



Welcome to Program Review

Merritt College - 2019

CHDEV - Instruction

Annual Program Update

Program Overview

Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.

The Merritt College Child Development Program prepares effective early care and education professionals to provide quality programs and services to children, families and the community. As the only Child Development Department in the Peralta College District and in Northern Alameda County, we are recognized for our programs of distinction and are committed to maintaining and expanding these programs.

Program Total Faculty and/or Staff

Full Time

Jennifer Briffa
Christine Olsen
Newt McDonald

Part Time

Margaret Bartelt, Alisa Burton, Laura Cheng, Shirley Chew, Elizabeth Crocker, Lissette Dominguez, Manqing Li, Bonnie Rippberger, Haneefah Shuaibe, Michelle St Germaine, Maria Sujo, Luvy Vanegas-Grimaud, Yufong Wang,

The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.

1. Assess annually a minimum of 1 SLO per regularly taught course. Assess PLO's on a 3-year cycle. Align all recently taught courses with ILO'S. Continue to engage in campus wide dialogue around assessment. Develop a process to review assessment results for both Distance Ed courses and corresponding face-to-face classes.

Status If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?
In-Progress

College Goal
Completion: Increase number of degrees and certificates by 20% over the next 5 years.

District Goal
Advance Student Access, Equity, and Success

Update all CHDEV course outlines. Expand our hybrid and on-line class offerings. Course revision for the 2nd phase of the Curriculum Alignment Project.

Status If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?
In-Progress

College Goal
Completion: Increase number of degrees and certificates by 20% over the next 5 years.

District Goal
Build Programs of Distinction

Secure stable and sustaining funding for the CHDEV advising certificate support program previously funded by Strong Workforce Funds. Expand student access to tutoring through virtual and f2f mentors.

Status If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?
In-Progress

College Goal
Completion: Increase number of degrees and certificates by 20% over the next 5 years.

District Goal
Build Programs of Distinction

Develop a CHDEV Career Pathway with the final employment goal of TK credentialed teacher. The pathway model will have at least 6 entry points and possible employment exits.

Status
Completed
College Goal
Time to Completion: Reduce the number of excess units earned by students.
District Goal
Build Programs of Distinction

Status

Completed

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal? The pathway map exists and is used for recruitment, advisement and marketing. It is currently found on our website and online. We also use the pathway map to work with Community Based Organizations in the community.

College Goal

Time to Completion: Reduce the number of excess units earned by students.

District Goal

Build Programs of Distinction

Continue offering classes during the day, evening and weekend to meet students need. Offer beginning level courses at sites other than Merritt College to build enrollment. Offer bilingual Spanish/English CHDEV bridge courses per student demand. Offer non-credit CHDEV courses with vessel ESOL at Merritt @ Fruitvale and other off-site locations.

Status

Completed

College Goal

Completion: Increase number of degrees and certificates by 20% over the next 5 years.

District Goal

Advance Student Access, Equity, and Success

Status

Completed

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal? The course schedule reflects our commitment to growing our program at Merritt@Fruitvale. We have also continued our pattern of offering classes evenings and Saturdays as well as through contract education.

College Goal

Completion: Increase number of degrees and certificates by 20% over the next 5 years.

District Goal

Advance Student Access, Equity, and Success

Describe your current utilization of facilities, including labs and other space

The Child Development Department currently utilizes 4-5 smart classrooms plus the lab practicum classroom and seminar room in the A building for a day, evening, and Saturday program. There is a Child Development Resource room, A109, where the Professional Development Coordinator and the resource staff are located. In addition, there is a Child Development Office with three smaller offices. Our bilingual CHDEV courses are taught in the community as well as sections of Child Development classes at different agencies to better meet the needs of our students.

Program Update

Semester End Enrollment/Usage Pattern

Review your Semester End Enrollment by setting the filter to your college and subject



Using the dashboard, review and reflect upon the data for your program. Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points from the dashboard to support your answer.

The enrollment Trends over the past three years have been steady. There was an encouraging increase from 2016-2017 to 2017-2018. The efforts of the college and the district to increase enrollment in general may have resulted in our increased enrollment. We have also made targeted efforts to examine when we offer our courses and where. Our non-credit courses have also added to our enrollment numbers as they all had high productivity rates. The increased offering of Distance Education courses has also led to increased enrollment. The rates for some of our students need to be addressed; particularly our Black/African American, Hispanic/Latino, and American Indian groups. The numbers are low for these groups for both course completion and course retention. The same is true for our youngest and oldest students particularly in online instruction. There is great disparity in these groups in hybrid and online performance. The department may need to look for ways to support these students with both technical and tutoring support.

