INSTITUTIONAL EFFECTIVENESS COMMITTEE
PROGRAM APPRAISAL FORM

Program: Child Development Centers Date of Review: February 2010

Directions for Use:
In completing this form please refer to the following suggestions:

• COMMENDATIONS: Highlight activities, processes, elements of the program that exceed standard and are done particularly well. Use action verbs.
• RECOMMENDATIONS/ACTION REQUIRED: Suggest those specific areas of a program which could/should be improved or changed and provide suggestions for specific action.
• SUMMARY: Provide a brief summary of your impressions for the total program presentation and operation.
• BUDGET IMPLICATIONS: Include documented justifications for faculty, staff, and equipment. Include locations of documentation by section in the program review form as appropriate.

COMMENDATIONS

• Links program description to Action 2012 Strategic Plan
• Plans to develop succession plan and managerial manual in anticipation of high number of retiring employees in next 10 years
• Recognizes importance of preparing employees for internal and external change
• Collaborates with FACE department

RECOMMENDATIONS/ACTION REQUIRED

Work with Assessment Committee to complete an assessment cycle in a timely manner.

SUMMARY

Program Review was thorough and reflective and the Mission is strongly connected to 2012 Strategic Initiatives. Ambitious plans for innovative changes working toward a child-centered (Reggio Emilia) model are reflected in the review. The Department pursues ongoing collaboration with the Advisory Committee to improve the quality of the program and create staff development opportunities. The program demonstrates commendable engagement with the college and the community, providing tours and guest speakers, hosting observations, participating in career development activities and collaborating in various projects.
BUDGET IMPLICATIONS

IEC supports needs that address mandated requirements:

- **Title 22:** Install Convex mirrors in children’s restrooms to ensure required line of sight supervision required. Replenish sand in sandboxes to level specified in Title 22.

- **ECERS (Early Childhood Development Rating Scale):** Replace window blinds (except Delano) so adjustable for lighting.

- **Title 22/Title 5/ECERS/ITERS (Infant Toddler Environment Rating Scale):** Facilities and equipment needs related to health and safety including installation of a covered walkway for outside refrigeration and food storage shared area.

Support staffing needs required to meet mandated adult/child ratios.

SIGNED: Institutional Effectiveness Committee  
DATE: February 2010