

El Camino College Childhood Education Department  
Torrance and Compton Campuses  
**Advisory Committee Meeting**

Fall 2017

November 16, 2017  
6:00 pm to 7:30 pm  
ARTB 313

Attendance (El Camino): Dr. Janet Young, Cynthia Pacheco, Michelle Moen, Brittany Wilson, Paul Harley, Antoinette Phillips, Toni Newman, David Welch, Nancy Alvarez, Annie Castillo, Erik Fisk, Judy Laureano, Zubia Khan

Attendance (Compton Center): Pam West-Lee, Dr. Hoa Pham, Cassandra Washington, Dorothy Haskin, Precious Sasser

Regrets: Dr. Gloria Miranda, Susan Baxter, Jennifer Montgomery, Janice Jefferis, Christina Mundt, Julie Caballero

**Agenda Item 1 - Introductions**

The meeting convened at 6:05 pm. M. Moen and P. West-Lee welcomed the advisory members and introductions were made.

**Agenda Item 2 – Child Development Training Consortium (CDTC) Updates**

M. Moen gave a brief summary about the CDTC as there were a couple of new members on the board. She also shared the current CDTC budget (re: El Camino College) of \$22,500 for the year 2017-2018. This fall the department accepted 447 units from 60 students this semester. The program budget is for 900 units for the school year, an increase of 100 units from previous years.

P. West-Lee shared that the Compton Center is funded for 300 units and they accepted 11 of 29 applications this fall.

M. Moen shared part of the information from the recent CDTC Conference Meeting- in Palm Springs (which was held the week before the meeting). Career Incentive Grants (which are targeted for 4 year university students in our field) are no longer funded. The \$1500 grant opportunity is no longer available.

With the additional 100 units being awarded to El Camino this year, M. Moen asked the board to consider accepting Winter semester units, which was voted upon. The board was unanimously in favor of providing stipends to CDEV students enrolled in Winter classes.

### **Agenda Item 3 - SLOs**

J. Young, Student Learning Outcome (SLO) coordinator for the Childhood Education department at El Camino stated the Childhood Education Department is current with all SLOs. They had 100% completed by the end of Spring semester again. H. Pham, coordinator for the Compton Center, stated that their SLOs for Spring 2017 were all completed but the PLOs are still in progress. In the new 4 year timeline, 2017-2020, the SLOs for the Childhood Education department at Compton will be staggered. So, no single course will have all 3 SLOs due in one given semester.

### **Agenda Item 4 –Mentor Teacher Program**

J. Montgomery, the Mentor coordinator at El Camino College, was not in attendance to address this program's updates.

### **Agenda Item 5 – Professional Growth Advisors**

M. Moen addressed the need for people seeking a permit to secure a professional growth advisor. There is a high need for advisors to volunteer their time to help students with their permit applications and renewals.

### **Agenda Item 6 – Compton Center CDEV Department Updates**

H. Pham stated that the CDEV department at the Compton Center might not apply for CTEA grants this year but it has not been discussed within the department or firmly decided yet. Rather, they are interested in the TTP and Strong Workforce grants. They plan to hire Greg and Steve to present a concert in Spring 2017. She introduced their new Permit Specialist, Precious Sasser, who started in September this year. She has been hired to work 10 hours/week and has helped with 11 permit applications thus far.

C. Washington stated that the Early Childhood Educators Club (at the Compton Center) didn't have enough members to continue this semester. Many of the members graduated last spring.

C. Washington also stated that the enrollment is low in their administrative classes and they are working on a solution for the certificate. She mentioned there seems to be more interest in certificates than permits. She also stated that there are more males enrolled in CDEV classes than the past.

C. Washington mentioned that the Regional Center came and spoke regarding services in their CDEV 125/126 Practicum classes. They also had an analyst from the Community Care Licensing (CCL) speak to the same class.

### **Agenda Item 7 – El Camino Campus Childhood Education Department Updates Practicum Placements**

J. Young shared that she has 26 students enrolled in the Practicum classes, with 19 on a waiting list. Nine of the students were placed with a California mentor teacher. Since this class is now

part of the requirements of our AS-T (transfer degree), the classes have been extremely impacted and she is over-enrolling to accommodate a few extra students each semester. We have recently acquired formal MOU (Memos of Understanding) with the Redondo Beach Unified School District (with the help of M. Moen and Z. Khan) as well as the Wiseburn Unified School District. We continue to need to nurture these and other relationships in order to provide quality sites for our students to conduct their student teaching.

### **Mentor Mentee Match-Up Program**

J. Young shared information about this new program funded by The Teacher Preparation Pipeline (TTP) Grant. One component of the grant was to provide a mentoring program. A mentor and mentee are matched up and were required to meet at least 5 times during the semester. The mentor would receive \$250 (per mentee) from the grant. The mentor/mentee can be from any Educational level (Early Childhood, Elementary, etc.). There is an evaluation at the end of the semester (for both the mentor and mentee) to complete. The program will be expanded next year.