Describe the department's progress on Student Learning Outcomes (SLOs) and/or Administrative Unit Outcomes (AUOs) since the last Program Review/APU. If your discipline offers a degree or certificate, please describe the department progress on Program Learning Outcomes (PLOs).

Our progress in SLO assessment continues to be steady except for courses which are taught infrequently. We need to update some of these courses so they have only 3 SLOs in line with the other CHDEV courses. Once we do these updates our goal is to complete all PLOs on a 2 year cycle again.

Since the last Program Review the department continues to use two strategies for our work on assessment:

- 1) course assessment is organized by the chair every semester; we assess every course that is taught Fall semester and then in the Spring semester and during summer session assess only those courses that were not offered in the Fall semester. The chair assigns 1 slo to each faculty member who is teaching a section of the course. With this organization, every course SLO is assessed every three years and faculty become knowledgeable about how to assess their courses.
- 2) Beginning of semester department meetings where we share our assessment plans, results and actions plans. We discuss the various actions proposed and offer each other validation or suggestions for alternative actions. We also discuss requests for resources that need fiscal support such as embedded tutors or guest speakers.
- 3) The faculty is supported in completing the process either in the CurricUNet Meta system or on the word template. Trainings for new faculty members or faculty who request more help with the process are set with the SLO coordinator and/or informal support is given to new faculty by contract faculty or the chair. The improvements that could be made is to provide more time for thoughtful reflection and discussion of assessment results, especially as pertains to program and course revision and development.

Describe the outcomes and accomplishments from previous year’s funded resource allocation request.

Brief description of funded request	Source (any additional award outside your base allocation)	Total Award Amount	Outcome/Accomplishment
.5 staff assistant to run the CHDEV certificate support program	Strong Workforce Funds	\$54,000.00	Bi-lingual permit/certificate advising is available Monday through Saturday (day and evening hours) for all Child Development students and prospective students who are considering Child Development as a major. The focus of the work is permit advising and certificate support. This support is made available on campus and off-site at the Merritt@Fruitvale site for our multilingual students who attend classes there. The department also works closely with the counseling department to inform their counselors of the statewide permit system. The advisory guides, which are created for the majority of our students, are easily shared with counselors and help them create SEPs (Student Educational Plans) which meet both the education and employment needs of our students.

.25 IA assist A109 staff with student advisory guides & preparing spreadsheet of student data.	Strong Workforce Funds	\$7,300.00	This bi-lingual instructional assistant worked with the staff assistant in A109 to assist students with permit applications for work required permits, completion of advisory guides, and data collection for program verification.
.3 IA Lab Practicum to assist instructors with supervision to meet licensing ratio requirements	01 Fund for the department	\$6,000	The Lab Practicum instructional assistant assisted instructors with supervision in order to meet licensing ratio requirements.
1 Clerical Aid III 20 hours per week	01 Fund for the department	\$10,000	This student worker primarily assist students with computer work for accessing the Child Development website ,directing them to department and college resources and perform other office duties such as answering phones, email, greeting visitors and supporting faculty and the chair of the department.
1 Embedded Tutor 20 hours per week	01 Fund for the department	\$10,000	Our embedded tutors work primarily in our bilingual classes at the Merritt@Fruitvale site. They have made it possible for the faculty to work more closely with students in small groups and they provide both ESOL and CHDEV content tutoring.
Part time counselor to evaluate CHDEV certificates for Merritt Method program	Strong Workforce Funds	\$10,000	The part-time counselor for our department evaluated the certificate applications for our students which come through our office and signed off if they were complete. Her work in this area is directly connected to our high certificate completion numbers.
Supplies: Instructional Supplies	01 Fund for the department Lab practicum fund	\$5,00.00	The Instructional Supplies for both the lecture classrooms and the lab practicum allow our faculty to offer enhanced instruction to both our adult and children students. It allows the faculty to keep up to date with media, materials and equipment found in the profession.

Memberships in NAEYC	01 Fund for the department	\$450.00	This membership for 3 full time faculty allows for them to stay current in the field and also to qualify for reduced rates to the state and national conferences of the NAEYC. They also receive books, journals and other periodicals from the field to add to the resources they use in the program and make available to all faculty.
License Cost for the Facility	Lab school fund	\$500.00	This fee is required in order to maintain our Laboratory Practicum classroom open in order to offer the capstone course of the program required for graduation.
Stipend for course assessment	SLO assessment committee fund	\$1,500.00	These stipends is used to partially compensate part-time faculty who complete their SLO assessments in CurricuMeta. We have had an average of 5 -8 faculty qualify for the stipend each semester.

