

Does the department request help to develop these instruments?

No

Lag Measure of Success:

At the end of the review, all measures reviewed will be found to have no errors.

Person Responsible:

All Center staff

Which strategic goal does this initiative address?

Goal 5: Strengthen Organizational Effectiveness

Connected, Directed and Focused

Is this part of a multiyear initiative?

No

Specific Action Steps to be Taken:

The Center will participate in directing students/parents to student and learning support services by disseminating the support services resource guide to all staff and maintaining student and learning support service resources at the Center.

Lead Measure of Success:

Students will use the

Are any of the lead measures identified above lacking assessment instruments?

No

Does the department request help to develop these instruments?

No

Lag Measure of Success:

Person Responsible:

Jessica Krall

It addresses a gap in student equity

Which strategic goal does this initiative address?

Goal 3: Ensure Student Access

Evaluate Resource Needs

Facilities

The parking lots of both the IWV site and the Heather St. site need to have curbs and parking grid lines repainted.

The Heather St. site building needs to be leveled. The carpets in both California City sites need to be updated.

The outside fencing at the IWV site needs to be repaired in order to ensure safety of the children.

Information Technology

Marketing

A one page CDC fact sheet will be created and distributed to various departments on campus.

Fliers regarding program contact information will be available at outreach events.

The CDC will partner with Access programs to ensure marketing materials are available at appropriate outreach events.

Professional Development

Classified staff will participate in workshops and activities regarding language development and interaction in children. This will assist in improving their scores on both ERS (environmental rating scale) and CLASS rating tool.

Classified staff will maintain a minimum of 21 hours of professional development per year to participate in QRIS and to maintain state mandated permits.

Staffing Requests

1000 Category - Certificated Positions

2000 Category - Classified Staff