# Department Minutes

**In Attendance:**

| Addison, Tamika (Lab School Director) | x | Hughey, Doug (Co-Dept. Chair) | Ledoebor, Lisa (FCS, SPA coordinator) | x | Watanabe, Kathy (Co-Dept. Chair) |
| Curran, Karen (CA Mentor) | 1. Amy Kramer (CDWFI Counselor) | x | 2. Lynn M. (CDWFI Coordinator) | Soto, Lina (Counseling Dept. Liaison) | x | Williamson, Kisha (Professor) |
| x | Henry, Tony (Professor) | x | Landeros, Darlene (Professor) | x | Thay, Cecelia (Professor) |

Note: Excused faculty attended a practicum team meeting.

**Time:** 1:15 – 2:45  
**Location:** Location: 73-1801

## Item: Welcome

Tony suggested we review Meeting Norms. Tony shared the voted outcome.

**Outcome:**
- Adopted outcomes:
  1. Adhere to meeting agenda (8)
  2. Begin and end on time (7)
  3. Be prepared, present and participate with an inquiring frame of mind (6)
  4. Be brief and meaningful when voicing your ideas and/or concerns (6)
  5. Disagree agreeably – ensure respectful communication (5)
  6. Communications of the meetings are planned and in writing (agenda & Minutes) (4)
  7. No use of phones during meetings (4)

## Item: Division Highlights

There is additional money for consumables from the Lottery. Department Meeting Protocols were reviewed. All meetings are public. If there is any sensitive information, then it should not be addressed at a Department Meeting. All meeting dates and minutes should be posted at the Department website.

Power Outages: Protocol is to wait for cancelation of class notification from Director of Security, College President or VP. If you are told to evacuate you must. Instructors become personally liable if you fail to follow the order.

There is active TB on campus, and a letter of exposure was sent out to those students and instructors.

- Kisha will work on that immediately
- Kasha stated to turn in the needed item by the end of today (3/24/04)

**Suggested items:**
1. AA batteries
2. Dry erase markers
3. Laminating film
4. Individual clay cubes (colored)
5. Pipe cleaners
6. People colors
7. Colored construction paper
| Reports (As needed) | 8. Gallon glue (to make gak)  
9. Spiral for book binding  
- Emergency plan  
  - Jennifer will be working on the plan for our building.  
  - Doug suggested to inform students about the plan at the beginning of each semester. |
|---------------------|--------------------------------------------------------------------------------|
| CDWFI: Lynn         | Career path –  
- From CA Department of Education;  
- Lead – Santa Monica College with LAUP as partner  
- Purpose - sustainability (for ECE and focus population will be K-14)  
Mt. SAC will apply. |
| Department Issues:  |  
  
Building systems-  
Darlene  
- Darlene and Tamika attended the training on 3/21/2014 on the use of communication system.  
- The purpose is for communication (walkie-talkie) during emergency  
- The system will be housed in 70-1213.  
- Darlene stated that they were simple to use. |
| Peach: Kisha        | The CTC cancelled the hearing on ECE credential.  
- The group will meet with principles to discuss  
- Kisha has 3 dates that she needs substitute  
  1. April 3 – presentation to LAUSD Principals regarding ECE credentials - Kisha already talked with Tamika for possible substituting in the 66L/67L class  
  2. April 30 – TK conference in Long Beach at CSU Chancellor office – Kisha needs substitute for CHLD 1 class  
  3. May 1 – LACOE invites Kisha to talk about ECE credential and TK  
Substitution will have to be approved by Joumana. |
| Budget: Kisha       | Ordered supplies will be coming in soon.  
Lynn will send text message Kisha if the supplies are delivered on a Friday. |
| Title V-Tony/Darlene| Review of proposal submitted. Note that all proposed budgets will not be implemented until approved by the Title V Steering Committee. |
| Curriculum          | CHLD 5 curriculum needs clean up for submission to textbook company.  
- Eliminate personalization since it is the documentation for all person concerned.  
- No note page is needed.  
- Keep the college form.  
Kisha will type it up and send out draft to be reviewed. |
- Be consistent with the font
- Be consistent with upper or lower case
- Introduction: grammatical
- Observation 1:
  - Repetition on the top – asking the same information twice
- Task 2 & 3 - grammar
- Observation 2:
  - Align textbook page number to reflect the latest text book.
  - The focus should be documenting (specificity) rather than commenting and reflecting since it is the beginning class.
  - Task should start from #1 for each observation instead of continuing from the previous observation.
- Observation 3 & 4:
  - Instead of “objective”, change to “Identify a possible objective”
  - Add “Writing Area”
  - Language to creative art area
- Observation 5:

### CDA (Student Club): Kathy

<table>
<thead>
<tr>
<th>Club meeting dates and topics:</th>
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<tr>
<td>March 27 – Welcome w/ Pizza and Salad Activity</td>
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<tr>
<td>April 3 – Executive Board</td>
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<td>April 10 – I Hold a Permit, now what? (Professional Growth)-Bean Game</td>
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<td>April 24 – Gifted and Talented – Origami Activity</td>
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<td>May 1 – Executive Board</td>
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<td>May 8 – Pediatric Nutritionist – My Plate Activity</td>
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<td>May 22 – Goal Setting – Moon Sand Activity</td>
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<td>June 5 – End of the semester potluck.</td>
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### Adjunct Evaluations

This is week 5. Begin your visitations within the next two weeks. Kathy will have packets ready this week.

### Perkins-Darlene

### Issue Bin:

### Public Safety

We still need plans and equipment for an emergency. Kisha suggested lanterns and cell phone numbers to the Deans.

### Calendar Dates