



# **PROGRAM COMPREHENSIVE REPORT**

**2022 - 2023**

Program Review (S) - Child Development Center

# Program Planning

2022 - 2023

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## General Information

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### **Please enter your program's purpose statement.**

The purpose of the Orfalea Child Development Center at Ventura College is to provide the highest quality early care and education program for the children of students, faculty, staff and community families and to serve as a model and learning laboratory for students in the Ventura College Child Development instructional program.

### **Briefly describe your program and the services that it offers to students.**

The Center includes classrooms and outdoor space for children aged two through five years and one classroom and observation space for adult students. The Center provides high quality preschool education and child care services for VC student, faculty, staff and community families. The Center is unique from other early childhood programs in our community, as it offers flexible scheduling that better meets the needs of students.

The Orfalea Child Development Center at Ventura College also functions a model and learning laboratory for students in the VC Child Development instructional program, Nursing and Paramedic/EMT programs and programs in our community.

### **How does your program support VC's mission?**

The Child Development Center's program supports VC's mission by providing dependable, affordable (and with scholarship support, free) child care services, without which many students would not be able to attend class, study or complete other activities required to complete college coursework leading to degree and certificate completion, transfer, workforce preparation or basic skills.

Students using the Child Development Center as a learning laboratory have the opportunity to complete hands-on fieldwork and observation assignments needed to build job skills leading directly to employment as well as course completion, acquisition of CTC permits, and the completion of degrees and certificates and transfer.

### **SWOT Analysis: What are the strengths of your program?**

The Child Development Center has an excellent reputation in our community. Both individual staff members and the program as a whole has been recognized multiple times by Ventura County STEM for excellence in STEM education and they are now promoting our program as a model.

There is a strong partnership between the Child Development Center program and the Child Development instructional program, which continues to enhance the quality of both programs and allows the Child Development Center to provide a preschool and child care program unlike any other in our community.

The Child Development Center has set up policies that better meet the needs of student parents than any other program in the community; students have priority for enrollment and scheduling is very flexible, allowing student parents to receive care for the hours they need without having to pay for hours or days they do not. Rates are among the very lowest in the community despite the high quality program offered. Additionally, having been awarded a U.S. Department of Education CCAMPIS grant, the program will be able to provide 100% child care scholarships for full time students and (a prorated percentage for students enrolled in less units) to students who meet the financial aid qualifier through September 2023.

### **SWOT Analysis: What are the weaknesses of your program?**

Receiving no operating funds from the general budget, Center operating hours must be limited to hours when the Center is expected to have enough children enrolled to cover operating costs. This also limits the amount of time our classified staff and master teachers are able to spend assisting the adult students in

## Program Planning

the instructional program. Another weakness is the ability to hire staff to support the child care need of the students families and community, specifically for families with children ages 0-3.

### **SWOT Analysis: What are some opportunities for your program?**

Being part of a college campus provides opportunities for unique partnerships that can benefit all involved. Unfortunately, the Center's relatively newer partnership with the Paramedic/EMT studies program has been abandoned since COVID. This year the Child Development instructional program will be involved as well and staff in all three programs are excited about how the planned experiences will benefit our adult and young children students. Center staff are also interested in exploring potential partnerships with other programs on campus.

Within the last year, the Child Development Center has been a part of Federal Work Study job fairs and the food bank drive-thrus facilitated by the financial aid office to help with the visibility of the Center's services and job opportunities. We would love to be included in the College's outreach initiatives such as First Year Experience and days when high school students visit campus so that we ensure new and prospective Ventura

College students know about available services.

Within the last year, the director has walked the Child Development Center multiple times with the Dean, two FMO directors, FMO supervisors, and College Faculty and staff. Each time these walk thrus have been arranged, improved safety is at the core of items discussed. With all of the active assailant instances in our country, specifically those targeting schools, and the false alarm that our own college experienced, we continue to be reminded how important it is to secure our Center's facility. Not only has security been on the minds of our Center's staff, but now more than ever, the parents who entrust us with their beloved children. There is great opportunity for our center to become a lot more safe and secure than what it currently is.

### **SWOT Analysis: What are some threats to your program?**

In the last year, the Child Development Center staff have worked hard to engage and participate in college activities and events in order to build rapport, communicate, and connect with the rest of campus.

