

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"> 1. Program goals: a few modifications were made on February 23, 2015. 2. Bring Department accomplishments to the meeting (3/23/2015) 	<ol style="list-style-type: none"> 1. Input modified department goals in e-pie 2. Bring Department accomplishments to the meeting (3/23/2015)
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"> • 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. <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"> • CHLD 81 and CHLD 82 will be inactivated. • Tony suggested that we define the role of “lead” and clarify responsibilities. 	<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>Doug shared: Jennifer wanted to be part of our discussion with University of La Verne.</p>	

Tutoring Referral Options	<p>Tony Reported:</p> <ul style="list-style-type: none"> 3 options to refer students who need tutoring support (by Child Development professors) <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"> Kisha suggested to have the forms made into 25 or 50 sheet custom made note pads 	Note pads will be made for all staff members
Professional Growth Advisor	“Locating a Professional Growth Advisor” – will be kept in the 2 nd top drawers in the reception area for access.	
Academic Senate Report	<p>Tony Reported:</p> <ul style="list-style-type: none"> Credit by Examination: Need to be taken only as scheduled. At present, it is scheduled 2 times a year: May and December Changes in enrollment priority: DSPS; EOPS; CalWorks; Foster youth; Military; Athletes; Students who participate in choir/dance; New students: Returning Students 	
Book Lending	<p>Feedback and discussion:</p> <ul style="list-style-type: none"> Give out numbers and the names will be called out. Evening book lending is advisable – Amy may be able to do it two evenings – to cover students who take evening classes. 	
Competencies	<p>Darlene distributed a handout and shared how each staff member should fill in the provided handout:</p> <ul style="list-style-type: none"> Staff needs to review course work to see if the provided competencies reflect the course work and the content proportion a common denominator of 16 will be used to determine the proportion of content 	<ul style="list-style-type: none"> Fill in the form, using 16 as common denominator
Senior Day	<ul style="list-style-type: none"> Lynn and Raelyn are scheduled to host child development booth Green packets and LAUP Career Pathways brochures will be available 375 students are supposed to be visiting the booth. 	
Next Meeting		