Validation Review Recommendations & Responses

Commendations

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Commendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>The hours of service for day and evening students needs to be commended: 7:30 a.m. to 10 p.m.</td>
</tr>
<tr>
<td>2007-2008</td>
<td>The center now services 167 children compared to 50 from a year ago.</td>
</tr>
<tr>
<td>2007-2008</td>
<td>The Family Child Care Program has 95 children. This information needs to be included in the report.</td>
</tr>
</tbody>
</table>

Recommendations

<table>
<thead>
<tr>
<th>Year</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>Advisory Board</td>
</tr>
<tr>
<td></td>
<td>Parents are nominated by parents to participate in a bi-monthly meeting. Nominations are in August and parents are voted on to be the representative. The program does not invite others from the community or campus to participate. This meeting is a mandated requirement of the program.</td>
</tr>
<tr>
<td></td>
<td>This process has not changed. We continue to follow the same process as mandated by the funding terms and conditions of our grant. Updated for yr. 2012/2013</td>
</tr>
</tbody>
</table>

Objectives

0 Objectives.
### Unit Review - Mission Statement

**Program Mission**

Describe the purpose of the program:

The overall goal of the Campus Child Development Center is to provide Los Angeles Mission College students a safe, nurturing learning environment for their children. Where their children can flourish while enabling our students increase their capacity towards academic accomplishments. The Campus Child Development Center provides a developmentally appropriate, culturally diverse program that addresses all phases of a child’s development – social, emotional, cognitive, and physical. Families are involved in all phases of their child’s educational progress through planning, implementation, and evaluation. Opportunities to build knowledge are available to all children through concrete hands – on experiences. A strong emphasis is placed on the child’s learning ability to think critically, work cooperatively, and problem solve.

Respondent: Monica Moreno

### Unit Review - Services & Hours of Operation

**Program Services & Hours of Operation**

Location, days/hours:

We are located at the northeast side of the campus. Our hours of operation is 7:30 am to 5:00 pm Monday through Friday.

Respondent: Monica Moreno

Services offered during last cycle:

<table>
<thead>
<tr>
<th>Service</th>
<th>Date Added</th>
<th>Date Deleted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Care Services</td>
<td>On-going</td>
<td></td>
</tr>
</tbody>
</table>

### Population Served

Describe the population served and the trends in student characteristics and/or outcomes that may impact your unit.

See attached Access report...

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**Unit Review - Staffing**
## Projected Retirements:

We have no projected retirements at this time.

Are there available faculty and classified staff adequate to support the program?

There is adequate faculty and classified staff to support the program.

Respondent: Monica Moreno

### Unit Review - Program Outreach

#### Program Outreach

What standing committees does your program maintain? What are their charges and membership?

At the moment, I am part of the Director’s rap which is associated to the CAEYC association Valley chapter. Also, two of the preschool faculty teachers are mentors for the Calif. Dept. of Education.

What intra-college collaboration has your program been involved in during the past six years?

Faculty and staff collaborate and participate in different committees. Those committees consist of Shared governance (facilities), Faculty Hiring Committee, Student Support Services Committee, Accreditation Steering Committee, and Center Director’s committee along with all 9 campuses.

What has your program done since the last review to establish connections with schools, institutions, organizations, businesses, and corporations in the community?

We have participated and where filmed for best practices as part of the CLASS training modules. Also, I have been selected (director) to be a presenter at the CADA conference in Sacramento. We are also still receiving the initial training from PITC for infant/toddler care. We will continue with this program on an ongoing basis.

Respondent: Monica Moreno
Unit Effectiveness - Quality & Accessibility of Services

Student Satisfaction Survey

No Survey(s) Added.

Discuss and analyze Student Satisfaction Survey results and what program changes will be implemented in response to the survey data.

See attached Summary...

Respondent: Monica Moreno

Faculty/Staff Program Assessment Survey

No Survey(s) Added.

Discuss and analyze Faculty/Staff Program Assessment Survey results and what program changes will be implemented in response to the survey data.