Traditionally, Center staff

have not been able to participate in activities with other College staff as most happen during hours when Center staff are caring for the children in our program. The dynamic of our physical building location being far from other campus structures has resulted in many of the colleges employees and students never visiting our program. This also poses a challenge for the majority of campus employees and students to have a strong understanding of who we are as a program and some of the services that we offer. These barriers make it difficult to be invested in what happens to the program and to make informed decisions about its operation. Communication and intentionality are imperative in building connection despite our physical distance.

In addition, without the commitment of general funding, and with the expectation that the program be self-sustaining, the Child Development Center can be more vulnerable to economic conditions in the community than other campus programs. We also are limited in the amount of time, training and mentorship we are able to offer our adult students in the instructional program.

## Service Usage

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### **How many total student contacts occurred in your program in the previous year?**

847

### **Describe the trend in usage over the past two years?**

Over the past two years Center enrollment has significantly decreased but this is due to the district-wide closure of the lab centers due to COVID and the subsequent health and safety protocols in place the year after. However, just in the last year, child enrollment has more than doubled from when we first reopened and as protocols are slowly being lifted, allowing more adult students to be able to participate in

## Program Planning

observation and practicum hours. In addition, there can be an assumed gap in the numbers reflected as there often are challenges with the software used to track the usage of the Center.

**Are there any student gender groups more than 5 points lower than the overall VC student population?**

Yes

**If yes, please describe.**

while there is a gender gap, the Child Development field is traditionally female dominant.

**Are there any student ethnic groups more than 5 points lower than the overall VC student population?**

No

**If yes, please describe.**

N/A

**Briefly describe what your program has done to close equity gaps in students accessing your program?**

while there aren't gaps in the student families we serve, there are in the students (CD and Nursing) who use our center for observations.

## Six Factors Survey

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### General Observations

Documentation suggests that the previous Child Development Center director has requested but have never received any training on the Six Factors, so we are unable to assess this area.

**Which of the six factors did your program score the highest on?**

Nurtured

**Why do you think your program scored the highest on this factor?**

unknown

**Which of the six factors did your program score the lowest on?**

Focused

**Why do you think your program scored the lowest on this factor?**

Unknown

## SUOs

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**Briefly describe the results of your SUO assessments.**

The Child Development Center in an integral service for our VC students and enables them to attend classes knowing that their children are in a high quality learning environment. It also serves the community at large. CDC children are receiving early introduction to STEM concepts. In addition, the center serves an educational lab for Child Development students and provides pediatric experiences for our nursing and paramedic program students.

**Which SUO initiative(s) had the greatest impact on improving outcomes for your program?**

Since reopening, we have improved services for families by providing insight into when care is needed.

## Course Success Rate - COUN, EAC & EOPS only

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## Objective

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### 3-Year Objective

Increase enter enrollment to maximum that staffing can accommodate.

### What specific actions will you take to meet this objective?

Continue and expand marketing efforts to ensure that the Child Development Center is fully enrolled to the extent that staffing allows.

### Which of the following Educational Master Plan Goals does this objective align with?

Goal 1: Increase the success of our students while closing equity gaps, Goal 5: Effectively manage campus resources to meet student and community needs

### Which of the following Student Equity Plan Goals does this objective align with?

Goal 1: Access and Successful Enrollment, Goal 2: First-Term to Second-Term Persistence, Goal 5: Degree/Certificate Completion, Goal 4: Transfer

### Review Type

Comprehensive

### Program Review Cycle

2022 - 2025

### Objective Status

Active

### Completion Date

06/30/2025

### Resource Requests

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#### Resource Request Status

Active

#### Request Year

2022-2023

#### Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)

CHI2203

#### Description of Resource Request

Increase CDC Associate position VCU036 from 75% (30 hours/week) to 80% (32 hours/week)

#### Estimated Cost

\$2500 per year

#### Type

Staff

#### Priority

05

#### Primary Contact For This Resource Request

Amanda Picard

#### Administrator, Faculty, or Staff Request

#### **Please provide a detailed justification as to why this position is needed.**

This resource request is not for a new position but for an increase in the number of weekly work hours for one of our current CDC Associate positions. The position is currently a 75% position and we want to increase it to 80%. The reason for this is that in order to increase center enrollments, we need increased staffing. We currently have a wait list for our classes and can't fill positions. The center is self-supporting and the only way to increase revenues is to increase enrollments. That is not possible without increased staffing.

