Child Development Center
NIPR 2021 (Close Out of Program)

LASSEN COMMUNITY COLLEGE
Brady Reed, Interim Vice President of Student Services

Dr. Randy Joslin, Interim Vice President of
Administrative Services

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SECTION 1: INSTITUTIONAL EFFECTIVENESS PLANNING

I. Program Overview and Objectives

The Lassen College Child development Center has ceased to function as a non-instructional program of the District. This non-instructional program review is the final 'close out' review of this program.

With a deep commitment to the education of our students, the betterment of our communities, and to serving as an economic engine for our region, Lassen College must act in a responsible, effective manner that prioritizes the health and welfare of those attending the college or visiting campus, in accordance with state regulation, and in a way that protects our limited resources and expends those resources in a manner that best serves the broader needs of our students. Doing this sometimes means tough choices, and ending this program was one of those times.

While in operation, the center functioned to provide child care to the campus and to the community. Factors that contributed to the end of this program included changes in state mandates that negatively affected funding, low utilization of the program by students, and the significantly negative impact of COVID-19 on the overall operation of the program. Ultimately, this Non-Instructional program was discontinued on May 29, 2020 and the facility was subsequently leased to an outside organization to operate. This outside organization is not affiliated with the District or its employees.

While the current operation of the facility still supports the Early Childhood Development instructional program, that program is reviewed in a separate *instructional* program review and is therefore not the subject of this *non-instructional* program review.

Description/Evaluation:

a. Describe and evaluate the program objectives against the LCC strategic plan, specifically the mission statement and strategic goals [available online or in the current catalog].

The Child Development Center program is no longer operated by the District and therefore no longer supports the mission of the District in any non-instructional capacity. While the current operation of the facility still supports the Early Childhood Development instructional program, that program is reviewed in a separate instructional program review and is therefore not covered this non-instructional program review.

b. Evaluate any changes in the program since last review. Include summary of Annual Updates completed since last review.

The Child Development Center program has ceased to operate as a non-instructional program of the District.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning, Student Services Planning, and/or Academic Planning tables at the end of the section for any recommendations requiring institutional action.
   N/A

I Administrative Unit and/or Student Learning Outcomes Assessment

Student Learning Outcome Assessment

AUO and SLO assessment is important to maintain and improve institutional effectiveness and provide an effective learning experience for LCC students. Departments are expected to measure AUO and/or SLO annually; these records are maintained in WEAVE and are available for review at any time.

Description/Evaluation:

1. Identify and evaluate Administrative Unit and/or Student Learning Outcomes including the relationship to strategic goals for AUOs and institutional student learning outcomes for SLOs utilizing information from WEAVE.
   N/A

2. Attach an AUO and/or SLO assessment summary as provided by Office of Institutional Effectiveness.
   N/A

3. Provide an analysis of findings of the assessment results may be leveraged to support equipment, facility, staffing, or other budget and planning need and include the justification in your analysis.
   N/A

Planning Agenda:

List recommendations and actions by the above evaluation of AUO and/or SLO results. Complete Institutional Effectiveness Planning, Student Services Planning and/or Academic Planning tables at the end of the section for any recommendations requiring institutional action. For any items needing Human Resources Planning, Institutional Technology Planning, or Facilities Planning action, please make sure to include the information within the appropriate section and table later in the program review document.

   N/A

III. Equipment

Description/Evaluation:

1. List capital outlay equipment, age of equipment and replacement schedule.
   N/A

2. Identify any existing equipment maintenance/service agreements.
   N/A

3. Evaluate the condition of capital outlay equipment in light of the replacement schedule and available funds.
   N/A

4. Evaluate the effectiveness of and need for additional maintenance /service agreements.
   N/A

5. Justify any proposed modification or additions to equipment available for students and/or faculty/instructional assistants within the program.
   N/A

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning, Student Services Planning, and/or Academic Planning table at the end of the section for any recommendations requiring institutional action.

   N/A

IV. Outside Compliance Issues (if appropriate for program)

Description:

If appropriate, describe the role of outside compliance issues on the program.

   While in operation, the Child Development Center was required to be in compliance with regulatory agencies. This requirement is no longer a responsibility of the District.

Evaluation:

Assess changes in compliance or identification of compliance-related needs and the impact on the program.

   N/A

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning, Facilities Planning, Technology Planning and Human Resource Planning Forms as appropriate for any recommendations requiring institutional action.

   N/A

VI. Prioritized Recommendations

A. Prioritized Recommendations for Implementation by Program Staff

List all recommendations made in Section One that do not require institutional action (ie. curriculum development) in order of program priority.

N/A

B. Prioritized Recommendations for Inclusion in the Planning Process

List all recommendations made in Section One that should be included in Lassen College's planning and budgeting process, specifically in the Educational Master Plan, Student Services Master Plan, or Institutional Effectiveness Master Plan. Separate recommendations into the appropriate plan(s). Items to be included in the Human Resource Master Plan, Institutional Technology Master Plan, or Facilities Master Plan should be addressed in Sections Two, Three or Four in lieu of or in addition to inclusion in the Academic Master Plan. See Attachment A for Master Plan Overview to determine where recommendations are best placed.