NA

Unit Effectiveness - SLOs

Student Service Area Outcomes

1) Outcome Parent will continue their academic career.
2) Related ILO 1) Written and Oral Communication
3) Assessment Method Parent survey summary from Ca. Dept. of Education.
4) Results Summary
5) Implementation Plan The parent will be required to collect their grades/transcripts online and submit them to our office (after every semester and intercession)

Remove

1) Outcome Parent will become an advocate for their children.
2) Related ILO 6) Ethics and Values applied to decision-making
3) Assessment Method Parent survey summary from Ca. Dept. of Education.
4) Results Summary
5) Implementation Plan Parents will participate in parent meetings and the parent advisory council. (once a month)

Remove

1) Outcome Parent will have an understanding of their child’s development.
2) Related ILO 2) Information Competency
3) Assessment Method Parent survey summary from Ca. Dept. of Education.
4) Results Summary
5) Implementation Plan Parent will participate in parent conferences. (once in the fall and spring)

Remove

1) Outcome Students will be able to demonstrate the ability to find other services in the community (e.g. employment and training opportunities, parenting classes, health care).
2) Related ILO 4) Information Competency
3) Assessment Method A parent survey will be given in April 2011 that will measure whether the student has been given enough information and support regarding the ability to find other services in the community.
4) Results 82% of students taking the survey felt that they understood how to find services in the community. 18% were not satisfied.
5) Implementation Plan During our enrollment process we have students fill out a “Family Needs Assessment” form that asks them if they would like information regarding any community resources. We then give them the information and they are required to go out and seek the services on their own.

Remove

1) Outcome Students will be able to demonstrate an understanding of their child’s social behavior and to support their children’s social emotional development by using the CSEFLL model.
2) Related ILO 2) Information Competency
Commendation

Meeting Frequency
Type
Two

Monica Moreno

3. Improve Educational Quality

Our implementation plan for the 2012 2013 SAO plan is to provide parents workshops on social emotional development as part of the CSEFFL model.

Core Competencies Alignment

How do the department’s course and program SLOs address Mission’s Core Competencies? (legacy)

Our core competencies where taken directly from the West’s Core Competencies.

Respondent: Monica Moreno

Assessment

Describe what has been done in developing and conducting assessment of student learning outcomes. Describe any changes implemented as a result of your findings from the assessment of student learning outcomes. (legacy)

Survey showed that there was a need for child care for younger or older children. The center now accommodates infant/toddlers aged children all the way up to school age.

Unit Effectiveness - Human Resources

Professional Development

<table>
<thead>
<tr>
<th>Name/Status</th>
<th>Activities</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Day Care Pro</td>
<td>On-Campus Presentations</td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>On-Campus Presentations</td>
<td></td>
</tr>
<tr>
<td>Staff</td>
<td>On-Campus Presentations</td>
<td></td>
</tr>
</tbody>
</table>

Professional Development Needs

Are there areas of unmet professional development needs among faculty in this program? Please explain a proposed plan of action for addressing this need and any resources needed to achieve this development.

Since we are now a new program I am now looking at the most effective way to provide professional development on an ongoing basis. I am in the process of ordering new televisions and dvd equipment so that we can provide quality videos on an informal basis. The goal is to provide two formal trainings a year. Making all observation rooms into smart classrooms would also be ideal for professional development.

Respondent: Monica Moreno

Unit Effectiveness - Facilities & Equipment

Facilities & Equipment

Is space and equipment currently assigned to your unit adequate to support the needs of the service area? Please explain?

Space currently assigned to program is adequate and and supports the needs of the service area.

Does the program regularly utilize general campus facilities? Are they available and adequate?

Program regularly utilizes campus facilities. Area is readily available and adequate.

Respondent: Monica Moreno

External Accountability - Advisory/Oversight Committee

Advisory / College Oversight Committee

Members Names, Representation:
External Accountability - Compliance Status

Accreditation or Compliance Status

Is this program subject to approval/accreditation by specialized state, regional, or national accrediting agencies?  Yes

What is the program’s accreditation status?