To address the rubric:

1. The Center will be compromised if the requested increase in the position is not approved because we cannot increase enrollments, which support both our students and the community needs for quality preschool.
2. The Center has been utilizing provisional employees to do the work for a number of years and it has become increasingly difficult to find qualified workers interested in temporary, part-time work.
3. State regulations dictate the instructor to child ratio and we need adequate staffing in order to comply with that ratio when we increase enrollments.
4. We cannot meet student and community demands without increasing enrollments but we can't increase enrollments without increased staffing.
5. Since the center is self-supporting, it is not possible to increase revenues without increasing enrollments but we cannot increase enrollments without increased reliable staffing.

## **Equipment, Technology, or Facilities Request**

### **Resource Requests**

#### **Resource Request Status**

Active

#### **Request Year**

2022-2023

#### **Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

CHI2202

#### **Description of Resource Request**

Fill open CDC Assistant position VCU-326 and increase it from 40% (16 hours/week) to 75% (30 hours/week)

#### **Estimated Cost**

\$40,000 per year

#### **Type**

Staff

#### **New/Replacement**

New

#### **Priority**

04

#### **Primary Contact For This Resource Request**

Amanda Picard

### **Administrator, Faculty, or Staff Request**

#### **Please provide a detailed justification as to why this position is needed.**

The Center was operating with minimal staffing as we came back from the pandemic, until we could increase enrollments back to pre-pandemic levels. We currently have a wait list for our classes but cannot accept those children without adequate staffing. The only way we can meet student and community needs and increase center enrollments is to increase staffing. Due to needs for additional staffing, we had two open positions that we were going to put through the hiring process in 2020 but ended up holding off because the pandemic hit.

We now are in need of additional staffing. That requires that we not only fill an open position but increase the hours for it. We have been trying to get by using provisional employees but are not finding qualified candidates who are willing to work in temporary, part-time positions. The center is self-supporting and the only way to increase revenues is to increase enrollments. That is not possible without increased staffing. It's almost a Catch-22: to increase revenue, we must increase enrollments and to do that, we must have additional staffing. The demand for these services is well-documented by our wait-list and continual inquiries.

To address the rubric:

1. The Center will be compromised if the requested position with its increased hours is not approved because we cannot increase enrollments, which support both our students and the community needs for quality preschool.
2. The Center has been utilizing provisional employees to do the work for a number of years and it has become increasingly difficult to find qualified workers interested in temporary, part-time work.
3. State regulations dictate the instructor to child ratio and we need adequate staffing in order to comply with that ratio when we increase enrollments.
4. We cannot meet student and community demands without increasing enrollments but we can't increase enrollments without increased staffing.
5. Since the center is self-supporting, it is not possible to increase revenues without increasing enrollments but we cannot increase enrollments without increased reliable staffing.

### **Equipment, Technology, or Facilities Request**

#### **Resource Requests**

##### **Resource Request Status**

Active

##### **Request Year**

2022-2023

##### **Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

CHI2201

##### **Description of Resource Request**

Increase CDC Supervisor position VCU-034 to 12 months from 11 months

##### **Estimated Cost**

\$9000 additional cost per year (\$109,000 total per year)

##### **Type**

Staff

##### **Priority**

03

##### **Primary Contact For This Resource Request**

Amanda Picard

### **Administrator, Faculty, or Staff Request**

#### **Please provide a detailed justification as to why this position is needed.**

The Child Development Center has been running with a supervisor whose position is only funded for 11 months out of the year. In order to adequately run the center and do planning throughout the year, the supervisor needs to work 12 months. The summer months are the time when families are requesting facility tours, are being enrolled, and are completing extensive paperwork. It is difficult to serve the families when the center is closed because there is no staff available. We are also planning to increase our services by providing summer sessions to serve students and community needs but we cannot do that without a supervisor available.

