

This Annual update is due on March 25th of each year that your three year Program review and planning document is not due. Please email a copy of this to your Division dean and the VP Office of Student Services.

1. What is the name of your Department and/or Division?

CSM Student Services: Child Development Center

2. List the names of everyone who participated in developing this annual update.

Louise Piper, Coordinator
Karen Wiggins Dowler & Lori Pilster, Master Teachers
Yovanka Crossley & Maggie Lam, Teachers
Clara Valdez-Chon & Jamie Hui, Associate Teachers

3. Based on the elements in your Annual Update Data Sheet (Provided by IRP to your dean) and goals stated in your most recent Program Review, please identify any key successes and challenges.

Key successes:

- Collaborated with CSM's Health Center to promote staff development by offering in-service training on Infectious Disease Prevention and followed up by instituting a series of new daily health practices to improve program operation.
- Improved safety and access in outdoor area by securing funding to repair fissures and resurface asphalt on children's playground.
- Improved health and safety conditions by replacing mildewed flooring in classroom and kitchen.
- Promoted parent education by offering a series of parenting seminars on positive discipline.

Challenges:

- Program hours were not extended to better serve working families.

4. Are you on track for meeting the goals/targets that your program identified in its most recent Program Review? If not, please explain possible reasons why. If needed, update your goal/targets based on these reason.

Data collected from student satisfaction surveys in Spring 08 showed a need exists to extend program hours beyond 5:00 PM to accommodate the needs of working parents. Due to the resignation of one full-time staff member, it was not possible to increase program hours. Families will be surveyed again in Spring 09 to determine if there continues to be a need for extended hours and a plan for recruiting and hiring additional staff will be developed.

5. Have you identified any new goals or projects for the program to focus on during this next year? Please explain (grants, stipends, initiatives, etc.)

- Comply with Title 22 licensing requirements in the area of health and safety. Ensure children have access to drinking water in the outdoor play area. Secure funding through CDE Renovation and Repair grant to purchase and install commercial grade drinking fountain.
- Improve safety standards by developing a disaster preparedness plan for the Child Development Center.
- Promote staff development by offering in-service training on disaster preparedness.
- Foster children's learning in the area of music and movement. Plan and implement advanced curriculum experiences that extend children's understanding of music and encourage creativity in music. Secure funding for curriculum materials through Toddler Resource and Instructional Materials grants.

6. Are there any critical issues you expect to face in the coming year? How will you address those challenges?

Critical Issues:

Generating sufficient revenue to purchase curriculum materials, equipment and program supplies will be challenging given anticipated budget constraints.

Increasing enrollment and extending program hours of operation will not be possible unless we are able to fill the Classified staff position that is currently vacant. It continues to be a challenge to recruit qualified early care and education professionals who hold the required State credential and have the necessary training and experience to function effectively in the teacher role.

Strategies for addressing anticipated challenges:

Seeking external funding through grants and donations will be a priority. In addition, working in partnership with the Parent Advisory Committee to organize fund-raising events to generate additional revenue will be necessary.

Successful recruitment and retention of qualified staff from diverse cultural, ethnic and linguistic backgrounds will be accomplished through developing partnerships with community agencies such as, Child Care Coordinating Council Career project, the CAD Program at Canada and State University ECE departments.

7. Student Learning Outcome and Assessment focus for this year:

- a. Academic areas: Identify at least one course SLO in on which to focus. Describe the assessment strategies you will use and your method of reflection and documentation for this cycle.
- b. Student services areas: TBD

Assessment data from 2007-08 showed a need exists for parents to learn developmental norms, understand the role of temperament, identify their individual parenting style and practice positive guidance strategies.

SLO focus for 2008-09: Parents will learn to identify developmental norms and develop effective strategies for handling discipline in order to foster children's positive self-esteem.

Assessment strategies include: pre-test administered in January 2009 and post-test administered in May 2009. Test scores will be compared and data analyzed to determine if parents learned effective strategies for discipline from the series of parenting seminars offered throughout 2008-09. Evaluation forms will be completed by parents after each seminar and results will be analyzed to determine changes needed to improve seminar content and/or teaching methods.

8. **SUMMARY OF RESOURCES NEEDED TO REACH PROGRAM ACTION STEPS** (*Data resources: Educational Master Plan, GE-SLOs, SLOs; department records; Core Program and Student Success Indicators; previous Program Review and Planning reports*)

- a. In the matrices below, itemize the resources needed to reach program action steps and describe the expected outcomes for program improvement.* Specifically, describe the potential outcomes of receiving these resources and the programmatic impact if the requested resources cannot be granted.
**Note: Whenever possible, requests should stem from assessment of SLOs and the resulting program changes or plans. Ideally, SLOs are assessed, the assessments lead to planning, and the resources requested link directly to those plans.*

Full-Time Faculty Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
Input text here.	Input text here.	Input text here.

Classified Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
Input text here.	Input text here.	Input text here.

- b. For instructional resources including equipment and materials, please list the exact items you want to acquire and the total costs, including tax, shipping, and handling. Include items used for instruction (such as computers, furniture for labs and centers) and all materials designed for use by students and instructors as a learning resource (such as lab equipment, books, CDs, technology-based materials, educational software, tests, non-printed materials). Add rows to the tables as necessary. If you have questions as to the specificity required, please consult with your division dean. Please list by priority.

Resources Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
Item: Input text here. Number: Input text here. Vendor: Input text here. Unit price: Input text here. Total Cost: Input text here. Status*: Input text here.	Input text here.	Input text here.

* Status = New, Upgrade, Replacement, Maintenance or Repair.

Primary faculty contact

Date

Additional faculty

Date

Additional faculty

Date