At this moment we are not accredited but in the future we are planning to apply for accreditation from the National Association for the Education of Young Children (NAEYC)

Respondent: Monica Moreno

Recommendations

Indicate recommendation of the most recent accreditation evaluation of the program and corrective actions taken or planned. Most recent accreditation report and all additional pertinent documentation and explanations should be available on site for consultant review

NA

Planning Assumptions & Assessment

Service Area Planning Assumptions

In the space below, please list the planning assumptions that will guide your unit during the next 3 year period. Include assumptions for at least the following areas:

- Expected demand
- Anticipated funding trends
- Anticipated pedagogical trends
- Anticipated technological trends
- Anticipated trends in student needs and/or demographics
- Relevant Advisory Group recommendations

Our funding source are state grants offered by the California Department of Education. Every year we are required to resubmit a refunding application. As long as we are in good standing with all “Funding Terms and Conditions” of our contract we are allocated the funds for the following year. Every year we are to self assess our program and submit the reports to the state in compliance with our FT&C. Every three years we go through the process of an audit by the state called “Catagorical Monitoring Review”. Allocation of funds is dependent on awarded amounts and cola increases when available. Students are in great need of this service as we have a long wait list. The fiscal viability of this program will some be in jeopardy because although the state allows some cola increase it is not enough to cover all salaries Although the grant allows some cola increase it will soon not be enough to support salaries. In the immediate future, the catagorical budget has been decreased by more than 32% which will not be adequate enough to cover the director’s salary or day to day substitute teachers.

Respondent: Monica Moreno

Self-Assessment of Challenges Facing Program

Please present the unit’s analysis of the challenges it will face over the next 3 years in light of the measures of program effectiveness, progress toward past goals, and new planning assumptions.
The challenges we face in the future is coverage for salaries. Although cola increase are given every year (when available) they are not enough to off set the cost for our full time faculty. I foresee a trend when the campus my have to consider faculty contribution for the Child Development Center to cover some full time faculty pay. For the year 2009 2010 and hereafter, since the catagorical budget has been decreased by more then 32% the campus will need to contribute toward the full time tenured faculty director salary and hourly pay for day to day substitute teachers.

Supplemental Material

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<td>Information regarding question: Given the data, describe the trends in Ethnicity, Age and Gender. What are the implications for your program?</td>
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</tbody>
</table>

Objectives & Resources

Objective

| Objective: | To place tenured tac pos. in the campus budget. (2012 - 2013) (Priority: Critical) |
| Related Goal Area: | 1. Expand Access |
| Individual(s) Responsible: | President |
| Period: | 7/1/2012 - 6/1/2013 |
| Activity: | The tenured faculty position is currently being supported by the campus budget but in not initially funded. It is funded after cost has incurred. The cost needs to be a part of the campus budget. |
| Expected Outcome and Measure: | This will ensure the integrity of the Child Development Center Lab School program. |
| Assessment: | |

Objective

| Objective: | This will expand the services we offer to students for access. (2011-2012) (Priority: High) |
| Related Goal Area: | 1. Expand Access |
| Individual(s) Responsible: | College |
| Period: | 7/1/2011 - 6/1/2012 |
| Activity: | We need to hire another full time faculty tenured position. |
| Expected Outcome and Measure: | By hiring another full time faculty tenured position we will office more services and stability to the program. |
| Assessment: | Although the position is currently supported by the campus budget, the position is yet to be institutionalized as part of the campus budget. |
Objective

Objective: We need a classified personnel for the evening program. (2010-2011) (Priority: High)

Related Goal Area: 7. Increase Community Responsiveness

Individual(s) Responsible: Monica Moreno

Period: 7/1/2010 - 6/1/2011

Activity: Are in great need of a staff person in order to increase our hours of operation into the evening.

Expected Outcome and Measure: It will increase our security at the center if we have a person on staff in the evening.

Assessment: We no longer have the evening program.