To address the rubric:

1. The Center will be compromised if the requested increase in the position is not approved because we cannot increase enrollments, which support both our students and the community needs for quality preschool.
2. Summer sessions to meet student and community needs are not possible without having a supervisor available per state regulations.
3. We cannot meet student and community demands without increasing enrollments but we can't increase enrollments without increased staffing.
4. Since the center is self-supporting, it is not possible to increase revenues without increasing enrollments but we cannot increase enrollments without increased reliable staffing.

## **Equipment, Technology, or Facilities Request**

### **Objective**

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#### **3-Year Objective**

Increase Support for Child Development Practicum Students

#### **What specific actions will you take to meet this objective?**

Increase hours of classified Child Development Associates responsible for supervising Child Development practicum students to provide dedicated time to meet with them outside of the time they are setting up their classrooms or caring and teaching for children. Per state Chancellor's office, practicum students must be directly supervised either by faculty or by Child Development Associates while on site at the Child Development Center. In every survey, Child Development fieldwork students request additional time with their supervising Child Development Associates to support their learning and skill development, but as the Child Development Center currently receives no general funds, the program has been unable to schedule staff in a way that would provide that time.

#### **Which of the following Educational Master Plan Goals does this objective align with?**

Goal 4: Enhance institutional effectiveness and accountability to improve innovation and student outcomes

#### **Review Type**

Comprehensive

#### **Program Review Cycle**

2022 - 2025, 2020 - 2023

#### **Objective Status**

Active

#### **Completion Date**

06/30/2025

### **Objective**

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#### **3-Year Objective**

Achieve NAEYC National Accreditation

#### **What specific actions will you take to meet this objective?**

Child Development Center staff will be working as a team to earn national accreditation by the National Association for the Education of Young Children, the largest professional organization in the United States in the field of early childhood education. This effort will require assessing current program facilities, materials and practices against accreditation standards, making improvements to facilities, materials and practices as needed, creating documentation files for each classroom and the program as a whole documenting compliance with accreditation standards, conducting mock validation visits, making additional changes as needed, applying for accreditation and participating in a validation visit by a team of validators.

#### **Which of the following Educational Master Plan Goals does this objective align with?**

Goal 1: Increase the success of our students while closing equity gaps, Goal 5: Effectively manage campus resources to meet student and community needs

#### **Which of the following Student Equity Plan Goals does this objective align with?**

Goal 1: Access and Successful Enrollment

#### **Review Type**

Comprehensive

#### **Program Review Cycle**

2022 - 2025, 2020 - 2023

#### **Objective Status**

Active



**Completion Date**

09/30/2023

**Objective**

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**3-Year Objective**

Successfully receive renewal of CCAMPIS Grant for support of VC students

**What specific actions will you take to meet this objective?**

Apply to extend the CCAMPIS grant for VC students. Increase awareness of the grant opportunity to students to assist them with paying for childcare while they are taking VC classes.

**Which of the following Educational Master Plan Goals does this objective align with?**

Goal 1: Increase the success of our students while closing equity gaps

**Which of the following Student Equity Plan Goals does this objective align with?**

Goal 1: Access and Successful Enrollment, Goal 4: Transfer, Goal 5: Degree/Certificate Completion, Goal 2: First-Term to Second-Term Persistence

**Review Type**

Comprehensive

**Program Review Cycle**

2022 - 2025

**Objective Status**

Active

**Completion Date**

09/17/2025

**Objective**

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**3-Year Objective**

Increase Center marketing to increase enrollments

**What specific actions will you take to meet this objective?**

Continue and expand marketing efforts to ensure that the Child Development Center is fully enrolled to the extent that staffing allows.

**Which of the following Educational Master Plan Goals does this objective align with?**

Goal 1: Increase the success of our students while closing equity gaps, Goal 5: Effectively manage campus resources to meet student and community needs

**Which of the following Student Equity Plan Goals does this objective align with?**

Goal 1: Access and Successful Enrollment, Goal 2: First-Term to Second-Term Persistence, Goal 4: Transfer, Goal 5: Degree/Certificate Completion

**Review Type**

Comprehensive

**Program Review Cycle**

2022 - 2025

**Objective Status**

Active

**Completion Date**

06/30/2025

## Objective

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### 3-Year Objective

Increase CDC Safety and security

### What specific actions will you take to meet this objective?

Install a controlled access point with intercom and video at the entrance of the center. Install a secure gate at the front of the center where windows leave great vulnerability for safety. Increase height and privacy of fencing along the back and parking lot side. Install roll down bullet proof metal door in each classroom bathroom to be converted into a "safe room" for children. Install metal barriers on common wall of restroom/classroom in each classroom.

