



**Division of Behavioral and Social Sciences
Childhood Education Department
September 16 and 25, 2025**

AGENDA

In Attendance – September 16: Chris Gold, Michelle Moen. Reshon Moutra. Cynthia Cervantes. Carol Tatsumi, Susan Baxter, Alec Colchico., Janice Jefferis, Shanthi Tharuvai, Cecelia Mataalii, and Sal Navarro.

In Attendance – September 25: Chris Gold, Cynthia Cervantes, Janice Jefferis

I) Fall Enrollment, 2023-2025

Fall Year	#sections	#enrolled	Fill rate
2025	43	1,621	90%
2024	46	1,744	88%
2023	43	1,477	80%

Fill rates have been increasing nicely. Enrollment is down a little bit because of the large decline in fraud.

II) Travel Requests and Reimbursements –

Cecelia will serve as the point person for all faculty travel requests and reimbursements. Regarding FamilyU, she was unclear about the funding source and amount for reimbursements but was able to determine from Alicia Guevara (assistant to VP Stephenson) that the amount is open and will be taken out of the allocated FamilyU fund (will need to reconfirm). For travel reimbursements, Cecelia needs to know the following information:

- hotel information,
- airfare and
- amount for reimbursement for food.

She will need original receipts to process reimbursements. There is a prepayment option but that needs to be requested far in advance (1-2 months) and will need the account information, which she will get from Alicia.

Conferences are reimbursed from division professional development funds: The DWCC and Division funds pays for faculty who wish to attend workshops of conferences for FLEX hours. The Division will fund up to \$300 while the DWCC typically funds about \$400. For DEI or tech related conferences, faculty can get a little more.

III) Position Request

Dr. Gold is working on faculty requests and will get them completed by the end of today (9/16). Requests will be presented on Thursday to the Division council.

IV) Childhood Education Budgets

- Teacher Preparation Pipeline Grant - \$127,000-Janice reported that we will be able to fund Nancy's position for the next two years.
- Instructional Supplies - \$4,000
- ASO - \$4,000
- PSA – Mentors - \$7,000 The department stressed the importance of these mentor stipend funds being a permanent source of funding as many of the grants the department applied for to fund stipends were denied as it is considered supplanting. Since the practicum course is required for the AS-T degree for a CTE program, mentor stipends should be funded by the college.
- *NEW – Live Scans - \$8,000 (ongoing)
- Foundation Account - \$2,985

V) SLOs

Spring 2025 SLOs overdue.

Due last Friday. Michelle reminded the department that the new timeline was sent last spring 2025 semester and that she will send out a chart with this fall 2025 semester's SLOs that are due to the faculty sometime next week. Michelle also reminded faculty that all SLOs must be connected to Canvas Outcomes, and (ideally) faculty will use the same assessment (i.e. CDEV 103 used a quiz).

Fall 2025 SLOs to be assessed:

- CDEV 103 SLO 3
- CDEV 104 SLO 1
- CDEV 107 SLO 3
- CDEV 116 SLO 3
- CDEV 119 SLO 3
- CDEV 125 SLO 3
- CDEV 130 SLO 1
- CDEV 165 SLO 1
- EDUC 101 SLO 2

VI) Curriculum (Cynthia)

All CDEV & EDUC courses are due for review (17 courses). Cynthia will send out an email about which courses full-time faculty will be responsible to review. Roberto Garcia created a YouTube tutorial to help guide faculty on how to make revisions. Cynthia will resend the tutorial as a reference.

Faculty must update their textbooks to ensure that they are up-to-date and published within the last 5 years.

Cynthia threw out the idea of exploring the possibility of making CDEV 112 a GE course, which can help meet the Ethnic Studies requirement. The department will discuss this idea more in depth at the next department meeting.

Parenting Classes

Cynthia emphasized the need to obtain assigned release time to work on recruitment for the Parenting classes. There is a lot of work that goes into marketing, recruitment, and teaching the classes. Cynthia expressed great interest in teaching those courses. Dr. Gold suggested that we put the request for reassign in the annual plan.

