



Program Review Annual Update

Approved by Senate for Instructional Program Review Updates on September 10, 2013

1. **Department:** Child Development Center
2. **Reporting year:** 2013-2014
3. **Names of the individuals participating in the review:** Shelly Baxter, CDC Program Supervisor; Wendy Donohue, CDC Teacher; Janet Butcher, CDC Associate Teacher; Espie Foster, CDC Associate Teacher and Tina Madrid, CDC Assistant Teacher
4. **Progress Report: Review previous IPR or NIPR and/or annual update. Describe progress made on any recommendations and any changes made within the program.**
 1. Hire a half-time afternoon teacher (\$15,000) *In-progress*
 - Discussions have occurred with the dean of Student Service in summer 2013
 - Employee is paid overtime to cover the need in summer 2013
 2. Recruit and hire student interns who qualify for Federal or CalWORKS work study. *Completed/On-going*
 - Hired student interns in the fall 2013 and spring 2014 semesters
 3. When budget allows return the 47% Assistants to 100% *Not Started*
 - This is due to budget limitations from the state of California
 4. When budget allows return the 47% Lead Teacher to 100% *Terminate*
 - Terminated based on funding availability
 5. Reduce the hours of care for Toddlers by one-half hour *Completed*
 - Hours were reduced in fall 2012
 6. Eliminate two Child Development Teachers *Completed*
 - The two position were eliminated in fall 2011
 7. Reassign (one) six hour per day assistant from Infants to Toddlers *Completed*
 8. Reassign Food Service worker from Cafeteria to Part Time position in Child Development *Completed*
 9. Continue the CD Coordinator position *Terminated*
 10. As budget allows, replace technology equipment bases on a priority set by program staff *Completed/On-going*
 - ITMP is setting up a refresh schedule
 11. To address parent participation use fall parent meetings as a forum to solicit parent volunteer help in field trip, class parties, and in-classroom assistant volunteers beginning of each fall semester *Completed/On-going*
 12. Increase advertising and outreach efforts in the community *Completed*
 13. Examine staffing and attendance patterns for efficiency after the first month of each semester. Make staffing adjustments as appropriate *Completed/On-going*

14. Complete the Desired Results Self Study Review each year by June 1st *Completed/On-going*
15. As part of the Self Study Review set achievable, measurable goals to be assessed by June 1st of the following year. *Completed/On going*
16. Cooperate fully with all outside compliance agencies and implement action plans as they are developed in the finding of each review on the timeline set in the review report. *Completed/On going*
17. Continue to stay abreast of National Association of the Education of Young Children standards and strive to meet those that are fiscally possible. *Terminated*
18. Develop a plan for relocation of the four-year-old classroom when the District decides to remove the current portable. *Completed*

5. Outcome Assessment (SLOs/PSLOs/AUOs):

The assessment of 2012-2013 there was not assessment conducted on the CDC. The assessments will be completed in spring 2014.

6. Curriculum: Not applicable

7. Program Emerging Needs Assessment: Describe needs that have developed since the previous review. Consider emerging needs in staffing, equipment, training, facilities, or funding, Include data sources in the previous item that support emerging program needs.

- Increase funding for child development services (supplies, nutrition, salaries) (\$80,000)
- Renovation of infant playground (\$15,000)

8. Progress and Reprioritization of Recommendations:

- a. Review the prioritized recommendations in the previous program review.
- b. Record outcomes of items in the planning agendas for each section.
- c. Specify any changes in priority as well as any additions or deletions.
- d. Provide updated planning agenda forms for each planning committee.

Table 1. 2013-2014 Child Developing Center Prioritized Recommendations Requiring Institutional Action for Inclusion in Educational Master Plan

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost	Expected Outcome

Table 2. 2013-2014 Child Developing Center Prioritized Recommendations Requiring Institutional Action for Inclusion in Human Resource/Professional Development Master Plan

Strategic Goal	Planning Agenda Item(s)	Implementation Timeframe (Year)	Estimated Cost	Expected Outcome

Table 3. 2013-2014 Child Developing Center Prioritized Recommendations Requiring Institutional Action for Inclusion in Facilities Master Plan

Strategic Goal	Planning Agenda Item(s)	Implementation Timeframe (Year)	Estimated Cost	Expected Outcome
3	Renovation of infant playground	2015-2016	15,000.00	Safety

Table 4. 2013-2014 Child Developing Center Prioritized Recommendations Requiring Institutional Action for Inclusion in Institutional Technology Master Plan

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost	Expected Outcome

Table 5. 2013-2014 Child Developing Center Prioritized Recommendations Requiring Institutional Action for Inclusion in Student Services Master Plan

Strategic Goal	Planning Agenda Item(s)	Implementation Timeframe (Year)	Estimated Cost	Expected Outcome
2	Increase funding for child development services (supplies, nutrition, salaries)	2015-2016	80,000.00	Program sustainability

9. Additional Information: Describe or note additional information pertinent to the program, particularly information which supports new needs or growth or that documents program successes.

- Investigation on the relocation of the playground
- Investigation of additional budgetary resources
- Investigation methods to becoming sustainable