In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.

Improvement Actions Improvement Action

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Productivity of work for contract faculty	Contract faculty need a refresh of laptops used for instruction and record keeping as well as course and program design.	1/1/2020	Victoria Menzies

Resource Request

Technology and Equipment	New
--------------------------	-----

Description/Justification

3 Contract faculty need a refresh of laptops used for instruction and record keeping as well as course and program design. Faculty who teach hybrid or online courses are in particular need to have working and updated computers.

Estimated Cost

3000.00

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Continue to run the successful certificate support progr...	Bi-lingual permit/certificate advising is available Monday through Saturday (day and evening hours) for all Child Development students and prospective students who are considering Child Development as a major. The focus of the work is permit advising and certificate support. This support is made available on campus and off-site at the Merritt@Fruitvale site for our multilingual students who attend classes there. The department also works closely with the counseling department to inform their counselors of the statewide permit system. The advisory guides, which are created for the majority of our students, are easily shared with counselors and help them create SEPs (Student Educational Plans) which meet both the education and employment needs of our students.	12/1/2019	CE Dean

Resource Request

Personnel	Classified Staff		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
50	.5 staff assistant to run the CHDEV certificate support program	23340	30068
Total Costs			
53408			

Resource Request

Personnel	Classified Staff		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
25	.25 IA assist A109 staff with student advisory guides & preparing spreadsheet of student data. This bi-lingual instructional assistant works with the staff assistant in A109 to assist students with permit applications for work required permits, completion of advisory guides, and data collection for program verification.	6000	418
Total Costs			
6418			

Resource Request

Personnel	Part-time Faculty
-----------	-------------------

% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
	The part-time counselor for our department evaluated the certificate applications for our students which come through our office and signed off if they were complete. Her work in this area is directly connected to our high certificate completion numbers.	10000	722

Total Costs
10722

Resource Request

Supplies	Noninstructional Supplies and Materials	Estimated Cost
Description/Justification The Noninstructional supplies, media and equipment for the Child Development Resource Center allow our staff and faculty to offer enhanced service to our students. It allows the staff/faculty to keep up to date with data, meetings, reports, outreach and grant deliverables.		400

Improvement Action

% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
50	1 Clerical Aid III 20 hours per week. This student worker primarily assist students with computer work for accessing the Child Development website ,directing them to department and college resources and perform other office duties such as answering phones, email, greeting visitors and supporting faculty and the chair of the department.	10000	0

Total Costs
10000

Resource Request

Personnel	Student Worker		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
50	Our embedded tutors work primarily in our bilingual classes at the Merritt@Fruitvale site. They have made it possible for the faculty to work more closely with students in small groups and they provide both ESOL and CHDEV content tutoring.	10000	

Total Costs
10000

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Instructional supplies, media and equipment for deaprt...	The Instructional supplies, media and equipment for both the lecture classrooms and the lab practicum allow our faculty to offer enhanced instruction to both our adult and children students. It allows the faculty to keep up to date with media, materials and equipment found in the profession.	7/1/2020	Division 1 Dean

Resource Request

Supplies	Instructional Supplies and Materials	
Description/Justification		Estimated Cost
The Instructional Supplies for both the lecture classrooms and the lab practicum allow our faculty to offer enhanced instruction to both our adult and children students. It allows the faculty to keep up to date with media, materials and equipment found in the profession.		5000

Resource Request

Technology and Equipment	Replacement	
Description/Justification		Estimated Cost
The printers in the department office do not have a maintenance contract and are experiencing technical problems and breakdowns.		10000

Resource Request

Technology and Equipment	New
--------------------------	-----

Description/Justification

The lab practicum needs a new desk top computer in order to do the work required with the families enrolled, students enrolled and faculty needs. The computer in place is no longer working well enough to do the necessary tasks. Some of the tasks include: data collection, enrollment files, children's progress report files, student files, production of new signs, name tags, labels and lists.

Estimated Cost

1000

Resource Request

Choose an Option

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Maintain Licensing status of lab practicum	This fee is required in order to maintain our Laboratory Practicum classroom open in order to offer the capstone course of the program required for graduation.	7/1/2019	Dean of Division 1

Resource Request

Other Other

Description/Justification

License Cost for the Facility. This fee is required in order to maintain our Laboratory Practicum classroom open in order to offer the capstone course of the program required for graduation.

