ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: **EARLY CHILDHOOD EDUCATION**

NAME OF PERSON SUBMITTING THIS REVIEW: Shelley Miller

DATE OF SUBMISSION: 10/14/10

MANAGEMENT AREA (check one):

- ☐ **Administrative Services**
- ☒ **Instruction**
- ☐ **Student Services**

ASSESSMENT OF PAST PROGRESS

Describe your progress on your previous year's objectives:

Objective 1: **Revise ECE program design to align with the Curriculum Alignment Project (CAP), including the development of new courses and certificates.**	**Summary of Progress:** Program design is complete. New course outlines are complete. Certificates are revised. All items above have been approved through FRC approval process and are included in the catalog. Plan for a two year program implementation was developed. Phase-in of new courses/program began with fall 2010 course offerings. Advising materials were revised to align with new program and are currently being used by faculty and advisors.
Connection to other plans: **Strategic Plan:** Goal 2.2/Objective 2.2.3 Goal 2.3/Objective 2.3.1 Goal 4.3/Objective 4.3.1 **Accreditation**: Articulation; SLOs; updating of courses	**Resources/Budget Used:** Human Resources: Program Coordinator time

Objective 2: **Identify all program student learning outcomes.** **Connection to other plans:** **Strategic Plan:** Goal 2.1 **Accreditation Timeline**	**Summary of Progress:** Completed and included in catalog. **Resources/Budget Used:** Human Resources: Program Coordinator time

Objective 3: **Develop Liberal Studies Major with multiple subject pre-credential pathway.** **Connection to other plans:** **Strategic Plan:** Goal 1.1/Objective 1.1.6, 1.1.8 Goal 2.2, Goal 2.4/Objective 2.4.3 Goal 3.2/ Objective 3.2.1	**Summary of Progress:** Program design has been completed. New courses have been developed for articulation. Program level SLOs are complete. All items above have been approved through the FRC approval process and are included in the catalog. Revised program of study was submitted to the Chancellor's Office for approval. Informal notice of approval was received on 10/13/10. **Resources/Budget Used:** Human Resources: Program Coordinator, History Instructor/Division Chair, Chief Instructional Officer time

Objective 4: Research and develop a plan for usable classroom space with adult furniture and access to basic technology for ECE activity-based courses. Comment: The room available with supplies and water does not have adult sized furniture nor does it have access to a computer or working media player. **Connection to other plans:** **Strategic Plan:** Goal 3.2/Objective 3.2.2 **Facilities** **Accreditation**	**Summary of Progress:** Outside agency approached regarding potential classroom facility. Plan for observation space identified. Funds applied for and secured for observation room. **Resources/Budget Used:** Human Resources: Program Coordinator, Director of Facilities, Division Chair, Chief Instructional Officer time

CURRENT YEAR PROGRESS AND OBJECTIVES

What objectives and tasks will you take on for this year? (You may continue objectives from the prior year.) Will your allocated resources be sufficient given your objectives

Objective 1 (continuation): **Revise ECE program design to align with the CAP including the development of new courses and certificates.**	**Action Plan (include who is responsible):** Continue to phase in new courses. Program Coordinator each semester through spring 2012. Complete and submit application packet for state approval. Program Coordinator by 3/1/11 Complete any necessary course revisions per above process. Program Coordinator by 6/30/11 Develop program marketing materials and updated website upon final approval. Program Coordinator/Marketing and Outreach Coordinator by 6/1/11 Initiate formal accreditation process with CSU Chico. Program Coordinator/Articulation Officer by 6/1/11
Connection to other plans: **Strategic Plan:** Goal 2.1, 2.2	**Resources/Budget Needed:** Human Resources: Program Coordinator time. The formal application process is very time intensive. Completion of the packet will require an additional 50-80 hours of work. Two weeks of course release time with substitutes would allow this project to be completed without delay.

Objective 2 (continuation): **Develop Liberal Studies major with multiple subject pre-credential pathway**	**Action Plan (include who is responsible):** Phase-in two year program plan. Program Coordinator and Division Chair by 11/15/10 Identify existing students for program. Program Coordinator, Advisors, MIS by 3/15/11 Develop program marketing materials. Program Coordinator, Marketing and Outreach Coordinator by 3/31/11. Initiate formal articulation process with CSU

	Chico. Program Coordinator/Articulation Officer by 6/1/11.
Connection to other plans: **Strategic Plan:** Goal 2.1, 2.2 **Accreditation:** Articulation	**Resources/Budget Needed:** Human Resources: Program Coordinator time

