

Fall 2021 OAC Meeting

Care and Development of Young Children

Sullivan Campus

Advisory Committee Members

| Name | Employer | Title | Business Address | Contact Information (phone #/email address) |
|-------------------------|------------------------------------|-------------------------------|--|--|
| 1. Carmen Brabham | Tangipahoa Parish School System | Lead Childhood Coordinator | 59656 Puleston Road Amite, La 70404 | 985-748-2539 Carmen.brabham@tangischools.org |
| 2. Melanie Sledge | Readi Start Tangipahoa | Instructional Coach | 1745 South West Railroad Ave. Amite, La 70404 | 985-974-1962 melaniesledge@tangischools.org |
| 3. Kim Merwin | My Little Sprouts | Executive Director | 220 Park Place Blvd Covington, LA 70433 | 985-320-5047 Kim.mylittlesprouts@gmail.com |
| 4. Katherine Perrilloux | Tangipahoa Parish Schools | Instructional Coach | 1745 South West Railroad Ave. Amite, La 70404 | 985-474-8867 Kate.perrilloux@tangischools.org |
| 5. Nadine Rockaforte | Kids Haven | Executive Director | 23047 R Harper Rd, Robert, LA 70455 | 985-445-4420 Kidshavenchildcare2@yahoo.com |



Fall 2021
Occupational Advisory Committee (OAC) Meeting
Care and Development of Young Children
November 17th, 2021

Welcome and Call Meeting to Order

Discussion of Minutes of Last Meeting

Old Business: Ms. Arlendra talked with Ms. Pheriche Perkins on August 27th. She is a part of the Louisiana Department of Education. They discussed the Ancillary Certificate Program.

New Business:

1. Business and Industry Update: Living Way Instruction
2. Curriculum Review
 - i. Review of Admissions
<https://www.northshorecollege.edu/admissions>
<https://www.northshorecollege.edu/admissions/future-students/index>
 - ii. Review of Program Content
<https://catalog.northshorecollege.edu/programs-study/care-development-young-children/>

<https://catalog.northshorecollege.edu/programs-study/care-development-young-children/#curriculumtext>

<https://northshorecollege.emsicc.com/search/careers?q=Early%20Childhood%20Education&radius=®ion=Lacombe%20Main%20Campus%20Area>

<https://catalog.northshorecollege.edu/course-descriptions/cdyc/>
 - iii. Review of Program Length
<https://catalog.northshorecollege.edu/programs-study/care-development-young-children/#curriculumtext>

Anticipated program length for the completion of the highest-level exit point is 2 years.

- iv. Review of Delivery Modes Offered

- Online
 - Face to Face
 - Hybrid
- v. Review of Equipment and Materials
<https://www.frogstreet.com/curriculum/>

https://yourcouncil.org/cfprssa/ecssashop.show_category?p_category_id=CDA_VAL_PACK&p_cust_id=&p_order_serno=&p_promo_cd=&p_price_cd=&p_session_serno=7025160&p_trans_ty=

<https://www.g-w.com/strengthening-family-and-self-2010>

<https://www.g-w.com/child-development-parenting>

<https://www.pearson.com/us/higher-education/program/Sorte-Pearson-e-Text-Nutrition-Health-and-Safety-for-Young-Children-Promoting-Wellness-Access-Card-4th-Edition/PGM2893922.html?tab=resources>

3. Program Review
 - i. Discuss Program Assessment Plan Results
 - ii. Student Evaluation
4. Action Items & Action Report (Industry Prompted Action Items)
 - i. Should include action items requested of the Program of Study from the OAC
 - ii. Should include a report on progress related to action items established that the previous OAC meeting.

MINUTES TEMPLATE

Care and Development of Young Children

Occupational Advisory Committee Minutes November 17, 2021, 1 pm

Members Present:

Carmen Brabham, Melanie Sledge, Kim Merwin, Nadine Rockaforte, Kate Perriloux

Members Absent:

Ola MaGee

Committee Member Roster

Occupational Advisory Committee Meeting Minutes

Care and Development of Young Children

November 17, 2021

Committee Members Present:

Carmen Brabham
Melanie Sledge
Kim Merwin
Nadine Rockaforte
Kate Perriloux

Others Present:

Arlendra Zenon – NTCC, Sullivan Campus, CDYC Instructor
Rhonda George – NTCC, Hammond Campus, CDYC Instructor
Debbie Carambat – NTCC Assistant Director

The Care and Development of Young Children (CDYC) Program held its Spring semi-annual Advisory Committee meeting on Wednesday, November 17, 2021 via a Zoom meeting online due to the risk of Covid-19.

