

**FIRST FOLLOW-UP REPORT:  
A RECORD OF PRESIDENTIAL APPROVAL  
TO TASK FORCE RECOMMENDATIONS FOR  
Early Childhood Management, 11/30/07**

With input from the Cabinet, the President makes final approval of program review recommendations. This report articulates those decisions. Approval of task force recommendations requiring funds beyond the base budget of the reviewed unit is not tantamount to receipt of additional funds. Those funding requests must be channeled through the institutional budget process. Nonetheless, special consideration will be given to requests stemming from program review recommendations.

A progress report toward implementation of recommendations must be drafted one year following completion of the task force report by the chairperson. The report will be sent electronically to the Special Assistant to the President for Strategic Planning & Analysis for college-wide distribution and archiving. Recommendations not achieved within a year are to become "objectives" in the corresponding unit plan to ensure a continued focus on their achievement.

The President accepts the recommendations of the task force as articulated below.

**Recommendations**

**Added: Rank-order the approved recommendations that require funding beyond the existing fiscal resources of the program.**

1. Develop transitional pathway for students who complete their ECP, CDA-E, and/or Associate Degree to obtain national credentialing.
  - Status: Approved
2. Create online courses for those not able to physically attend in-class portions of training.
  - Status: Approved
3. Create specialized pathways for home child care providers and infant/toddler training.
  - Status: Approved
4. Develop reciprocal system for coordination of information and communication between the unit and the Continuing Education Department. Place all early childhood classes and programming under one, clearly defined department.
  - Status: Modified to **Coordinate information and communication between the unit and the Continuing Education Department as well as enhanced coordination within the unit with the ELM program.**
5. Obtain NAEYC accreditation for child development center and teaching lab school at Dale Mabry location. Renovations to center are required to meet accreditation standards. These include an increase in interior space to accommodate office, staff, and kitchen areas.
  - Status: Modified to **Identify an appropriate programmatic accreditation for the child development center and teaching lab school at the Dale Mabry location.**
6. Construct space at both sites for instructional materials.
  - Status: Modified to **Study the allocation of space at both sites for instructional materials.**
7. Ensure the availability of current technology at both sites, including placement of one computer with web access in each classroom.
  - Status: Modified to **Develop a technology plan to include goals, expected outcomes, targeted beneficiaries, and costs.**
8. Develop program manual to ensure consistency in teaching methodologies between centers.

- Status: Approved.
- 9. Provide financial support for mentoring of practicum students, including stipend for one staff member in each center for FA/SP semesters.
  - Status: Modified to **Discuss with the Vice President of Administration the provision of financial support for mentoring of practicum students.**
- 10. Align staff compensation with educational attainment.
  - Status: **Not approved.**
- 11. Engage in self-study process within Associate in Science program, using NAEYC accreditation standards for early childhood associate degree programs.
  - Status: Approved.
- 12. Develop an Early Childhood Lecture Series. Coordinate with local early childhood professional organizations to sponsor professional development workshops and courses through HCC.
  - Status: Approved.
- 13. Develop outreach program, in coordination with college's student services department, for the purpose of increasing recruitment of male students and recent high school graduates.
  - Status: Approved.
- 14. Create marketing plan, in coordination with college's IR/MIS and marketing departments. Create brochures, "at-a-glance" sheets, and DVD to promote unit. Redesign EC website with links to separate pages.
  - Status: Modified to **Create a marketing plan, in coordination with the college's IR/MIS and marketing departments. (This is a deletion of the last two sentences.)**
- 15. Employ half time program assistant to facilitate with information access and clerical duties to increase program enrollment.
  - Status: Modified to **Explore the use of volunteers, with special attention to the use of parental involvement, to facilitate with information access and clerical duties to increase program enrollment.**
- 16. Correct coding errors within Datatel.
  - Status: Modified to **Correct coding errors within Datatel and ensure the accuracy of future coding assignment through the greater use of faculty advising and the regular faculty review of program codes assigned to students.**
- 17. Provide tutoring services to increase completion rates.
  - Status: Modified to **Develop a plan to increase student completion rates to include, but not limited to, directing students to existing tutorial services as well as pursuing the 2007-09 unit objective to expand distance education offerings.**
- 18. Track CDA-E completion rates in Trendline.
  - Status: Modified to **Study the feasibility of designing a college credit certificate to capture those completers of the CDA-E. This will allow it to be tracked in the college fact book as a state recognized credential as well as allowing the college to receive funding and recognition for these completions.**