**CDEV (informal) Department Meeting (BSSB 110)**

Thursday, April 2, 2024

1:00-2:30PM

**Present:** Michelle Moen, Cynthia Cervantes, Dr. Reshon Moutra, Dr. Janice Jefferis, Sheryl Kumisaki, Jovi Davis

1. Sheryl Kunisaki (Director of Drop-In Services) and Jovi Davis (Coordinator of Supplemental Learning) (guests)

* Nancy and Noemi were under Supplemental Services when funding ran out with TRR/CDEV department
* Delineating the differences between Attendance and Super Tutor; Attendant deals with clerical tasks; Tutors help with some Attendant duties and tutoring students
* Budgets are made for tutors separate from staff (i.e. job descriptions)
* Casual tutors (do not have BA or have a BA in different subject); Advanced Tutors have BAs (Title goes only with Math)
* Hiring Super Tutors and TRR Attendants for Fall 2024
  + Monday and Fridays (lull)
  + Tutoring at Library is from 10:00-9:00pm
  + Most students come 12-4:30pm
  + Between Jovi and Sheryl they use embedded tutors in the classroom for curriculum courses as well as drop-in hours as well as for gatekeeping courses have supplemental instruction (SI)-will hold sessions in and outside of class
  + Student Services: SI for students
  + Activities are based on pedagogical theory about study habits and retooling (for SI coaches)-have own online Zoom and classroom with students who opt to come by
  + SI sections? SI coach can attend one of the sections and support all same courses
  + SIs must be Board Approved; deadline to find SI’s by summer for FALL start
  + Inviting instructor to presenting discipline specific writing assignments are looking for
  + Send applicant to Sheryl K. to apply with a recommendation
  + **Hiring**: is there a specific content background that SI needs to be assessed for before hire?
  + **Will start 108, 114, 115-119 with an SI**
  + SI coach is assigned to specific instructor but for us we will have 1 SI coach for all sections of the same course or SI coaches for Critical Courses
  + Having a Coach to support a particular course will be more sustainable
  + FALL: Coach for courses
  + Decide which courses for designated SI in for fall

**2**. **SLO updates**: M. Moen briefly reminded everyone that all courses will be expected to do the Outcomes and assessment on Canvas moving forward. An email was recently sent out to CDEV faculty with details.

**3. Dept. workshops**:

* Kassia Wosick and Michelle have postponed the workshop "Helping Children Understand Death and Loss" until Fall 2024.
* The Family Child Care workshop details (presenters, contracts, insurance forms, etc.) are being worked out.

**4**.  **TRR possible payment**. The college refuses to provide any financial support for the move to our CDEV faculty.

**5. TRR windows**- Super Tutors Wendy and Jesicca are wondering if we can promote the room by "advertising" on the windows.  Maybe adding some posters will draw attention of our CDEV students.

**6.** **CPR/First Aid training**: Michelle is still working on the CPR/First Aid training (insurance, contracts, board approval, securing funding, etc.)

* She has secured the presenter for 1-2 workshops.  Students in CDEV 125 will have priority for enrollment, followed by students in CDEV 110.
* Training costs (20 people @ $90 = roughly $2,000)
* Use balance from CDEV 125 LiveScan Foundation money OR
* Dr. Gold’s idea-Use leftover Mentor Funding (from Janet’s prior request for mentor funding that LACOE (?)/State Mentor program doesn’t cover -hasn’t been touched?)
* The training was last offered in 2018-19 with Strong Workforce Program Funding.
* Possible Saturday dates: April 27, May 4th, May 28th (possibly 2 of them) – Volunteers? (Jesicca Q.)

**7.**  **CDEV Awards**: We will move forward with our CDEV Awards for this semester and Fall 2024.

* Michelle will let Andrea Salas know details (prioritizing students who identify as BIPOC and low income, parenting students, GPA of 3.0).
* Each award will be in the amount of $500.  We have $5,000 total donated from the estate of Linda Griffith.

**8. Textbooks for the library** will hopefully be purchased using library funding.  Michelle missed the due date to purchase books for the TRR by 1 day (early due date this year).

1. **Michelle' student worker** has still not been approved by H.R.  Everyone else seems to have student workers from prior semesters (not new ones) so they have been working already.
2. **Perkins Grant** due on Friday, April 4, 2024 (JJ)
3. **Livescan Fingerprinting Funds**: Dr. Thames approved Livescan Fingerprinting Funds for 2024-2025-$5,640; need to add to Annual Plan for 2025-2026 (JJ)
4. **PK-3 Credential convening**- Reshon, Janice and Cynthia will attend (JJ)
5. **MOU/COI Business**: MOU draft is being reviewed by Legal Counsel. Will hopefully get draft back by end of April to disseminate AND get Board Approved before the end of the Spring semester.

* Private programs are not interested in mutual indemnification and insurance and withdrawing as a practicum site.
* School districts have been easier to get on board as mutual indemnification and insurance is common practice.
* Department stressed the importance of keeping the private programs as they offer a more philosophically based programming. All agreed to find a way to work around the new ECC mandate (JJ)

1. **Safety & Risk Management** is now requiring practicum students to sign a waiver form that indicates that they agree to levels of professionalism while at fieldwork site AND that they understand that they are not eligible for Worker’s Compensation if they get hurt at their practicum site. This form will be required for students to sign prior to beginning their fieldwork hours in the classroom starting FA 2024. (JJ)
2. **ECE Job Fair** is April 30, 2024 in the Collaboration Room in the library from 11-2 (JJ)
3. **CDEV Club Upcoming workshops** – The following people will be asked to present at future CDEV Club Meetings on Mondays from 5:30pm to 6:30pm: Martin Leyva (Sociology Instructor). Jill Gray and Myra Bremen (Nutrition Science Instructors). Carol Tatsumi (Childhood Education Part Time Instructor) and Child Care Careers recruiter.
4. **“You and Me” Play Group** - this Saturday, April 6th. 11:00am to 12:30pm. Library Lawn.
5. **Parent Cafes** – Upcoming via zoom and in person on various dates. Cynthia Cervantes will offer training on 2 different dates, for the CDEV Club Cabinet to prepare for the upcoming in person café on April 19th from 5pm to 7pm in Social Justice Center.
6. **Budget** - approved through Inter Club Council (ICC). Items have started to arrive. Budget included food items for upcoming Parent Cafes.
7. **Upcoming Collaborations** -Care Parent Appreciation Day and Self Care Day in April and May. AANHPI Children’s Day in May.
8. **New Social Media Director/Secretary was el**ected
9. **Student Worker for Cynthia Cervantes** – Please be on the lookout for any prospective students for next year.
10. **Parent and Community Resource Fair** – Saturday, May 18th. 11:00am to 2:00pm.

* Alondra and Cynthia are contacting resources at ECC and external resources to offer information tables and activities for children.
* Local schools and organizations will also be advertised to.

1. **Curriculum –**

* Course Review - Cynthia Cervantes thanked everyone for help on curriculum review and will offer support for Reshon and anyone else who may need it. Cynthia will modify the English eligibility requirements for all courses reviewed.
* Noncredit certificates – Cynthia Cervantes submitted certificate narratives for PAR and CDEV. They were submitted to the Chancellor’s Office, per Lissette Marquez.
* Spanish courses – We hope to offer in the upcoming school year.

1. **Pathways to Equity Conference** – Cynthia Cervantes will attend next Monday, April 8th and Tuesday, April 9th in Anaheim.