The meeting was called to order at 1:32 pm. by Rhonda George. Arlendra Zenon welcomed all of the members and thanked everyone for attending the call. Kim Merwin read the minutes from the Spring 2021 meeting. The minutes were approved by all members.

Old Business:

There was no old business discussed.

New Business:

1. Business and Industry Update:

Living Way Instruction and My Little Sprout.

2. Curriculum Review:

- a. Review of Admissions: Rhonda George showed her screen to allow every member the opportunity to see the updates to the Northshore Technical Community College website. She showed the members how easy it is to navigate for new students, including how to apply for admission by clicking on “Apply and Enroll” in the top menu. All steps of the process, such as how to apply for Financial Aid, Orientation for new students, etc. are all easily accessible and make the process more streamlined and simple.
- b. Review of Program Content: On the screen, members were able to review the catalog of the CDYC Program. The courses described were CDYC 1110-Working With

Young Children, CDYC 1210-Growth and Development of Young Children and CDYC 1320-Preschool Curriculum. These are the three classes required for a student to get their Child Development Associate to qualify for their Early Childhood Ancillary Teaching Certificate. If a student goes through the Associates Degree Program, the site lists jobs that the students may qualify for after graduation.

- c. **Review of Program Length:** For the Associates Degree program, if a student takes a full-time schedule of 4 classes per semester, it will take two years. If the student takes more than 4 classes per semester, it is possible that they would be able to finish sooner.
- d. **Review of Delivery Modes Offered:** Classes are offered in person, online and a hybrid version that includes both.
- e. **Review of Equipment and Materials:** Frog Street Curriculum, which is a Louisiana Department of Education approved curriculum, is used to get the children familiar with using it before entering the workforce. The students also have access to the CDA Council of Professional Recognition books to aid them with what they need to get their CDA. Working With Young Children was also presented as a book that covers everything a Child Care Worker would need to know, from lesson planning and classroom set-up to supervision of children and first aid. Another book used in the program is Strengthening Family and Self which helps the students to think critically and apply their learning. Teachstone is used for the students to see what experiencing a CLASS observation is like and how to succeed in their future evaluations.

3. **Program Review:**

- a. Programs are assessed in many different ways of evaluating students, such as doing “mock” CLASS Observations on them, quizzes and even debriefing with students at the end of the semester.
 - b. The students also are given an opportunity to evaluate the classes and Teachers. Reminders are sent out to the students until at least 75% of the students fill out the evaluations.
4. Action Items and Action Report (Industry Prompted Action Items): Every two years, the program will need to form an “Action Plan” to improve areas that may need improvement. Data is collected from the student evaluations, areas the students seem to struggle in, reflecting on grades, etc. Once this data is taken in, an Action Plan will be written out for each item needing improvement, with a rubric attached to each item. This is a way to revamp the program in areas to improve the students experience and learning. Each time a meeting is held, an update on previous action plan implementations should take place.

Arlendra Zenon introduced the members to Kate Perrilloux, who will be working alongside Carmen Brabham and Melanie Sledge in the Tangipahoa Parish Cohort. She also introduced the members to Debbie Carambat, whom she described as another NTCC helpful “go to” person when the program needs assistance or has questions.

Kate Perrilloux spoke about the B-3 Grant, which some parishes received funds for, which helps families who are employed, seeking employment or in school to pay tuition for their children in a Preschool.

Arlendra Zenon and Rhonda George thanked the members for attending and especially thanked the members who attend the meetings consistently.

There was no further business to discuss so the meeting was motioned to end at this time by Melanie Sledge. Carmen Brabham seconded the motion, and the meeting was ended at 2:10 p.m.

The next meeting date was not set, but will be announced at a future date.