Objective 3 (new): Complete remodel of CDC with observation, technology, and resource capabilities. Include relocation of faculty office.	**Action Plan (include who is responsible):** Meet with Facilities Director and CDC staff to finalize plans and time line. Program Coordinator by 11/1/10 Complete remodel. Facilities Director by 6/15/11 Move into office space Program Coordinator by 6/30/11 Develop policies for room use. Program Coordinator by 6/15/11
Connection to other plans: **Strategic Plan:** Goal 3.2, 3.3. 3.4	**Resources/Budget Needed:** Human resources/VTEA funds (already allocated)

Objective 4: (Continuation) **Research and develop a plan for usable classroom space with adult furniture and access to basic technology for ECE activity-based courses.**	**Action Plan (include who is responsible)** Continue to research potential of available space/new space with access to materials/ storage. Program Coordinator/ ongoing
Connection to other plans: **Strategic Plan:** Goal, 3.2, 3.3, 3.4	**Resources/Budget Needed:** Human resources: Program Coordinator time

Objective 5: (New) **Increase frequency of ECE general education course offerings**	**Action Plan (include who is responsible)** Include in schedule requests for 2011-12. Program Coordinator by scheduling deadlines.
Connection to other plans: **Strategic Plan:** Goal 2.4 **Education Plan**	**Resources/Budget Needed:** One additional course per year for associate faculty member.

Objective 6: (New) **Monitor activity and participate in local and statewide collaboratives and projects impacting ECE workforce development.**	**Action Plan (include who is responsible)** Keep abreast of new developments and proposed recommendations by the California Early Learning Quality Improvement System, the Early Childhood Competencies Project, the Child Development Division, and SB1440. Program Coordinator 2010-11 Participate in the Local Planning Council, CARES Planning Committee, CCCECE, and CAP. Program Coordinator 2010-11 Work with FRC Advisory Committee to development plans to address workforce development changes. Program Coordinator 2010-11
Connection to other plans: **Strategic Plan:** Goal 2.2	**Resources/Budget Needed:** Program Coordinator time/Travel funds

BUDGET CHANGE REQUESTS FOR NEXT YEAR

Please provide rationale for budget *changes* (attach budget request sheets for entire annual budget).

Budget Request(s): **Amount**	**Account Code**	**Rationale** (include connection to other plans)**:**
$700	1100-21250-5100	Requirements for on site visits to observe lab students have increased. In addition, much of the travel for regional and state ECE meetings has been paid for by other agencies. The budgets of those agencies have been cut and they will no longer be able to assist with travel expenses. The meetings are critical for curriculum development, workforce preparation, and transfer/articulation.
$		
$		

No changes to the previous budget are requested.

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on data provided:

1. Describe the current status of the Program/Depart/Service Area.

ECE students include both traditional and non-traditional students, and are primarily women. Students enrolled are from all four major communities in the county. Many of the students are employed in the field and taking courses to upgrade their positions and Child Development Permits.

Many ECE courses are offered on a two year rotation. Consequently, we do not have data to compare enrollment. However, the data presented below can be use as a benchmark for analysis in future years.

The enrollment table below indicates that required courses for majors are relatively stable with 20-26 students per semester. Enrollment in courses that also meet general education requirements are significantly higher. Enrollment indicates that we should consider offering ECE 162 every semester. Note that ECE 153 includes ISP in three of the semesters.

Course Enrollment

Course Number	Spring 2009	Fall 2009	Spring 2010	Fall 2010
ECE 040	15			
ECE 051				20
ECE 055		22		21
ECE 057/157		24		
ECE 058/158			20	
ECE 059		25		
ECE 078	11			
ECE 080	9	14	2*	22
ECE 082	11	25	1*	25
ECE 088		14		
ECE 095/299	16	19		12
ECE 140			21	
ECE 150	25		2*	
ECE 153	100***	25**	43	110**
ECE 154	18		26	
ECE 156	5			
ECE 160				13
ECE 162	1*	41		51
Totals	211	209	115	274

* Offered independent study for student graduation
** ISP only
***ISP and on campus

The average retention rate for ECE courses over three semesters is 70%. The average for the campus for the same time period is 73%. The lower than average retention rate may be due to the large population of non-traditional students in the major, particularly single parents with very young children. It is interesting to note that the lowest retention rates for individual courses

(below 60%) occurred in night classes, and was low for both full and part-time instructors.

Success rates for all ECE courses are 84% over three semesters compared to the campus average of 88%. Review of individual courses indicates the lowest success rates (70% or below) were again in night classes.

Additional data that would be meaningful for this review would include number of majors per program, student employment in field, certificate and degree completion, transfer rates, and employment after completion of program.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

Major changes have taken place in both the ECE program and the development of the Liberal Studies pre-credential pathway. They are now under one heading of Education. Although significant work remains, the framework for the programs is complete. This revisions will assist students desiring careers in education with children ages birth to age 12 with a point of entry for educational planning, advising, degrees and certificates, and transfer.