### Which of the following Educational Master Plan Goals does this objective align with?

Goal 5: Effectively manage campus resources to meet student and community needs

### Review Type

Comprehensive

### Program Review Cycle

2022 - 2025

### Objective Status

Active

### Completion Date

06/30/2025

### Resource Requests

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#### Resource Request Status

Active

#### Request Year

2022-2023

#### Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)

CHI2205

#### Description of Resource Request

Install wrought iron fencing with two pedestrian gates and increase height and install privacy slates to existing back yard chain link fencing to secure perimeter of building and yard, and to control access of the CDC facility

#### Estimated Cost

\$75000

#### Type

Facilities

#### New/Replacement

New

#### Priority

02

#### Primary Contact For This Resource Request

Amanda Picard

#### Related Documents

[CDC Program Review Safety Items.pdf](#)

#### Administrator, Faculty, or Staff Request

#### Equipment, Technology, or Facilities Request

#### Pirate's Code

PILEA

**Please explain how critical this request is to your program’s goals.**

Within the last year, the Child Development Center has been walked multiple times with the CDC Director, Dean, both former and current FMO directors, FMO supervisors, and College Faculty and staff. Each time these walk-thrus have been arranged, an attempt at improved safety and security is at the core of items discussed. With the physical location of the CDC being located off of a busy street, all of the resent active assailant instances in our country, specifically those targeting schools, and the false alarm that our own college experienced, we continue to be reminded how urgent it is to secure our Center's facility. Not only has security been on the minds of our Center's staff, but now more than ever, the students we serve, the potential families who tour and actual parents who have entrusted us with their beloved children. There is a significant opportunity for our center to become a lot more safe and secure then what it currently is.

The benefit of safety and security when it comes to actual lives is invaluable. However, when safety is not questioned by potential families, our enrollment numbers will increase.

This request improves the learning environment for both the young children who attend the center, as well as the adult students who use our center as a learning and observation lab by providing an external barrier for safety.

**How many students will be impacted by this request?**

61 young (enrolled children) students, and approximate 400 VC college (adult) students

**What, if any, ongoing maintenance and licensing costs will your request require?**

none

**Have you identified funding sources to cover ongoing costs?**

District funds supplemented by endowment funds if needed

**How will this resource improve the current learning environment, campus services, or operating conditions on campus?**

This not only provide staff and students a safe a secure place to learn and work, but also provide our community families with assurance that their child is safe when entrusting our center with their care.

**Resource Requests**

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**Resource Request Status**

Active

**Request Year**

2022-2023

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

CHI2204

**Description of Resource Request**

Install a controlled access point with intercom and video at the entrance of the center.

**Estimated Cost**

\$10,000

**Type**

Facilities

**New/Replacement**

New

**Priority**

01

**Primary Contact For This Resource Request**

Amanda Picard

**Administrator, Faculty, or Staff Request**

**Equipment, Technology, or Facilities Request**

**Pirate's Code**

HAWORTHIA

**Please explain how critical this request is to your program’s goals.**

Within the last year, the Child Development Center has been walked multiple times with the CDC Director, Dean, both former and current FMO directors, FMO supervisors, and College Faculty and staff. Each time these walk-thrus have been arranged, an attempt at improved safety and security is at the core of items discussed. With the physical location of the CDC being located off of a busy street, all of the resent active assailant instances in our country, specifically those targeting schools, and the false alarm that our own college experienced, we continue to be reminded how urgent it is to secure our Center's facility. Not only has security been on the minds of our Center's staff, but now more than ever, the students we serve, the potential families who tour and actual parents who have entrusted us with their beloved children. There is a significant opportunity for our center to become a lot more safe and secure then what it currently is.

The benefit of safety and security when it comes to actual lives is invaluable. However, when safety is not questioned by potential families, our enrollment numbers will increase.