### **CTEA Grant Application for 2018-2019 (Advisory Support for Permanent Position)**

J. Young asked for advisory support for a permanent position in our department. Since the Childhood Education department is both an academic program and a CTE/Vocational Program there is extra work involved. For example, we are required to review our 23 courses every two (2) years (instead of every 6 years as with other programs) and we are required to complete an addendum to our Program Review every 2 years along with our comprehensive 6-year review.

All vocational programs such as Nursing, Cosmetology, Refrigeration, and Auto Collision and Repair, receive institutionalized funding for support staff, but not our program. We have relied on grants for the past 17 years which require vast amounts of energy and time to secure each year. In addition, there is a great deal of stress involved in not knowing if we are going to be able to offer services to students from year to year.

Our Teacher Resource Room (TRR) is located in ArtB 313. This room, along with our Super Tutors, Permit Specialists, and Community Liaison have been grant funded for over twenty (20) years. The grants included Careers in Child Care, SEEDS, CTEA, LACOE, First 5, Title 5 Teacher Education Program Grants, and the Teacher Preparation Pipeline. From year-to-year (sometimes semester-to-semester) we don't know if we are going to be able to keep our TRR open (it has been closed for a couple of months in the past) and our Super Tutors don't know if they have a job at times. It is very stressful to try and secure funding each year since the grants only support the room temporarily. It is not internally funded by the college. We need a plan to institutionalize a full-time position that incorporates a permit specialist, community liaison, and Super Tutor.

The Advisory board provided support for further research regarding the appropriate job position, description, duties, etc. to figure out the best proposal to be institutionalized. (For

example: Program Specialist, Program Assistant, Student Support Specialist, etc.) J. Young offered to review current job descriptions. A question was posed regarding qualifications (should the person have a BA in Child Development?)

The department hopes to submit a proposal to pilot this position in February. We need to submit a proposal, collect data and pilot the position before we will apply for a formal, permanent position to provide the support that our department needs. The CTEA grant will fund it for a year (if approved), or maybe two years, but we want a full time support staff position institutionalized; funded by the college as many of the other vocational programs have such support.

We have made some progress because the term “SuperTutor” has been institutionalized. A question was posed whether the Super Tutors should have a separate job description or not. There might be a possibility of getting money from Guided Pathways and Student Equity funds.

The group discussed the plan to institutionalize the funding needed to support this valuable part of our program. Former student David Welch, said those positions are vital to educational success. As a student, he shared that he greatly needed and appreciated the TRR availability and support as well as the Permit Specialist. Other former students present, including N. Alvarez and Erik Fisk underscored his statements. N. Alvarez, current Super Tutor in the TRR, mentioned that current and former students seem to embrace the availability of both the TRR and the Super Tutor help. A. Phillips mentioned that years ago approximately \$1,000-1,500 of supplies were purchased with CDTC funds to get the room functioning in the early years. T. Newman shared possible names for the new position, including Student Advisor, CDEV Specialist, and Student Service Technician. J. Young mentioned that the term “Super Tutor” has been institutionalized, which is a good step for our program. Super Tutors have more education and are compensated more than regular tutors.

H. Pham shared that the Compton CDEV curriculum classes are growing so they might need to replenish their TRR consumable supplies.

### **Teacher Preparation Pipeline (TPP) and Strong Workforce Program (SWP)**

J. Young stated there is a widely reported teacher shortage. She reported that our funding for the Teacher Pipeline Grant will end June 30, 2018, but that we also have some Strong Workforce Program (SWP) funding to fund basic aspects of the Teacher Education Program. The College Grant Writer, Bobby Becka, and Janet Young are pursuing additional funding for the Teacher Education Program.

### **Teacher Resource Room**

N. Alvarez stated that a new die cut machine and computers were greatly needed and recently added to the TRR. J. Young mentioned that the computers are now financially institutionalized, which means they will be regularly replaced (as needed) without grant money.

N. Alvarez said hundreds of students sign in and use the TRR on a regular basis. She will bring the exact numbers to our next meeting. She mentioned that students come into the TRR seeking information about the permits as well as various CDEV classes. She attends some of the CDEV (curriculum) classes to be kept updated about assignment guidelines in order to better serve students as a Super Tutor. She offered to visit classes early in the semester to introduce herself, which seems to make seeking her help less intimidating. She also helps many students with their CDTC stipend applications. A. Castillo helps in CDEV 112 and 116 which helps her serve as a TRR worker.

### **Permit Specialists**

B. Wilson stated that the CDTC received their Permit funding a bit late this academic school year. They usually have funding available by mid to late August and this year it was available in late September so they are off to a slow start. Both B. Wilson and J. Jefferis are busy with initial permit appointments as well as follow up appointments. There is an interest in upgrading current permits and interest in obtaining higher level permits. For those permits, CDEV 125 and 131 are required, so enrollment might be affected in those classes soon.

