

Section 1. Proposal Information

Course Developer:

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Date: October 24, 2011

Catalog year to take effect : 2012-2013

Type of Proposal

- ☐ Revised course
- ☐ 199 Special Studies
- ☐ 299 Trends

Type of Course:

- ☐ Lower Division Collegiate (transfer)
- ☒ Professional/Technical (program requires)
- ☐ Professional/Technical (stand-alone)
- ☐ Developmental, numbered below 100

Rationale:

How does this proposal further the goals of the program or department?

Changing to 3 credits will allow for better statewide articulation.

What evidence supports this proposal?

Consortium listings of similar classes statewide are offered as 3 credits.

(New courses) How do you know there is a demand for this course?

Administration of Child Care Centers is a core requirement class for the AAS degree and traditionally fills to capacity.

PREVIOUS Catalog/Course Information:

Course Number: **ECE 260** Course Title in Banner: _____ (30 characters maximum)

Full Course Title in print catalog: **Administration of Child Care Centers**

Prerequisites: _____ Co-requisites: _____

Grade Option: ☒ Graded (with P/NP option) ☐ Pass/No Pass only

Number / Type Credits	Term Minimum Contact	Term Maximum Contact	11-Week Term Contact
<u>4</u> Lecture	<u>4</u> hours (lecture credits x 10)	<u>4</u> hours (lecture credits x 12)	__ hours (lecture credits x 11)
__ Lec/Lab	__ hours (lec-lab credits x 20)	__ hours (lec-lab credits x 24)	__ hours (lec-lab credits x 22)
__ Lab	__ hours (lab credits x 30)	__ hours (lab credits x 36)	__ hours (lab credits x 33)
<u>4</u> Total credits (sum)	<u>40</u> Total hours (sum)	<u>48</u> Total hours (sum)	__ Total hours (sum)

What will change in this course as a result of changing the credits?

- ☐ Course Description ☐ Course Outline ☒ Contact Hours
- ☐ Course Outcomes ☐ Other (explain): _____

Section 2. Proposed Course Outline (A general statement of course content that informs class syllabus construction.)

Course Number: **260** Course Title for Banner: _____ (30 characters maximum)

Full Course Title for print catalog: **Administration of Child Care Centers**

Prerequisites: _____ Co-requisites: _____

Grade Option: ☒ Graded (with P/NP option) ☐ Pass/No Pass only

Number / Type Credits	Term Minimum Contact	Term Maximum Contact	11-Week Term Contact
<u>3</u> Lecture	<u>3</u> hours (lecture credits x 10)	<u>3</u> hours (lecture credits x 12)	__ hours (lecture credits x 11)
__ Lec/Lab	__ hours (lec-lab credits x 20)	__ hours (lec-lab credits x 24)	__ hours (lec-lab credits x 22)
__ Lab	__ hours (lab credits x 30)	__ hours (lab credits x 36)	__ hours (lab credits x 33)
<u>3</u> Total credits (sum)	<u>30</u> Total hours (sum)	<u>36</u> Total hours (sum)	__ Total hours (sum)

Original Course Description:

Administration of Child Care Centers is an overview of administrative management issues in the establishment and operation of child care centers, with an emphasis on full day programs. Overall program planning, organizational structure, budgeting, personnel management, and legal aspects of child care. State licensing rules are included.

New Course Description (1000 character limit): (Same)

Administration of Child Care Centers is an overview of administrative management issues in the establishment and operation of child care centers, with an emphasis on full day programs. Overall program planning, organizational structure, budgeting, personnel management, and legal aspects of child care. State licensing rules are included.

Original Course Outcomes and Proficiencies

What did the student *know*, what could the student *do* at the end of the course, or what *attitudes* related to the subject would the student hold?

Upon successful completion of this course, the student:

- A. Develop an awareness of the administrative components of child care.
- B. Expose student to budgeting aspect, including fee setting and collection techniques.
- C. Develop an awareness of state and local regulations governing child care.
- D. Review and consider site requirements and potential problems with site construction and purchase.
- E. Develop an awareness of the legal aspects of child care, including insurance coverage and requirements.
- F. Enhance understanding of space planning and usage
- G. Develop a working knowledge of personnel management, including legal hiring and firing.

New Course Outcomes and Proficiencies

What will the student *know* or *be able to do* at the end of the course, or what *attitudes* related to the subject will the student hold?

Upon successful completion of this course, the student will:

- A. Describe and explain program planning concepts in child care settings.
- B. Identify organizational structures of child care settings.