CDEV 105

Janice would like to revisit the proposal of a new course on “Behavior Guidance with Young Children” (working title). She will touch base with Cynthia and Roberto for next steps. Janice shared that her practicum students expressed great interest in this course that focuses on learning how to guide children’s behavior in developmentally appropriate and responsive ways.

Omit prerequisite 129/131

Janice asked if it is possible to omit CDEV 125 as a pre-requisite to CDEV 129/130/and 131 as students find this prerequisite a barrier to enrollment. Some students who possess years of classroom teaching experience need to obtain clearance from the instructor to enroll. The instructor who teaches the course suggested that the department think about omitting CDEV 125 as a condition for enrollment to make it easier for students to take the course since they have to show proof of classroom experience regardless of taking practicum anyway.

Faculty expressed concern that people enrolling in the administration courses would not be prepared or have the background to take an admin. course if they do not have classroom experience. More clarification is needed about the request. The topic has been tabled, and Janice will inquire with the instructor to learn more about the request.

VII) Counselor’s Report (Sal Navarro)

The BSS counselor introduced themselves to the department and shared upcoming campus events such as the Transfer Fair and discussed the different supports and resources the Counseling department offers to our students. A monthly newsletter will be sent out to inform students about the different campus offerings and events in the coming week.

VIII) Michelle Moen

First Aid/CPR training (Sat. October 25th and Sat. Nov. 1st)

Students will have two opportunities to sign up for CPR/First-Aid training. The Child Development Club members will get priority to register.

CDTC Educational Grant

The CDTC has announced that the Educational Grant application is now open. Michelle asked faculty to share the opportunity with students and forward the application instructions and grant information to students.

Linda Griffith Award

We have enough funding to give one final award this fall for \$1,000. Michelle will send out an email about the application to students in the coming weeks.

Meeting Adjourned at 2:32pm.

Meeting Resumed on Sept. 25

IX) Janice

CECMP – California Early Childhood Mentor Program

Janice is the co-cordinator with Valerie, who is training her this academic year. Janice is attending monthly meetings. Valerie will step down in Fall 2026, and Janice will take over.

CDEV Budget (TRR copier)

Felipe Gutierrez from IT may have a copier at no cost. Chris will find out what he has.

The division has enough grant funds for the Permit Specialist for the next two years (100 hours for special assignment).

MOUs

Janice renewed all the Certificates of Insurance with all the Fall practicum sites. She will renew them in December for Spring sites while she is on contract. The College is VERY close to formalizing MOU with LAUSD. It will be very helpful for our students and may make it to October board. Crystal Stairs is ready to use as a site. It is going to Oct. board. Districts keep changing protocols for placement, which slows things down. Turnover also slows it down. Janice spreads out the students amongst the sites to keep them active.

Workshops/events

- ECCE Job Fair a big success. Reshon's classes visited. Will do it again in Spring outside BSSB 100 (where the Counselor hold their hours).
- Moved Behavioral Interventionist workshop to Wednesday, October 23rd. Will be TRR at 11:30am. Easter Seals will be the presenter.

Perkins

Janice will apply for Perkins in Spring to fund a student/parent/family research coordinator to support work with FamilyU.

CCTE conference – California Council of Teacher Education

The conference is at UCSD Janice will be presenting twice. Once with CCCO on Thursday, Oct. 16 and again on Friday, Oct. 17 (dissertation). She is increasing the CCC "voice" at the conference and in the organization.

The Instagram page is up and running!

X) Cynthia

Program Review

Janice and Cynthia are working on it. Cynthia will finish up and send it to Reshon and Michelle. They are catching up.