Estimated Cost

500

Improvement Action

Action Item	Description	To be completed By	Responsible Person
Hire two contract faculty	The college will hire two contract faculty to replace two contract faculty who are retiring.	7/1/2020	Division 1 dean

Resource Request

Personnel	Full-time Faculty		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs
100	<p>Two full-time contract Faculty position: The productivity and success rates of the Child Development Department necessitates having at least 3 full-time faculty members. At present two of the 3 contract faculty are due to retire next year. There are vital opportunities that we will be missing out on (developing work based learning opportunities, partnerships, program development, grant work). Teaching and the continuity of pedagogy is strained at present; our part-time faculty professors have been called on far too often to help maintain the programs. Two of our current full-time faculty member are also close to retirement, raising the concern of a significant loss of wisdom, institutional memory and operating ability for programs that as mentioned are quite successful and productive.</p>	154262	130318

Total Costs

284580

Resource Request Summary

Total Cost: \$401446

Total Resource Request: 14

Program Update

Personnel

Type	% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Costs
Classified Staff	50	.5 staff assistant to run the CHDEV certificate support program	23340	30068	53408
Classified Staff	25	.25 IA assist A109 staff with student advisory guides & preparing spreadsheet of student data. This bi-lingual instructional assistant works with the staff assistant in A109 to assist students with permit applications for work required permits, completion of advisory guides, and data collection for program verification.	6000	418	6418
Part-time Faculty		The part-time counselor for our department evaluated the certificate applications for our students which come through our office and signed off if they were complete. Her work in this area is directly connected to our high certificate completion numbers.	10000	722	10722
Classified Staff	3	.3 IA Lab Practicum to assist instructors with supervision to meet licensing ratio requirements. The Lab Practicum instructional assistant assisted instructors with supervision in order to meet licensing ratio requirements.	6000	418	6418
Student Worker	50	1 Clerical Aid III 20 hours per week. This student worker primarily assist students with computer work for accessing the Child Development website ,directing them to department and college resources and perform other office duties such as answering phones, email, greeting visitors and supporting faculty and the chair of the department.	10000		10000

Student Worker	50	Our embedded tutors work primarily in our bilingual classes at the Merritt@Fruitvale site. They have made it possible for the faculty to work more closely with students in small groups and they provide both ESOL and CHDEV content tutoring.	10000		10000
Full-time Faculty	100	Two full-time contract Faculty position: The productivity and success rates of the Child Development Department necessitates having at least 3 full-time faculty members. At present two of the 3 contract faculty are due to retire next year. There are vital opportunities that we will be missing out on (developing work based learning opportunities, partnerships, program development, grant work). Teaching and the continuity of pedagogy is strained at present; our part-time faculty professors have been called on far too often to help maintain the programs. Two of our current full-time faculty member are also close to retirement, raising the concern of a significant loss of wisdom, institutional memory and operating ability for programs that as mentioned are quite successful and productive.	154262	130318	284580
		Sub-Total: \$381546			

Professional Development
No Resources found for this category

Technology and Equipment

Type	Description/Justification	Estimated Cost
New	3 Contract faculty need a refresh of laptops used for instruction and record keeping as well as course and program design. Faculty who teach hybrid or online courses are in particular need to have working and updated computers.	3000.00
Replacement	The printers in the department office do not have a maintenance contract and are experiencing technical problems and breakdowns.	10000
New	The lab practicum needs a new desk top computer in order to do the work required with the families enrolled, students enrolled and faculty needs. The computer in place is no longer working well enough to do the necessary tasks. Some of the tasks include: data collection, enrollment files, children's progress report files, student files, production of new signs, name tags, labels and lists.	1000
		Sub-Total: \$14000

Supplies		
Type	Description/Justification	Estimated Cost
Noninstructional Supplies and Materials	The Noninstructional supplies, media and equipment for the Child Development Resource Center allow our staff and faculty to offer enhanced service to our students. It allows the staff/faculty to keep up to date with data, meetings, reports, outreach and grant deliverables.	400
Instructional Supplies and Materials	The Instructional Supplies for both the lecture classrooms and the lab practicum allow our faculty to offer enhanced instruction to both our adult and children students. It allows the faculty to keep up to date with media, materials and equipment found in the profession.	5000
Sub-Total: \$5400		

Facilities
No Resources found for this category

Library
No Resources found for this category

Other		
Type	Description/Justification	Estimated Cost
	License Cost for the Facility. This fee is required in order to maintain our Laboratory Practicum classroom open in order to offer the capstone course of the program required for graduation.	500
Sub-Total: \$500		

Sign and Submit

Please provide the list of members who participated in completing this program review.

Jennifer Briffa
Christine Olsen

Please enter the name of the person submitting this program review.

Jennifer Briffa