

## Child Development Department Meeting 3: 3/9/2015

**Attendance:**
**Recorder: Kisha P Williamson**

x	Hughey, Doug – Dept Co-Chair	x	Williamson, Kisha – CD Faculty		Kramer, Amy - Counseling		Soto, Lina - Counseling
x	Landeros, Darlene – Dept Co-Chair	x	Thay, Cecelia – CD Faculty		Addison, Tamika - CDC		
	Henry, Tony – CD Faculty	x	Matthiesen, Lynn - CDWFI		Hernandez, Lupe - CDC		

Item:	Discussion:	Outcome:
Review minutes of last meeting		Approved with noted changes.
e-pie	<ol style="list-style-type: none"> <li>1. Program goals: a few modifications were made on February 23, 2015.</li> <li>2. Bring Department accomplishments to the meeting (3/23/2015)</li> </ol>	<ol style="list-style-type: none"> <li>1. Input modified department goals in e-pie</li> <li>2. Bring Department accomplishments to the meeting (3/23/2015)</li> </ol>
Spring Education Panel	<p>Zelda will pick the time between 3:00 – 6:00 PM on April 7,14,21,28 for about an hour.</p> <p>Students from the following classes are encouraged to come early, be excused from class, or stay after class to participate:            CHLD 5; CHLD 11; CHLD 73; CHLD 10; CHLD 51; CHLD 71A            April 14 is out since “Permit application” workshop already scheduled.</p>	<p>Kisha and Cecelia will get back to Darlene regarding the possible date:            The proposed dates are April 7, 21, and 28</p>
Course Maintenance -confirm leads for each course	<ul style="list-style-type: none"> <li>The following faculty members are the leads for the courses next to their names and therefore will make sure the corresponding courses are maintained: WebCMS; course outline of record; Trac dat; etc., and review and update courses as needed.</li> </ul> <p>Tony: CHLD 1, 11, 63; 69; 71A;            Kisha: CHLD 5, 50, 61, 67; 71B            Darlene: CHLD 6; 72; 75; 84            Doug: CHLD 10, CHLD 10 H, 51, 68, 62; 83            Cecelia; CHLD 64; 66; 73; 85</p> <ul style="list-style-type: none"> <li>CHLD 81 and CHLD 82 will be inactivated.</li> <li>Tony suggested that we define the role of “lead” and clarify responsibilities.</li> </ul>	<p>Faculty in charge (lead) of the courses will make sure the courses are updated and maintained as needed to meet the course outlines as indicated in WebCMS.</p>
Syllabus to Bus Division	Doug will send a reminder to part-time instructors to send their syllabus (syllabi) to the Division office	
Department Chair Mtg.	<p><b>Doug shared:</b>            Jennifer wanted to be part of our discussion with University of La Verne.</p>	

Tutoring Referral Options	<p><b>Tony Reported:</b></p> <ul style="list-style-type: none"> <li>3 options to refer students who need tutoring support (by Child Development professors)</li> </ul> <p>Option 1: Child Development Observation Lab (Blue) – <i>Child Observation only</i>  Option 2: Need tutor for any skills; fill up yellow sheet (<i>part of CDWFI</i>)  Option 3: Same as above (<i>not part of CDWFI</i>)</p> <ul style="list-style-type: none"> <li>Kisha suggested to have the forms made into 25 or 50 sheet custom made note pads</li> </ul>	Note pads will be made for all staff members
Professional Growth Advisor	“Locating a Professional Growth Advisor” – will be kept in the 2 <sup>nd</sup> top drawers in the reception area for access.	
Academic Senate Report	<p><b>Tony Reported:</b></p> <ul style="list-style-type: none"> <li>Credit by Examination: Need to be taken only as scheduled. At present, it is scheduled 2 times a year: May and December</li> <li>Changes in enrollment priority: DSPS; EOPS; CalWorks; Foster youth; Military; Athletes; Students who participate in choir/dance; New students: Returning Students</li> </ul>	
Book Lending	<p><b>Feedback and discussion:</b></p> <ul style="list-style-type: none"> <li>Give out numbers and the names will be called out.</li> <li>Evening book lending is advisable – Amy may be able to do it two evenings – to cover students who take evening classes.</li> </ul>	
Competencies	<p><b>Darlene distributed a handout</b> and shared how each staff member should fill in the provided handout:</p> <ul style="list-style-type: none"> <li>Staff needs to review course work to see if the provided competencies reflect the course work and the content proportion</li> <li>a common denominator of 16 will be used to determine the proportion of content</li> </ul>	<ul style="list-style-type: none"> <li>Fill in the form, using 16 as common denominator</li> </ul>
Senior Day	<ul style="list-style-type: none"> <li>Lynn and Raelyn are scheduled to host child development booth</li> <li>Green packets and LAUP Career Pathways brochures will be available</li> <li>375 students are supposed to be visiting the booth.</li> </ul>	
<b>Next Meeting</b>		