This request improves the learning environment for both the young children who attend the center, as well as the adult students who use our center as a learning and observation lab by providing an external barrier for safety.

**How many students will be impacted by this request?**

61 young (enrolled children) students, and approximate 400 VC college (adult) students

**What, if any, ongoing maintenance and licensing costs will your request require?**

secured access repair as the system ages

**Have you identified funding sources to cover ongoing costs?**

District funds supplemented by endowment funds if needed

**How will this resource improve the current learning environment, campus services, or operating conditions on campus?**

This not only provide staff and students a safe a secure place to learn and work, but also provide our community families with assurance that their child is safe when entrusting our center with their care.

**Resource Requests**

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**Resource Request Status**

Active

**Request Year**

2022-2023

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

CHI2206

**Description of Resource Request**

Architect and Engineering & Division of State Architect review to design Safe Rooms

**Estimated Cost**

\$150,000

**Type**

Facilities

**New/Replacement**

New

**Priority**

07

**Primary Contact For This Resource Request**

Amanda Picard

**Administrator, Faculty, or Staff Request**

**Equipment, Technology, or Facilities Request**

**Pirate's Code**

AGAVE

**Please explain how critical this request is to your program’s goals.**

Within the last year, the Child Development Center has been walked multiple times with the CDC Director, Dean, both former and current FMO directors, FMO supervisors, and College Faculty and staff. Each time these walk-thrus have been arranged, an attempt at improved safety and security is at the core of items discussed. With the physical location of the CDC being located off of a busy street, all of the resent active assailant instances in our country, specifically those targeting schools, and the false alarm that our own college experienced, we continue to be reminded how urgent it is to secure our Center's facility. Not only has security been on the minds of our Center's staff, but now more than ever, the students we serve, the potential families who tour and actual parents who have entrusted us with their beloved children. There is a significant opportunity for our center to become a lot more safe and secure then what it currently is.

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This request improves the learning environment for both the young children who attend the center, as well as the adult students who use our center as a learning and observation lab by providing an external barrier for safety.

**How many students will be impacted by this request?**

61 young (enrolled children) students, and approximate 400 VC college (adult) students

**What, if any, ongoing maintenance and licensing costs will your request require?**

none

**Have you identified funding sources to cover ongoing costs?**

District funds

**How will this resource improve the current learning environment, campus services, or operating conditions on campus?**

This not only provide staff and students a safe a secure place to learn and work, but also provide our community families with assurance that their child is safe when entrusting our center with their care.

**Resource Requests**

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**Resource Request Status**

Active

**Request Year**

2022-2023

**Resource Request Title (First 3 letters of Program Name+2-digit Year + 2-digit Request Number)**

CHI2207

**Description of Resource Request**

Construction of the Safe Rooms (estimate includes State Certified Inspector)

**Estimated Cost**

1.5M

**Type**

Facilities

**New/Replacement**

New

**Priority**

06

**Primary Contact For This Resource Request**

Amanda Picard

**Administrator, Faculty, or Staff Request**

**Equipment, Technology, or Facilities Request**

**Pirate's Code**

LUNGWORT

**Please explain how critical this request is to your program's goals.**

Within the last year, the Child Development Center has been walked multiple times with the CDC Director, Dean, both former and current FMO directors, FMO supervisors, and College Faculty and staff. Each time these walk-thrus have been arranged, an attempt at improved safety and security is at the core of items discussed. With the physical location of the CDC being located off of a busy street, all of the recent active assailant instances in our country, specifically those targeting schools, and the false alarm that our own college experienced, we continue to be reminded how urgent it is to secure our Center's facility. Not only has security been on the minds of our Center's staff, but now more than ever, the students we serve, the potential families who tour and actual parents who have entrusted us with their beloved children. There is a significant opportunity for our center to become a lot more safe and secure than what it currently is.

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**How many students will be impacted by this request?**

61 young (enrolled children) students, and approximate 400 VC college (adult) students

**What, if any, ongoing maintenance and licensing costs will your request require?**

None

**Have you identified funding sources to cover ongoing costs?**

District Funds

**How will this resource improve the current learning environment, campus services, or operating conditions on campus?**

This not only provide staff and students a safe a secure place to learn and work, but also provide our community families with assurance that their child is safe when entrusting our center with their care.