Prioritized Recommendations for Inclusion in Institutional Effectiveness Master Plan
Child Development Center - 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	N/A			

Prioritized Recommendation for Inclusion in Student Services Master Plan
Child Development Center - 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	N/A			

Prioritized Recommendations for Inclusion in Educational Master Plan
Child Development Center - 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	N/A			

Section Two: Human Resource Planning

I. Program Staffing

Description/Evaluation:

1. List the current staffing for the program include: managers, faculty positions, and classified staff.

   District employees are no longer involved with or working as part of this program.

2. This section provides an opportunity for analysis and justification of projected staffing needs to support the program. Work-study student needs may be included.

   There are no longer any staffing needs for this program.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning and Human Resources Planning Forms as appropriate for any recommendations requiring institutional action.

   N/A

II. Professional Development

Description/Evaluation:

1. Describe the professional development and professional activities of the program staff relevant to program improvements that has occurred during the period under review. (workshops, conferences, staff development, work experiences, etc.)

   N/A

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning and Human Resources Planning Forms as appropriate for any recommendations requiring institutional action.

   N/A

III. Administrative Unit and/or Student Learning Outcome Assessments

<u>Description/Evaluation:</u>

1. Describe any results from assessment of administrative units and/or student learning outcomes that affect human resource planning

N/A

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning and Human Resources Planning Forms as appropriate for any recommendations requiring institutional action.

N/A

IV. Prioritized Recommendation

Prioritized Recommendations for Implementation by Program Staff

List all recommendations made in Section Two that do not require institutional action (ie. curriculum development) in order of program priority.

N/A

Prioritized Recommendations for Inclusion in the Planning Process

List all recommendations made in Section Two that should be included in Lassen College's planning and budgeting process. See Attachment A for Master Plan Overview to determine where recommendations are best placed.

Prioritized Recommendations for Inclusion in Human Recourse Master Plan
Child Development Center - 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	N/A			

Section Three: Facilities Planning

I. Facilities

Description/Evaluation:

1. Describe and evaluate the Lassen Community College facilities available to the program.
   Building and grounds maintenance for the facility are still done by District staff. Custodial services are no longer provided.

2. Describe and evaluate additional facilities utilized off-campus by the program (attach any relevant rental agreements)
   N/A

3. Describe any facilities needs identified by assessments of administrative unit and/or student learning outcomes
   N/A

4. Justify any proposed modifications or additions to existing facilities that would better serve the program planned for the next five years.
   N/A

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness, Facilities Planning, and Technology Planning Forms as appropriate for any recommendations requiring institutional action.
   N/A

II. Prioritized Recommendations
Prioritized Recommendations for Implementation by Program Staff
List all recommendations made in Section Three that do not require institutional action (ie. curriculum development) in order of program priority.
   N/A

Prioritized Recommendations for Inclusion in the Planning Process
List all recommendations made in Section Three that should be included in Lassen College's planning and budgeting process. See Attachment A for Master Plan Overview to determine where recommendations are best placed.

Prioritized Recommendations for Inclusion in the Facilities Master Plan
Child Development Center - 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	N/A			

Section Four: Technology Planning

I. Institutional Technology

Description/Evaluation:

1. Describe and evaluate technology and technology support provided for instruction and instructional support.

   District technology and technological support of this program are no longer required.

2. Describe any technology and technology support needs identified by assessment of administrative unit and/or student learning outcomes.

   N/A

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning, Facilities Planning, Technology Planning and Human Resource Planning Forms as appropriate for any recommendations requiring institutional action.

   N/A

II. Prioritized Recommendations

Prioritized Recommendations for Implementation by Program Staff

List all recommendations made in Section Four that do not require institutional action (ie. curriculum development) in order of program priority.

   N/A

Prioritized Recommendation for Inclusion in the Planning Process

List all recommendations made in Section Four that should be included in Lassen Community College's planning and budgeting process. See Attachment A for Master Plan Overview to determine where recommendations are best placed.

Prioritized Recommendations Inclusion in Institutional Technology Master Plan
Child Development Center - 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	N/A			

Lassen Community College Master Plan Overview

Six master plans comprise the Comprehensive Institutional Master Plan. Recommendations from program reviews will be input into the selected master plans as determined by faculty in the prioritized recommendation spreadsheets. To better understand which master plan might be most appropriate for each program recommendation, a summary/objective of each plan is included below. More information can be found in the Shared Governance and Consultation Council Handbook and the Comprehensive Institutional Master Plan.

Institutional Effectiveness Master Plan (IEMP): the IEMP addresses college needs not addressed in other plans. These needs include research, governance, outcome assessment, and administrative operations.

Educational Master Plan (EMP): The EMP addresses the instructional planning needs of the college.

Student Services Master Plan (SSMP): The SSMP highlights the services needed to maximize the student experience through a variety of key student support services.

Institutional Technology Master Plan (ITMP): The ITMP addresses the technology needs of the campus.

Facilities Master Plan (FMP): The FMP addresses the physical infrastructure, facility, and maintenance needs of the campus.

Human Resources Master Plan (HRMP): The HRMP identifies and manages the administrative functions of recruitment, selection, evaluation, and professional development needs of the College to ensure a fully-staffed and highly functioning team of employees.