Objective

Objective: We need shade structures. (2010-2011) (Priority: Critical)

Related Goal Area: 3. Improve Educational Quality

Individual(s) Responsible: College President

Period: 7/1/2010 - 6/1/2011

Activity: We have no shade structure in the infant/toddler playgrounds which is out of compliance with licensing. The other structures where meant to be temporary structures and are not DSA approved.

Expected Outcome and Measure: To be in compliance with DSA and Licensing requirements.

Assessment: This still continues to be an issue. We were given however $29,700 dollars for shade in the infant toddler play grounds which we need to use before the end of 2012/2013 academic year.

Objective

Objective: Would like all observation rooms and classroom as smart rooms. (2010-2011) (Priority: High)

Related Goal Area: 3. Improve Educational Quality

Individual(s) Responsible: College President

Period: 7/1/2010 - 6/1/2011

Activity: Having smart rooms will increase our ability to offer professional development to staff.

Expected Outcome and Measure: Better quality of program when staff is well trained. Also, a requirement of the state grant to offer staff, staff development.

Assessment: There is still a need for Smart Classrooms

Objective

Objective: Play equipment will soon be needed for children. (2010-2011) (Priority: Medium)

Related Goal Area: 3. Improve Educational Quality

Individual(s) Responsible: Monica Moreno

Period: 7/1/2010 - 6/1/2011

Activity: Children play equipment i.e. (bikes, trikes, water tables, tables, chairs etc.) Will be needed soon.

Expected Outcome and Measure: According to our Environmental Rating Scale equipment should be well maintained.

Assessment: We are still in need of new equipment for children.

Objective

Objective: Two-way glass is neeced in the observation rooms. (2010-2011) (Priority: High)

Related Goal Area: 3. Improve Educational Quality

Individual(s) Responsible: College President

Period: 7/1/2010 - 6/1/2011

Activity: We have no shade structure in the infant/toddler playgrounds which is out of compliance with licensing. The other structures where meant to be temporary structures and are not DSA approved.

Expected Outcome and Measure: To be in compliance with DSA and Licensing requirements.

Assessment: This still continues to be an issue. We were given however $29,700 dollars for shade in the infant toddler play grounds which we need to use before the end of 2012/2013 academic year.

Resource

Resource Requested: Equipment (2010-2011) (Quantity: 5 Units)

Anticipated Total Cost: $10,000

Contact Person: Monica Moreno

Description of Item: Shade structure are needed to comply with licensing and DSA requirements.

Type: One_Time

Resource Priority: Critical

Objective

Objective: Would like all observation rooms and classroom as smart rooms. (2010-2011) (Priority: High)

Related Goal Area: 3. Improve Educational Quality

Individual(s) Responsible: College President

Period: 7/1/2010 - 6/1/2011

Activity: Having smart rooms will increase our ability to offer professional development to staff.

Expected Outcome and Measure: Better quality of program when staff is well trained. Also, a requirement of the state grant to offer staff, staff development.

Assessment: There is still a need for Smart Classrooms

Resource

Resource Requested: Equipment (2010-2011) (Quantity: 8 Units)

Anticipated Total Cost: $4,000

Contact Person: Monica Moreno

Description of Item: Making all observation rooms and classrooms, smart rooms.

Type: One_Time

Resource Priority: High

Objective

Objective: Play equipment will soon be needed for children. (2010-2011) (Priority: Medium)

Related Goal Area: 3. Improve Educational Quality

Individual(s) Responsible: Monica Moreno

Period: 7/1/2010 - 6/1/2011

Activity: Children play equipment i.e. (bikes, trikes, water tables, tables, chairs etc.) Will be needed soon.

Expected Outcome and Measure: According to our Environmental Rating Scale equipment should be well maintained.

Assessment: We are still in need of new equipment for children.

Resource

Resource Requested: Equipment (2010-2011) (Quantity: 5 Units)

Anticipated Total Cost: $2,500

Contact Person: Monica Moreno

Description of Item: Replace play equipment for children.

