

Mt San Antonio College

Child Development Department-Working Meeting: 10/14/13

Department Minutes

In Attendance:

Recorder: Kathy Watanabe

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

Time: 1:15 – 2:45

Location: Location: 20-7

Item:	Discussion:	Outcome:
Welcome		
Perkins	<p>Kisha requested discussion of Perkins funding. What happened with our allotment of Perkins funding? What do we do for this not to happen again? What does Darlene/Perkins need from us for this incident not to occur again in the future?</p> <p>Darlene – will know a little more after the 17th of October. The department is allotted approximately \$3000 from student workers, \$1000 from travel linking to our request, \$1000 for program promotion and marketing materials. Memory cards for cameras, display materials, etc. are being purchased.</p> <p>At this time, Raelyn works 5 hours and Joshua works 4 hours a week at present time.</p> <p>-Darlene suggested the necessity to have one person to work with her for this grant. - Kisha suggested that we wait until the 17th to conclude this matter.</p>	Tabled Darlene's suggestion until the 17th of October with more information coming in.
Reports:(As needed)		
CDWFI: Lynn		
Department Issues:		
Schedule-Doug	<p>Winter Schedule: CHLD 10 30547 should be staff and CHLD 11 30820 should be Anderson as agreed in the previous meeting. Spring Schedule: add <u>CHLD 11</u> (MW 11:30 – 12:55); add <u>CHLD 72</u> (F 6:30 – 9:40 PM); add <u>CHLD 73</u> (M 6:30 – 9:40 PM); <u>CHLD 50</u> (W 3:30 –</p>	

	6:40 PM); <u>CHLD 11</u> (F 11:30 – 2:40); add <u>CHLD 5</u> (F 8:00 – 11:10 AM); add <u>CHLD 6</u> (F 11:30 – 2:40); add <u>CHLD 10</u> (F 3:00 – 6:10 PM); <u>CHLD 81</u> (4:10 – 6:10 PM)	
New Berk Book-Doug	Give Doug your suggestions about the assignment by October 17, 2013 so that he can review.	
Budget-Kisha	Tabled until more information is collected. Kisha attended the training and there will be a written report following up in the near future.	
Adjunct Faculty Meeting (?)	Need to select a date and time. - Tabled	Kathy has sent out a survey.
DSP&S outcome	Regarding Karina, Kisha contacted her but she has not contacted Kisha. She did not answer her phone nor call back. Grace is hoping that she takes the incomplete. Faye will have to give her incomplete. Her incomplete will be with Faye (Lab) and Kisha (lecture). If she comes back, the doctor's notes will have to come to Kisha, DSPS and Tamika Addison. Grace will be attending our (curriculum) meeting next month to discuss DSP & S procedures..	It is decided that she will get her incomplete. It is, yet, to hear from the student what her decision is.
Faculty Association Voting	Tony encourages that we sent in our votes which is due October 24 , 2013	Due on October 24, 2013
Advisory Meeting	Refreshments? Reminder anything for the Advisory Packet is due October 14. Please make 30 copies of you material.	
Adjunct Evaluations	Have you contacted your evaluatee? This is week 8 Jennifer Galbraith would like all faculty to make sure they are using current evaluation forms.	Kathy has completed student evaluation packets and distributed them to the Adjunct who do their own surveys.
Calendar Dates	Nov. 8, 2013=Punch Walk(New Building) 8:00AM	