

**Mt San Antonio College**  
**Child Development Full Department Meeting: 4/7/14**  
**Department Minutes**

**In Attendance:**

**Recorder: Darlene Landeros**

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

**Time: 1:15 – 2:45**

**Location: Location: 73**

<b>Item:</b>	<b>Discussion:</b>	<b>Outcome:</b>
<b>Child Development Center – Tamika</b>	Tabled	
<b>Meeting Norms- Tony</b>	Tony introduced guidelines to conduct efficient meetings. Faculty read the norms and there was a consensus that we truly need to adopt them.	It is important that meeting norms be adhered to in order to be more functional as a department.
<b>Reports as Needed:</b>		
<b>CDWFI -Lynn</b>	Tabled	
<b>Scholarship/ Recognition ceremony- Kisha</b>	Date for the event is set for June 6 <sup>th</sup> , to be held in 1810 & 1820. The awards will take place in one room and the lunch will be served in the other room. 100 chairs have been ordered. 80 applications have been received thus far and the closing date for applications is Monday, April 14 <sup>th</sup> . Kisha is reviewing applications and has requested that the department selection process take place during the May 5 <sup>th</sup> department meeting.	Kisha will give an update of the application process at the next meeting.
<b>FCS/SPA – Lisa</b>	none	
<b>TPI - Doug</b>	Doug was at TPI and will report at the next meeting.	
<b>CDA (club)-Amy</b>	No report	
<b>Practicum</b>	No report	
<b>Perkins</b>	Perkins proposal completed and submitted to the Business Division Office for review.	Waiting for approval and outcome will be shared at the department meeting following the approval.
<b>Department Issues:</b>		
<b>Automatic issuance of Certificates-Tony</b>	Should we sign on for this in Degree Works? Kathy wanted the counselors' opinion. It obviously helps the Department/Program with completions, but does it interfere with financial aid? What % of our students would really be affected? What is the affect? Faculty discussed the pros and cons of the existing system.	There was a consensus to not participate in the current system as there are more cons than benefits. Tony will send a position statement

	Since the system is based on goals determined by the student, many of their academic accomplishments, like the level certificates, would not be captures.	via email to Joumana
<b>Budget – Kisha</b>	Supplies have been delivered and organized as they come in. Ink for photo printers and storage bins have been received. Extra lottery money was available and additional items may be ordered.	Kisha will work on organization of supplies next week.
<b>Classroom Maintenance</b>	Faculty volunteered to act as leads for rooms and keep them stocked. The special accommodation desk in 1860 needs to stay in designated place.	1810- Kisha 1820- Darlene 1840- Cecelia 1860- Tony Kathy will put out an email announcement to all faculty to leave the special accommodation desk in its place.
<b>Printers in Classrooms</b>	Printers are intended for in-class group processes and computer assignments embedded in class exercises/work. Students are not allowed to print assignments to submit as an outcome of them being unprepared to meet assignment due dates.	Kathy/Doug will put out a notice to all faculty of this standard. Faculty should also put a statement in their syllabi clarifying when student will use classroom computers and when it is not allowable. Tony will make a sign to post in the classroom.
<b>Building Darlene</b>	Printing Accounts need to be established to use the new copier. Instructors are requesting podiums and reader chairs for classroom instruction.	Darlene will work with Joe to establish accounts and request classroom furniture.
<b>Schedule:</b>	<p>Summer schedule is completed. Child 73 was also added to summer based on student need/request.</p> <p>Lina Soto asked the SPA linked courses will be offered fall 2014 (CHLD 72, Counseling, FCS). The practicum faculty reminded Doug that CHLD 67 needs to start at 8:30 AM. It has been department policy for full time faculty to be available to adjunct for unusual occurrences. It was also recommended that the department consider the outcomes of not having full time faculty scheduled for Fridays.</p> <p>Fall wish lists were incorporated in schedule. As an outcome of scheduling, Sheila Mateo will be the Senate representative for the department.</p> <p>Kisha has requested a three day week schedule to be able to pursue professional obligations (PEACH).</p> <p>Doug was given a reminder that a regular CHLD 72 should be offered every spring as it is linked to the Infant/toddler Certificate &amp; the Administration Certificate and an elective option for the major.</p>	<p>Doug will continue with scheduling.</p> <p>Kisha sent Dan a notice regarding Sheila's position as our department representative.</p> <p>Kisha will arrange to cover classes during her absence.</p> <p>Cecelia's schedule will allow her to continue to serve as the Faculty Association representative for the fall.</p> <p>Kisha will provide an outline of her out of department obligations to Doug and more discussion may follow.</p>
<b>Issue Bin</b>		
<b>Counseling – Lena/Doug</b>	Randy Wilson indicated in an email to Doug that our CHLD 10 is not universally accepted for nursing students (transfer) but Psych 14 is. What do we need to do	Not discussed

	to be “universally” accepted?	
<b>Announcements</b>		