B. Wilson is hired for about 5 hours/week and J. Jefferis for about 5-6 hours/week through various grants.

J. Young stated that the Chancellors Office recommends that we create certificates to correspond with the various levels of the permit. This will allow the college to be formally recognized for awarding permits and will affect future funding. Dorothy mentioned the permits will be changing. H. Pham stated that it was proposed about 2 years ago by several child development entities in Sacramento, there was going to be a change to have only 4, instead of 6, levels of the permit. However, it was announced at a California Community College Early Childhood Educators (CCCECE) meeting this idea was tabled. H. Pham stated that the proposal was turned down.

### **Workshops**

El Camino College has been collaborating with Connections for Children present workshops (on various subjects) on our campus since 2014. CFC facilitates the two hour workshops most every Tuesday night during the semester. C. Pacheco, current full time faculty and former CFC employee, and J. Laureano (CFC director) have been working on this collaboration, which seems to benefit both organizations. J. Laureano wanted a location to host events in the South Bay since their main office is in Santa Monica. Their Tuesday night workshops typically average 16-20 people in attendance. The topics range from curriculum, health & safety, etc. The agency is committed to 48 hours for California Competencies. This collaboration provides great opportunities to network.

M. Moen stated that she plans on offering another Family Child Care workshop during Spring 2018. This particular workshop is offered about every 2 years as many students indicate they are interested in opening up a family child care center.

J. Young and C. Cervantes recently presented a Careers in Early Childhood Education workshop at the Torrance Adult School in Torrance. J. Young hosted a table at the South Bay Adult School/ ECC Resource Fair.

### **Children's Day**

M. Moen said the department's annual Children's Day is scheduled for mid to late April. It is open to the public. A. Phillips mentioned that she was the person who initiated this event during her first or second year as faculty (c. 1986). The structure has changed a bit over the years, but it is still a strong event for the department.

### **Child Development Club**

C. Cervantes, the Club's advisor, stated the club was approved in May and meets each Thursday from 5:10-6:10pm in ArtB 311. They recently had their first event, with the help of Connections for Children. It was entitled "You and Me Play Group" and was held on Saturday, November 4, 2017 at El Camino College from 10:00-11:30am. The event focused on providing various centers to explore and concluded with a lively large group circle time. Twenty six (26) children showed up, including 5-6 various faculty, students, and community members. J. Laureano said the Club members were an energetic group and looked forward to a permanent collaboration with the college. The Club voted to approve collaboration with CFC. Their second event will be held December 2<sup>nd</sup>. This event might be a possible collaboration with CFC's Dad's Day.

### **Department Website**

M. Moen postponed this topic until the next meeting. No updates were available.

### **Agenda Item 8 – Childhood Education Field Updates and Announcements**

M. Moen briefly mentioned the focus on QRIS (Quality Rating Information Systems), and STEM (Science, Technology, Engineering, and Math) in the field. She will research this information and present it at our next meeting.

### **Agenda Item 9 – Community Outreach**

This position was funded for the 2016-17 academic year and part-time instructor, J. Jefferis, was hired to serve in this position. She is building relationships with schools in our service area to find quality practicum, observation, and volunteer sites for hours for the Permit and to help students find jobs. She is also in charge of the Professional Development and CDEV job boards, as well as the Childhood Education Website (in collaboration with the Division Office staff). Further discussion regarding this item was postponed as J. Jefferis, the Community Liaison at El Camino, was not in attendance.

### **Agenda Item 10 – Old Business**

This item as tabled until our next meeting, due to time constraints.

### **Agenda Item 11 – Advisory Members Announcements and Contributions**

J. Laureano expressed her desire to keep the collaboration going between CFC and the campus. She said CFC acquired the South Bay region a few years ago and they have been wanting to have a stronger presence in the area. This collaboration seems to be a win-win for both their organization and the department.

Z. Khan, who works with school age children, wanted to discuss about possible CDEV classes and workshops focused on that age range. J. Young mentioned that the department used to have school age classes, and school age permits, but when the budget crisis happened, these things were cut. A. Phillips mentioned that some ECE curriculum can be applied/adjusted to school age.

Z. Khan also addressed her concern about the amounts of homework given to school age children. She said one out of four hours is dedicated towards homework (while the children are in her care in an after school program). D. Haskin addressed the issue of preschool parents wanting homework, which is not developmentally appropriate. A brief discussion between members voiced concerns about this issue and the value of learning through play which needs to be re-emphasized.

J. Young shared that the department has added a new course - CDEV 165 Autism, ADHD, Physical and Health Impairments that will be offered in spring 2018.

A. Castillo added that Teacher Resource Room is utilized by not only the CDEV students, but also by the Extended Opportunity Program & Services (EOPS), Mathematics, Engineering, Science Achievement (MESA), and PUENTE program students on campus.

### **Agenda Item 12 – Recruiting Advisory Board members**

The topic of recruiting new Advisory board members was not discussed, but appreciation was shared for the new members attending tonight's meeting.

### **Agenda Item 16 – Other thoughts of brilliance!**

Not discussed.

By popular demand, P. West read the poem which was shared at the beginning of the meeting. M. Moen thanked everyone for attending the meeting. Meeting adjourned at 7:30 pm.

Minutes taken by Michelle Moen.