In addition, the construction of the observation room this year will greatly enhance the ECE program. Students will be able to complete observation assignments without interruption. Instruction and initial training by faculty will take place using specific examples in a location unobserved by children. Students in general education classes will be able to complete an observation assignment. We have not been able to require this due to mandated TB tests and the effort to minimize the number of non-teaching adults among the children.

Physical space continues to be an issue. The problem of an acceptable classroom for activity classes (music and creative activities in particular) continues due to changes in the CDC room arrangement and the need for adequate technology. Students do not have appropriate seating in adult-sized furniture with the ability to take notes. Nor is there access to technology for instruction. The space must allow for activity demonstration, the ability for students to practice their skills, and access to water and supplies. A patchwork plan, including use of more than one classroom, has been developed to meet immediate needs, but it is far from desirable; some courses have been postponed in the schedule until a more suitable option is found.

3. Briefly explain significant changes expected during the upcoming year.

The focus of 2010-11 will be on the implementation of the revised ECE and Liberal Studies majors. This will entail the instructional development of new and revised courses, student advising, development of new recruitment and informational materials, and articulation agreements. A search for adequate facilities and improvements will continue.

California is engaged in major revisions of its systems, regulations, and foundations for ECE programs. These activities will be monitored closely as it will certainly bring additional curricular changes to the program.

Travel expenses for meetings and professional development for ECE faculty have been

compensated in full or in part by other agencies for the past several years. Significant budget cuts to those agencies will prohibit future financial assistance for travel related activities. Consequently, there is a request for additional travel funds in the budget.

The entire budget for the Professional Growth Advisory Project in California has been eliminated. As a result, FRC will no longer be formally conducting activities related to this project, effective 10/1/10. With the assistance of the Advisory Committee, we will try to find a way to continue these services without direct funding.

Both the Child Development Training Consortium and Mentor Program survived significant budget cuts. These programs will continue in 2010-11, supporting our students with financial assistance, resources, and mentoring opportunities throughout Plumas County.

APPENDIX

Attach supporting documents as appropriate. Please see Instructions for examples of supporting documents per Management Area.

Attachments:
Data from Brian Murphy
Budget Pages
Advisory Committee Agendas and Minutes for 2009-10

Course	200930	200950	200970	201010	201030	201050	201070	Grand Total
ECE040	1							1
ECE051							1	1
ECE055			1					1
ECE057			1					1
ECE058					1			1
ECE059			1					1
ECE078	1							1
ECE080	1		1		2		1	5
ECE082	1		1		2		1	5
ECE088			1					1
ECE095	1		1					2
ECE140					1			1
ECE150	1				2			3
ECE153	2		2		1		1	6
ECE154	1				1			2
ECE156	1							1
ECE157							1	1
ECE160							1	1
ECE162	1		1				1	3
ECE291					1			1
ECE299							1	1
ECE Total	**11**		**10**		**11**		**8**	**40**

10	Winter
30	Spring
50	Summer
70	Fall

As of 9-15-2010

Course	200930	200950	200970	201010	201030	201050	201070	Grand Total
ECE040	15							15
ECE051							20	20
ECE055			22					22
ECE057			24					24
ECE058					20			20
ECE059			25					25
ECE078	11							11
ECE080	9		14		2		22	47
ECE082	11		25		1		25	62
ECE088			14					14
ECE095	16		19					35
ECE140					21			21
ECE150	25				2			27
ECE153	100		25		43		110	278
ECE154	18				26			44
ECE156	5							5
ECE157							21	21
ECE160							13	13
ECE162	1		41				51	93
ECE291					-			-
ECE299							12	12
ECE Total	**211**		**209**		**115**		**274**	**809**

10	Winter
30	Spring
50	Summer
70	Fall

As of 9-15-2010

APR Area	200930	200950	200970	201010	201030	201050	201070	Grand Total
Early Childhood Education	144	-	114	-	81	-	206	447