Type: One_Time

Resource Priority: Medium

Objective

Objective: Two-way glass is neeced in the observation rooms. (2010-2011) (Priority: High)
<table>
<thead>
<tr>
<th>Period: 7/1/2010 - 6/1/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity: The glass that is in the observation rooms at the moment are not sound proof or actual two-way glass. Therefore, it is difficult for students to use the observation rooms between the hours of 12:00 to 3:00 since the children are sleeping and observers need to be quiet when they visit and it is difficult to see into the classroom because of the glass we have now.</td>
</tr>
<tr>
<td>Expected Outcome and Measure: More students visit our classroom and they get a chance to see an exceptional program.</td>
</tr>
<tr>
<td>Assessment: Still a need.</td>
</tr>
</tbody>
</table>

**Resource**

- **Resource Requested:** Equipment (2010-2011) (Quantity: 7 Units)
- **Anticipated Total Cost:** $12,000
- **Contact Person:** Monica Moreno
- **Description of Item:** Two-way glass for the observation rooms.
- **Type:** One Time
- **Resource Priority:** High

**Objective**

- **Objective:** The sand box's need to have sand box covers. (2010-2011) (Priority: Critical)
- **Related Goal Area:** 3. Improve Educational Quality
- **Individual(s) Responsible:** College President
- **Period:** 7/1/2010 - 6/1/2011
- **Activity:** It is required by licensing that the sand box's at the center have a sand box cover for health and safety purposes.
- **Expected Outcome and Measure:** Comply with the health and safety regulation of licensing.
- **Assessment:** Cats continue to use the sand box.

**Resource**

- **Resource Requested:** Equipment (2010-2011) (Quantity: 3 Units)
- **Anticipated Total Cost:** $5,000
- **Contact Person:** Monica Moreno
- **Description of Item:** Sand box covers.
- **Type:** One Time
- **Resource Priority:** Critical

**Objective**

- **Objective:** By providing student workers with a full kitchen. (2010-2011) (Priority: High)
- **Related Goal Area:** 3. Improve Educational Quality
- **Individual(s) Responsible:** College President
- **Period:** 7/1/2010 - 6/1/2011
- **Activity:** The kitchen at the center is only a warming kitchen. We do not have a stove. The student workers who prepare the food for the children do not have the adequate equipment to do their job effectively.
- **Expected Outcome and Measure:** I wider variety of nutritious meals for the children.
- **Assessment:** We are still a warming kitchen.

**Resource**

- **Resource Requested:** Equipment (2010-2011) (Quantity: 1 Units)
- **Anticipated Total Cost:** $15,000
- **Contact Person:** Monica Moreno
- **Description of Item:** A new vent and stove for the center's kitchen.
- **Type:** One Time
- **Resource Priority:** High

**Objective**

- **Objective:** Provide funding for the full time tenured faculty instructor. (2010-2011) (Priority: Critical)
- **Related Goal Area:** 5. Maintain Fiscal Stability
- **Individual(s) Responsible:** President, Vice President of Student Services
- **Period:** 6/1/2010 - 7/1/2011
- **Activity:** Because of the vast budget cuts, the SFP grant for the Child Development Center is under funded and can no longer sustain the tenured full time faculty's instructor's (preschool teacher) salary and benefits.
- **Expected Outcome and Measure:** The program will continue to stay in compliance with all licensing requirements as well as the high quality program which is essential to a lab school.
- **Assessment:** As of today, my tenured faculty teacher is still being subsidized by the catagorical account. Needs to be paid out of program 10100.

