**CDEV Department Meeting Minutes**

October 10, 2024 1:15-2:15pm

Faculty Present: Michelle Moen, Cynthia Cervantes, Janice Jefferis and Reshon Moutra

**Linda Griffith Award**

*Michelle* shared that so far, there are 8 applicants; about half forgot to include transcripts. When the application closes, Michelle will notify students that their application was incomplete and let them know that we plan to offer the opportunity again in the spring.

**TRR Worker Updates**

*Reshon* shared that TRR attendant Juliett Regalado got another job and will no longer serve as attendant, but is interested in serving as an attendant on Tuesday and Thursday if we are able to find another Super tutor.

-Right now, Alondra is in TRR by herself on Mondays.

-Reshon has a student in mind to replace Juliett and will send Sheryl’s information for them to apply.

-*Michelle* said that about a month ago she contacted two former practicum students to serve as TRR Super Tutors and they were interested in getting more information about the position. Michelle will reach out again (if Reshon’s person doesn’t work out)

-We discussed whether or not we actually need people on Tuesdays and Thursdays.

-*Cynthia* asked if the library has funds to add another tutor on Tuesdays.

-Reshon reminded us that this program is a pilot and is okay with keeping the schedule the way it is for now.

**Update on MOUs with Preschools and School Districts**

*Janice* mentioned that so far we have fully executed partnerships with Lennox SD, Torrance USD, Seeds of Joy, and Mt. Olive with several others pending and waiting for Oct. 21 Board approval.

-There is an issue with American Martyrs accepting the terms of the MOU because they do not want to omit Waiver of Subrogation.

-Leo has deferred to VP Lopez to make the final decision about whether or not we move forward with the partnership without omitting the waiver of subrogation

Cynthia shared her disappointment that American Martyrs is not an easy partnership for us to keep (due to the new MOU requirements); especially since we don’t have a Child Development Center

-The college needs to consider changing the updated policies so we can keep some of our current quality sites. We don’t want to lose them.

*Reshon* suggested that we take Leo and VP Leo on school tours to the different lab schools to help leadership understand why quality is important. Perhaps this opportunity will give perspective about why we think it important to loosen regulations

*Cynthia* suggested that we contact SMC (Santa Monica College) about their insurance policy and their MOUs to have a presence/office hours on our campus; SMC is able to collaborate with Connections for Children

-We are hoping El Camino is able to be flexible with the new regulations so we can make this collaboration vision a reality for our students.

Each faculty will take on a school to ask about COI (Copy of Insurance) and MOU (Memo of Understanding)

**Michelle**: Cerritos, Long Beach, Orange Coast

**Reshon**: Pasadena and Mt. Sac

**Janice**: LACC (Harbor College) and Cypress College

**Cynthia**: SMC and Irvine Valley

\*Ask for an MOU example, ask for COI

\*Ask if they require an omission of waiver of subrogation AND mutual indemnification

**Mini Foundation Grant**

*Michelle* offered to apply for the new major and minor grants on behalf of the department; all agreed to pursue them.

**CTE Advisory dinner**

*--Cynthia* reported that Janet Young, David Welch, Karla Haro, Cynthia Cervantes, and Janice Jefferis were in attendance.

She mentioned it would be great to give an internship stipend for students from the Child Development Club who are selected for a more “formal” internship to complete club activities. Cynthia said that students in the club have spent on average 60-80 hours of volunteer work for the club activities, per semester.

-She mentioned that one of the purposes of the club is to provide extensive experiences for career advancement and professional development.

-Currently Cynthia has a student worker to help out and that the intern wouldn’t have to be a club member.

-The department may need to think a bit more about the position duties more

-*Michelle* said she is neutral about the club internship idea. She is concerned that there is a different amount of work for the intern and student assistants and the line can get blurry.

-*Cynthia* suggested that we can separate the duties with job descriptions to delineate the role and that interns would not be double dipping because they would only get paid for their work but put in their volunteer hours separately. Cynthia already does this with her student worker who is also a Child Development Club Cabinet member.

-CTE Advisory Committee voted to continue planning Trauma-informed care Noncredit courses. *Cynthia* is interested in writing the courses.

-We discussed targeting non-traditional students for non-credit courses. They can also be offered for professional development hours

**Connections for Children**

*Cynthia* mentioned that Insurance is a roadblock trying to collaborate with Connections for Children.

-Leo looked at Connections for Children’s COI and asked for revision/additions

-Cynthia will mention to VP Stephenson that we may push it through Family UCohort

-*Cynthia* toured the TRR (Teacher Resource Room) and SJC (Social Justice Center) with Connections for Children to survey tutor space; LGBTQIA+ will move out of their office space and will give it to Connections for Children to use as a meeting space.

**Child Development Club (CDC) Business**

-There will be a CDC Workshop on Monday, Oct. 14 5:30-6:30pm with Valerie Marquez on the topic of “What it Takes to Be a Mentor” and CECMP (California Early Childhood Mentor Program)

-*Cynthia* stated they had their first Playgroup this past Saturday and it was a success; they had students volunteer to set up and clean up 9-1:30pm

-The club is planning two BEST (Behind the Education Scenes Talk) events: One event will be fully online; with 5 confirmed professionals Oct. 29 from 6:30-8:30pm. It will be advertised to all colleges and a BEST event in-person; There will be 12 panelists but the list is not finalized yet. There will be two sessions from 9:00-3:00pm with 1 keynote. The club might possibly invite VP Lopez as keynote.

- Nursing Evaluation Panel**-**Cynthia was approached by a nurse to be part of an evaluation panel for a nurse in exchange for a club workshop on Oct. 21 on the topic that’s relevant to ECE/EDU (Early Childhood Education/Education)

-Students in attendance will receive certificates for professional growth hours. Certificates take 1-3 weeks to be emailed.

**FamilyU Cohort**

-Cynthia and Janice are participating on behalf of the department. Dr. Gold already approved their travel. Cynthia will go to New Orleans Oct. 17 & 18 at Delgado Community College focusing on Data on parenting students on campus.

**ECE Outreach Specialist (Perkins Grant)**

-*Janice* shared that Kumi Smart will be at College Night on behalf of our department. The Child Development Club will be in attendance as well.

**Dual Enrollment**

-Cynthia will do a tabling at Career Expo event at Torrance High School on Oct. 22 to showcase our program.

**Non-Credit Courses**

-These classes are on hold right now

-Cynthia is interested in doing Outreach and teaching the courses.

-Cynthia is looking to obtain release time to complete all of the tasks; she is working with Dr. Gold to obtain it and put it in the Annual Plan.