Connections for Children

ECC has a 5-year agreement with Connections for Children. It is an open agreement, allowing for a variety of types of events. Their insurance will cover their events on campus. They increased their insurance to meet ECC requirements. They are at ECC twice a month, once in the am and once in the afternoon. Marketing sent out the information, and there is a flyer. They hold office hours in the Social Justice Center and Monica Delgado says it can be a family-friendly space. They may also table at other events. Connections for Children helps with child care referrals in the South Bay and Westside. Cynthia would also like to bring Crytal Stairs to campus, because it services other areas in ECC District. Connections for Children also provides professional development information, workshops, family events, class visits, etc. A flyer will be shared.

Child Development Club

The club meets weekly – every Monday 5:30-6:30pm in the Teacher Resource Room. It is a hyflex meeting. Certificates for professional development are provided by the Club Secretary. Community members are also welcome and invited on the Instagram page. Nancy Alvarez is presenting on the permitting process. The club is developing the rest of the workshop-style schedule. The club cabinet meets every Tuesday to plan for the year. This year the Cabinet is very active. Students will be invited to complete professional development hours.

“You and Me” Play Groups

Every 1st Saturday of the month 11-12:30 on the library lawn. Next one is Saturday, Oct. 4.

Teacher Café

New as of last Spring! Upcoming 2 teacher cafes this fall semester. Anyone who works with children can come to discuss a specific topic. School/family relations will be the topic for the upcoming Teacher Café. Students can come to hear about the teaching experience. One will be online and one in person.

Behind the Education Scene Talk (online and in person)

An online BEST event on Tuesday Oct 14 6:30-8:30pm. Six professionals in Child Dev’t and Education sharing about their journeys. Professional developmentt certificates will be offered. The 7th annual Behind the Education Scene Talk. In person BEST event on Sat. Nov. 15 9am-3pm in the East Dining room. Twelve professionals – 2 panels of 6. Also a keynote speaker will be decided soon. Certificates will be offered as well.

Fundraising

The club cabinet meets in person, and its members arevery active. Two treasurers are organizing at least four fundraisers. Keep an eye out for their events. Club will request money from ICC for upcoming events, such as BEST and a screening of “Make a Circle.” [Janice will check into possible left-over funds from the Future Teachers Club.]

Parent and Community Resource Fair, Wed. Oct 29.

This is being offered for the first time in the Fall. Trick or Treating has been approved for this year. The Fair will be 3-7pm. Trick or treating 3-4:30pm.

Family U

There are three more convenings left. Los Angeles (Oct. 9-10 in Westin Hotel), Washington, DC (Feb and June, 2026). The program ends in June, 2026. Working on classroom guidelines/best practices for faculty who are welcoming children in their classrooms when childcare is not available. Will be presented to Academic Senate. Completed Family U goal of bringing Connections for Children to campus. They want to create more children and family friendly spaces. Other goals are related to data, people, policy and culture on campus.

National Student Parent Month – September.

Parent/student family social held on Sept. 23rd, 1-2:30pm on Library lawn as a collaboration between Club and FamilyU fellow. About 20-30 parents stopped by and about 9 children.

Community Baby Shower

The student FamilyU fellow will host this as her project. The event is for families and expecting moms. It is also offered in collaboration with CARE and the CDEV Club.

Head Start Kids – On-campus Collaboration

Cynthia shared that during the FamilyU meeting yesterday, the idea was brought up to bring Head Start onto campus. Our initial response was to decline as having direct oversight is imperative to ensure high-quality mentoring, curriculum, and alignment with our department ECE philosophy. CDEV faculty need to provide a department response/decision about whether the campus should consider a Head Start collaboration. The department would like oversight which may mean they would like to approve of the curriculum and philosophical approach. We do not want to repeat history. EOPS and CalWorks, VP Stephenson, and Dr. Thames is at the table regarding these conversations. Susan asked what are the parameters about the collaboration? How that bears into how we will operate as a CTE program? What will our role be in this collaboration if we do not have a direct role?

The college's priority is providing students the basic need of childcare, but they are not thinking about quality. The college is looking at the Boys and Girls Club to serve children ages 6-11 years. As a department, we need to be invited to the table to get our input. It is important to do it right first and put quality first.

Cynthia shared about Academic Lab funding