**Resource**

- **Resource Requested:** Personnel Regular (2010-2011) (Quantity: 1 FTEInstructor)
- **Anticipated Total Cost:** $75,000
- **Contact Person:** Monica Moreno
- **Description of Item:** Because of the vast budget cuts, the SFP grant for the Child Development Center is under funded and can no longer sustain the tenured full time faculty's instructor's (preschool teacher) salary and benefits.
- **Type:** Ongoing
- **Resource Priority:** Critical

**Objective**

- **Objective:** More Drop off/ pick up parking space (2010-2011) (Priority: Medium)
- **Related Goal Area:** 7. Increase Community Responsiveness
- **Individual(s) Responsible:** President
- **Period:** 7/1/2010 - 6/1/2011
- **Activity:** According to our parent survey, one of their places for improvement was in parking. It is getting increasingly difficult for parents to drop off/ pick up their children because of the parking situation. Students are continually getting to class late because they need to wait for space to park.
Objective

Objective: To maintain services through Fiscal Stability (2010-2011) (Priority: Critical)
Related Goal Area: 5. Maintain Fiscal Stability
Individual(s) Responsible: President, Vice President of Student Services
Period: 7/1/2010 - 6/1/2011
Activity: Because of the vast budget cuts, the categorical account for the Child Development Center is under funded and can no longer sustain the tenured full time faculty’s salary and benefits.
Expected Outcome and Measure: The program will continue to stay in compliance with all licensing requirements by maintaining the director in place.
Assessment: Still need support.

Resource

Resource Requested: PersonnelRegular (2010-2011) (Quantity: 1 FTEInstructor)
Anticipated Total Cost: $75,000
Contact Person: Monica Moreno
Description of Item: Because of the vast budget cuts, the categorical account for the Child Development Center is under funded and can no longer sustain the tenured full time faculty’s salary and benefits.
Type: Ongoing
Resource Priority: Critical

Objective

Objective: Objective Placeholder (2010-2011) (Priority: Critical)
Related Goal Area: 3. Improve Educational Quality
Individual(s) Responsible: Objective Placeholder
Period: 7/1/2010 - 6/1/2011
Activity: When faculty are absent, we are not able to replace them with a faculty substitute. The program suffers because the task falls on the assistant teachers who are students workers and do not have the knowledge and expertise necessary to lead other students. (practicum students, volunteers and other assistant teachers.)
Expected Outcome and Measure: The lab school quality of service in instruction will continue.
Assessment: Still do not have funding for substitute teachers.

Resource

Resource Requested: PersonnelHourly (2010-2011) (Quantity: 15 StandardHours)
Anticipated Total Cost: $26,328
Contact Person: Monica Moreno
Description of Item: When faculty are absent, we are not able to replace them with a faculty substitute. The program suffers because the task falls on the assistant teachers who are students workers and do not have the knowledge and expertise necessary to lead other students. (practicum students, volunteers and other assistant teachers.)
Type: Ongoing
Resource Priority: Critical

2012-2013 Child Development Center Funding Resources

<table>
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<tr>
<th>Category</th>
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<th>Total Budget</th>
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<td>Personnel (Certificated)</td>
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<tr>
<td>Supplies/Printing/Postage</td>
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<tr>
<td>Equipment</td>
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<tr>
<td>Other</td>
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<tr>
<td>Totals</td>
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</tr>
</tbody>
</table>

2013-2014 Active Resource Summary
Final Summary

Summary

Based on your program review, summarize:

Program Strengths - What is your program doing well?

We are providing students with child care services that coincide with our offerings of classes. We have a comprehensive infant/toddler, preschool and after school program. We offer student workers hands-on training to find placement in their career choice.

Program Weaknesses - What areas can your program improve?

We need to find better ways of marketing our program and step up recruitment efforts.

Discuss anything else you would like to share about your program that has not been addressed.

Just to reiterate, since our program is a grant earned based contract there is going to be a time when our grants will not be enough to cover salaries. This program is essential to our non-traditional students who decide to come back to school after they have had their families. Therefore not providing this program will impact the campuses overall enrollment. I foresee in the next three years we will need the campus to contribute to the center. Either in Salaries, cover substitute teacher pay or classified employee salaries.

Respondent: Monica Moreno

Recommendations

Validation Review

Submit Program Review

For continuous improvement, Program Review Team takes your suggestions seriously. Please tell us which screen (s) you would like to improve or change and how to make those changes or improvements.

Program Review has been completed for this Unit.