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Spring 2022 OAC Meeting

Committee Member Roster

Program: Care and Development of Young Children

Campus: Sullivan and Hammond

Associate Provost Approval (signature): _____

| Name | Employer | Title | Business Address | Contact Information (phone #/email address) |
|----------------------|--|---|--|--|
| 1. Carmen Brabham | Tangipahoa Parish School System | Early Childhood Coordinator | | 985-748-2539 |
| 2. Melanie Sledge | Tangipahoa Parish School System | Early Childhood Network Instructional Coach | | 985-474-8867 |
| 3. Ola Magee | Regina Coeli Child Development Center | Coordinator | 22476 Hwy. 190 Robert, LA 70455 | 985-318-8800 |
| 4. Kim Merwin | My Little Sprout, My Little Sprout Too, Park Place Learning Center and Northshore Kids Academy | Executive Director | | 985-320-5047 |
| 5. Nadine Rockaforte | Kids Haven Childcare & Preschool | Owner/Director | 23047 R Harper Rd, Robert, LA 70455 | 985-445-4420 |
| 6. | | | | |

AGENDA

Occupational Advisory Committee Meeting Care and Development of Young Children Thursday, May 5, 2022

Welcome
Coordinator

Arlendra Zenon,

Call Meeting to Order

Ola Magee

Minutes of Last Meeting

Kim Merwin

Old Business:

New Business:

- Review of Equipment and Materials
- Review of Delivery Mode
- Review of Student Evaluation
- Review and Completion of Employer Verification Forms
- (Add Items as Needed)

Review Plan of Work for fall 2022 Meeting- Announce a tentative date

Discussion: Questions and Answers

Adjourn:

Occupational Advisory Committee Meeting Minutes

Care and Development of Young Children

May 5, 2022

Committee Members Present:

Melanie Sledge
Kim Merwin
Nadia Roccaforte

Others Present:

Arlendra Zenon – NTCC, Sullivan Campus, CDYC Instructor
Rhonda George – NTCC, Hammond Campus, CDYC Instructor

The Care and Development of Young Children (CDYC) Program held its Spring semi-annual Advisory Committee meeting on May 5, 2022 via a Zoom meeting online.

The meeting was called to order at 1:02 pm. by Arlendra Zenon. Arlendra Zenon welcomed all of the members and thanked everyone for attending the call. Everyone read the minutes from the Fall 2021 meeting.

Old Business:

Arlendra mention that students are back doing field observations in the centers.

New Business:

Ms. Arlendra asked if there are any Early Childhood grants available for post-secondary. Kim mention that all the grants has closed. But she sent a link from CCAL.

Equipment:

Ms. Zenon will be discussing the Perkins Grant with her supervisor for the next fiscal year.

Delivery Mode – Ms. Zenon talked about CDYC 1110, Working with Young Children, and how assignments are done via weekly modules and face-to-face. The students also have the link to the Louisiana Department of Education Website. She also talked about CDYC 1241, Infant/Toddler Lab. The students are back in the centers for field experience.

Student Evaluation—When it is time to evaluate the Teachers, Ms. Zenon said an email goes out to all students. If they only receive 40% back, they send out another reminder. Same thing goes if they get to @75%, they send another email to the students.

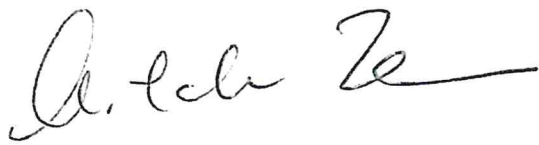
Sometimes the evaluations do not seem fair because when a student is doing poorly, falling behind and not turning in their assignments, they get angry at the Instructor. There is a new tool, Dop that Detective, on Canvas that shows who is behind and/or failing so Instructors can send reminders, but the students must do the work. Sometimes they take out their frustrations on the evaluations.

Miscellaneous Discussion:

Members were emailed an all the Form for signatures. Members were asked to sign these documents, scan it and email it to Ms. Zenon at arlen drazenon@northshorecollege.edu.

The next meeting was not set at this time.

The meeting was adjourned at 1:30 p.m.

A handwritten signature in black ink, appearing to read "A. Drazenon". The signature is fluid and cursive, with a long horizontal stroke at the end.