

Mt San Antonio College
Child Development Department-Working Meeting: 2/24/14
Department Minutes

In Attendance:

Recorder: D Landeros

	Addison, Tamika (Lab School Director)	X	Hughey, Doug (Co-Dept. Chair)		Ledeboer, Lisa (FCS, SPA coordinator)	X	Watanabe, Kathy (Co-Dept. Chair)
	Curran, Karen (CA Mentor)		1. Amy Kramer (CDWFI Counselor) 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)		Guest: Lisa Rodriguez – Coordinator Title V Grant

Time: 1:15 – 2:45

Location: Location: 73-1801

Item:	Discussion:	Outcome:
Welcome	Tony suggested we review Meeting Norms. Handout	
Title V: Lisa Rodriguez	History: Two years ago, CHLD was approached to collaborate in a Title V grant-writing proposal. Kathy and Karen addressed and submitted the different components of the grant based on a cohort design. We did not hear anything after this submission until now. The Department has many questions regarding participation in the grant. Lisa's presentation informed the group.	
Division Highlights	Thanks to all for attending the Division meeting. The meeting contained most highlights from the Department Chairs meeting. Reminders: Emergency Drill March 18. (See below) Building 73 needs: Building Marshall, Floor Captain and Emergency radios. Budget must be spent down. (See below) Business Office Staff: Lisa was going to recommend Raelyn – but wanted CD to approve. Reserving room – includes the newly remodeled 20-7 Computer Lab. Please follow online instructions. Travel Money – There is \$200 per faculty member to be used. If you are not going to use your travel money you may offer it to someone else in the department.	- Establish Evacuation Plan - Designate building Marshall and Floor Captain
Reports (As needed)		
CDWFI: Lynn	Book lending available – students need to come see Lynn, no matter what level, to fill out some paper works. It is on first comes first serves basis. The books available for most classes. There are also new books: 84 Staff is advised to notify Lynn for updates.	
CDE Careers	- Child Development Workforce Initiative – 2012-2013 Evaluation	- 2012-2013 Evaluation

pathways: Tony	<p>Summary was distributed.</p> <ul style="list-style-type: none"> - Career pathways - is a new grant from CDE. LAUP cannot apply due to conflict of interest. Therefore, Santa Monica College is applying for it as a lead. It may or may not be similar to CDWFI. 	<p>Summary</p> <ul style="list-style-type: none"> - Lynn will attend the meeting
Live Scan Update: Tony	<p>HR machine is currently broken. It will be moved to the campus security. However, at this time students will have to go elsewhere do get their live scan until it is fixed. The students will get reimbursed \$49 from the Child Development Consortium.</p> <p>The Child Development Training Consortium stated, at Darlene's meeting, that students will be reimbursed only 1 time per academic year.</p>	
Department Issues:		
Budget: Kisha	<p>Kisha has completed Banner training. All funds (including extra money) will need to be spent by March 4. Kisha says SPOs are in place. Unused funds will be returned to the Division.</p> <p>Kisha will also be working on Lakeshore, Thematic Attic supplies before the deadline among other essentials. Ink cartridge is also in the important consideration. Karen J. is our budget person now, and therefore the requisitions have to go through her. The deadline is extended to March 4, 2014 by the Division Dean.</p> <p>Kisha will discuss about Stater Brothers' PO with the division since some of the items (perishable) cannot be purchased by March 4 due to the nature of the items.</p>	<p>Tony will do the requisitions for Office Depot.</p> <p>Kisha will discuss Stater Bros. PO and perishable items.</p>
Adjunct Faculty Meeting (?)	<p>Need to select a date and time.</p>	<p>Kathy met with several new adjunct faculty and demonstrated the console use. Doug, Kisha, Darlene and Tony also met with adjunct faculty for specific courses.</p> <p>Meeting is scheduled for 3/7/2014 at 6:00 PM.</p>
CDA (Student Club): Kathy	<p>Kathy would like to have the next faculty sponsor to attend the executive meeting and one or two of the club events as a way to transition for the next year.</p>	<p>1st, 2nd, and 4th Thursday of the month. The first Thursday will be the executive board meeting.</p> <p>Darlene (the next faculty sponsor) will attend one or more the meetings this semester.</p>
Curriculum	<p>Everyone should be entering summary of data/use of results in</p>	<p>Everyone needs to submit it to</p>

	preparation for the Pie report and Perkins needs.	Doug on a timely manner.
Advisory Meeting	Darlene had ordered a luncheon through Perkins. Packets will be put together this week. We are down to our last marketing goodies.	Friday, February 28 at 2:00 PM Please be early (by 1:00 PM) to set up.
Adjunct Evaluations	This semester we will be doing a lot of evaluations. Remember, first time adjuncts and adjuncts teaching a course for the first time must have a classroom visitation. This must be done before the final drop date. Also, I must evaluate your visits and the student evals to create a summary, which must be read by Joumana. Then I must meet with each faculty member. So please be timely this semester with your visits, write-ups and conferences.	Doug will get the final list of all adjunct teaching, their classes, and times. Kathy will notify area leads. If the leads are unable to visit due to conflicting schedules, other available faculty will visit those classes. Cecelia is still probationary and may not visit.
Issue Bin:		
Public Safety	For a flex day event Kathy attended the Campus Safety workshop. It brought up many questions. We need an evacuation plan and it needs to be posted. In the case of a lock down, we are currently unable to lock down due to the lack of Hex keys. We also have many windows. There is no designation for a Building Marshall, or Floor Captains, nor do we have emergency radios to be in communication with Public Safety. We are not safe or prepared!	There is a video presented at the portal. It's focus is run>hide>fight. Please take the time to look at it. It will confirm how we are not prepared.
Flex Day workshop Highlights	The LTC has programs to close caption your existing DVDs. Email POD for schedule to use the lab.	
Calendar Dates		