

Instructional Material - Justification Due Date: October 28, 2016

DEPARTMENT: Child Development and Education

1. What will the money be used for? (i.e., software, videos, etc.) Please see attached for allowable items.

The Child Development and Education Department equipment list has detailed listings for all requested items including two “standard” desks with overheads and pedestals, two chairs, one desk-top computer, and one steel vertical file drawer for the adjunct faculty office (CD2-21a), also two bulletin boards and one frame board for the lobby of the Child Development Building.

2. How many students will benefit from this purchase?

The Child Development and Education Department serves averagely 3,400 students yearly. Over 1,000 students receive advising services from our 16 adjunct faculty yearly. The equipment and items requested are to serve all those students.

3. How does this enhance your Equity Goals?

Six factors have been identified as effective support practices to improve for our CDE students particularly Latinos, African American, Filipinos and Pacific Islanders. These are: directed, focused, nurtured, engaged, connected and valued. Child development students benefit from the availability of adjunct faculty who can meet them in a safe and nurturing space to carry out support practices. In order to serve students effectively, it is necessary to understand them as unique individuals. As demonstrated by the latest program review data sheet, the course success of targeted groups has fluctuated between 66% and 77%. The relationship students develop with faculty, particularly adjunct faculty, is maximized when instructors have an office environment which is welcoming and engaging.

Base on the Department’s Equity Walk results students are requesting more clear information regarding schedules and events in the reception area of the Child Development Building. The new bulletin boards and frame boards will provide detailed information of schedules and events such as student orientation, job fair, book voucher application and etc.

4. How does this enhance your Student Learning Outcomes?

A well-equipped office space is very important to experience job satisfaction and to engage adjunct faculty in successfully achieving the requirements of the college. We have learned that part-time faculty who have an adequate office space are most likely to engage in the assessment of the student learning outcomes. In addition, instructor's office is an extension of classroom environments where students can receive one on one direction and individualized instruction when is necessary. Appropriate furniture should be provided to enhance the learning environment.

The new bulletin boards will help keep our students informed with all the updates of the early childhood education field and provide detailed information of schedules and events such as student orientation, job fair, book voucher application and etc.

5. Was this noted on your Program Review?

Yes, all the items on the list for the adjunct faculty office were listed in the 2015-16 Program Review. Our part-time faculty office equipment is old and not safe. The furniture needs to be accessible to faculty with disabilities and ergonomic. We also need an additional computer for part-time faculty use. The PT office has high traffic. The NAEYC standards work requires the compilation of student data that must be saved appropriately in a locked cabinet. In addition, the department found out that we were in need of two new bulletin boards and one frame board to provide information and make announcements for our students.