Assessments Used

What evidence did you gather that students have achieved course outcomes? (assessment tools include departmental tests, written products, portfolios, juried performances, quizzes and exams, or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)

How each outcome was assessed:

- A. Project activity; in class – small group assignments; exams.
- B. Project activity; in class – small group assignments; exams.
- C. Project activity; in class – small group assignments; exams.
- D. Project activity; in class – small group assignments; exams.
- E. Project activity; in class – small group assignments; exams.
- F. Project activity; in class – small group assignments; exams.
- G. Project activity; in class – small group assignments; exams.

Assessments Planned

What evidence will you have that students have achieved course outcomes? (assessment tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams, or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)

How each outcome will be assessed:

- A. Forum question/discussion of relevant material; written reflective response; application of concepts through project activity.
- B. Forum question/discussion of relevant material; written reflective activity; application of concepts through

project activity; mid-term assessment.

C. Evaluate budgeting systems in the child care setting.

D. Analyze personnel management issues.

E. Describe and understand legal issues of child care settings.

C. Forum question/discussion of relevant material; written reflective response; application of concepts through project activity

D. Forum question/discussion of relevant material; written reflective response; application of concepts through project activity

E. Forum question/discussion of relevant material; self created quiz of legal issues in child care settings. Final assessment.

Original Course Content by Major Topics

What topics were originally presented? What were the main activities of the course? What were the central themes?

Original Topics: The Director - A Broad View, Organizational Structure: For Profit, NonProfit and Boards of Directors, Oregon Rules and Licensing, Schools and Programs, Family Child Care and Resource/Referral Agencies, Program & Environment- Philosophy and Goals, Lecture: Curriculum models and Program Evaluation, Oregon Regulations: Program, Environment and Guidance, Staffing the Childcare Center - Roles and Jobs, Scheduling, Hiring, Legal issues and Personnel Policies, Maintaining the Quality of Childcare, Food & Nutrition in Childcare, Maintenance/Health & Safety, Enrollment and Fundraising. Main Activities: 5 projects related to running a child care business.

New Course Content by Major Topics

What topics will be presented? What are the main activities of the course? What are the central themes?

(See sample at <http://www.lanecce.edu/cops/format3.htm>.)

Topics: The Director: A Broad View, Choices: Schools and Programs, Setting Goals, Planning, Management, Budget, Staff Selection/Personnel Policies, Staff Supervision and Training, Food and Nutrition Services, Maintenance, Health, and Safety, Beginnings: A New Program/A New Year, Including Families and the Community.

Main Activities: Students will participate in project activities related to owning/operating/directing a child care setting, including interactive experiences with community members who work in the field of child care.

Section 3. Curriculum Equity (<http://www.lanecce.edu/cops/curric.htm>)

To promote an environment where all learners are encouraged to develop their full potential, this course will support Lane's Curriculum Equity policy in the following way(s): All students are expected to acquire knowledge about and understand the issue of bias (including religion, gender, economic class, age, ability, and sexual orientation) and to use that knowledge so they may implement an anti-biased, multi-cultural, family friendly child care business setting.

Section 4. Required Signatures

Library Impact Statement

Under accreditation standards, Library consultation is essential for new programs, new courses and for substantively revised courses when the revisions entail any change in library use.

What assignments will require the use of library and information resources?

Each academic area has a Liaison Librarian (<http://www.lanecc.edu/library/liaison.htm>) to help faculty identify materials to be ordered to support the curriculum. Make an appointment with the designated librarian to discuss the library needs of your course at least a week ahead of the deadline for submission.

To be completed by Liaison Librarian:

- ☐ Library resources are adequate to support this proposal.
☐ Additional resources are needed but can be obtained from current funds.
☐ Significant additional Library funds/resources are required to support this proposal.

Liaison Librarian

Date

Divisional Approvals

Human, Physical, and Financial Resources (select one):

- ☐ Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding: _____
☒ No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.
Explain: _____

Divisional Recommendation (select one):

- ☐ The Division Chair and Administrative Assistant have reviewed this course proposal and kept a copy for divisional files.
☐ Faculty review of this course was completed within the division on ____ (date).
☐ New course outlines have been prepared for the Divisional binder containing all current course outlines.

Fees (select one):

- ☐ We have completed a fee request form to be submitted to OISS upon course approval.
☒ No special fees will be required for this course.

Required Certifications:

- ☐ We have developed minimum course certification standards for this course to be filed with OISS to allow compliance with the faculty contract.
☐ We have completed faculty certification form(s) (<http://www.lanecc.edu/cops/faccertf.pdf>) for this course to be filed with OISS and Human Resources so RIF grid information will be updated.

Divisional Recommendation (select one):

- ☐ Pass ☐ Do Not Pass

Office Administrator

Date

Division Chair

Date

College Approval

Curriculum Committee Chair

Date

Executive Dean for Academic Affairs

Date

Curriculum Approval Committee hearing:

Date

Vice President for Academic Affairs &
Chief Academic Officer

Date