Unique ID's enrolled in at least one course by APR area by term for Census Date

Grand Total is total number of unique ID's from 200930 - 201070

As of 9-15-2010

Course	200930	200950	200970	201010	201030	201050	Grand Total
ECE040	93%	0%	0%	0%	0%	0%	93%
ECE055	0%	0%	71%	0%	0%	0%	71%
ECE057	0%	0%	58%	0%	0%	0%	58%
ECE058	0%	0%	0%	0%	64%	0%	64%
ECE059	0%	0%	54%	0%	0%	0%	54%
ECE078	100%	0%	0%	0%	0%	0%	100%
ECE080	83%	0%	100%	0%	100%	0%	92%
ECE082	77%	0%	94%	0%	100%	0%	88%
ECE088	0%	0%	77%	0%	0%	0%	77%
ECE095	94%	0%	100%	0%	0%	0%	97%
ECE140	0%	0%	0%	0%	41%	0%	41%
ECE150	71%	0%	0%	0%	50%	0%	69%
ECE153	62%	0%	83%	0%	63%	0%	65%
ECE154	53%	0%	0%	0%	57%	0%	55%
ECE156	83%	0%	0%	0%	0%	0%	83%
ECE162	100%	0%	68%	0%	0%	0%	68%
ECE Total	**72%**	**0%**	**75%**	**0%**	**58%**	**0%**	**70%**

Success % = [Number of students who received grade of (A, A-,B+,B,B-,C+,C, P, CR)] / [Number of students receiving a grade or drop after census date (excludes I, Ix, IP, RD, NG)]

10	Winter
30	Spring
50	Summer
70	Fall

As of 9-15-2010

Course	200930	200950	200970	201010	201030	201050	Grand Total
ECE040	100%	0%	0%	0%	0%	0%	100%
ECE055	0%	0%	95%	0%	0%	0%	95%
ECE057	0%	0%	79%	0%	0%	0%	79%
ECE058	0%	0%	0%	0%	82%	0%	82%
ECE059	0%	0%	79%	0%	0%	0%	79%
ECE078	100%	0%	0%	0%	0%	0%	100%
ECE080	83%	0%	100%	0%	100%	0%	92%
ECE082	77%	0%	94%	0%	100%	0%	88%
ECE088	0%	0%	85%	0%	0%	0%	85%
ECE095	94%	0%	100%	0%	0%	0%	97%
ECE140	0%	0%	0%	0%	67%	0%	67%
ECE150	83%	0%	0%	0%	50%	0%	81%
ECE153	93%	0%	83%	0%	73%	0%	86%
ECE154	71%	0%	0%	0%	70%	0%	70%
ECE156	83%	0%	0%	0%	0%	0%	83%
ECE162	100%	0%	78%	0%	0%	0%	79%
ECE Total	**89%**	**0%**	**87%**	**0%**	**73%**	**0%**	**84%**

Retention % = [Number of students who received grade of (A, A-,B+,B,B-,C+,C, P, CR, D+,D,F,NC,NP)] / [Number of students receiving a grade or drop after census date (excludes I, Ix, IP, RD, NG)]

10	Winter
30	Spring
50	Summer
70	Fall

As of 9-15-2010

2011-2012 BUDGET PROPOSAL

RESPONSIBILITY: CIO - Chief Instructional Officer

FUND CODE: **1100 GENERAL - UNRESTRICTED**
ORGANIZATION CODE: **21250 VT Ch Dv Inst**

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

ACCOUNT CODE	ACCOUNT TITLE (Please provide specific detail supporting *Proposed Budget Request*.)	Strategic Planning Goals & Objectives Policy Area (If Applicable)	2009-10 ENDING BUDGET	2009-10 ACTUAL	2010-11 ADJUSTED FINAL BUDGET	2011-12 PROPOSED BUDGET REQUEST
4310	Instructional Supplies: includes printer cartridges, instructional supplies for activity based classes, instructional books, recruitment materials. In 2009-10, some grant funding was used to support these expenses. Those funds are no longer available for this purpose.	1	$ 400	$ 10	$ 400	$ 400
5020	Dues and Memberships:	1, 2	$135	140	135	140
	California Community Colleges Early Childhood Educators: This organization provides cost-free member meetings, networking opportunities, updates on changes in the field, articulation workshops with CSU's, and trainings. They also provide support for the curriculum alignment project. $75/year.					
	National Association for the Education of Young Children: This is the most important professional organization in our field. Includes membership in the California Association. Provides national and regional updates, legislative information, resources, journal, conferences, workshops, workforce preparation updates.					
5100	Employee Travel : Includes travel for mandatory on-site visits required by the Chancellor's Office to students in off-site labs, and travel for CCCECE regional and state meetings. Outside agencies have been paying part or all of the cost of travel to ECE meetings. They no longer have the funds to be able to contribute to those travel expenses.	1, 2	500	140	500	700

Strategic Planning Goals & Objectives 2008 - 2011

Policy Area 1: Effectiveness of Instruction/Student Development
Policy Area 2: Sustainability/Economic Stability
Policy Area 3: Enrollment Management
Policy Area 4: Decision-Making and Communication
Policy Area 5: Campus Environment
Policy Area 6: Facilities