



**CHILDHOOD DEVELOPMENT
PROGRAM DIRECTORS MEETING**

March 2, 2020 at 9:35 am – 12:30 pm (CST)

MEETING MINUTES

Meeting Format: In-Person

Location: Second Floor, Small Training Room
Alabama Community College System Office
135 South Union Street, Montgomery, AL 36130

Facilitator:

Kenneth Kirkland – Alabama Community College System

State Agencies in Attendance:

- Dr. Tracye Strichik – Alabama Department of Early Childhood Education (ADECE)
- Ms. Ada Katherine Van Wyke – ADECE
- Ms. Marche Scott – ADECE
- Ms. Joy Winchester – ADECE
- Ms. Meredith Smith – Alabama Office of Apprenticeship

Colleges in Attendance:

- Ms. Mara Harrison – Alabama Community College System
- Ms. Sheria Mitchell – Bishop State Community College
- Ms. Susan Satterfield – Calhoun Community College
- Ms. Shirley Armstrong – Chattahoochee Valley Community College
- Ms. Tiz Day – Coastal Alabama Community College
- Ms. Cynthia Covington – Enterprise State Community College
- Ms. Gwen Ford – Gadsden State Community College
- Dr. Cindy Shackelford – Jefferson State Community College
- Dr. Ann Renee Guy – Lawson State Community College
- Ms. Danita Day – Lurleen B. Wallace Community College
- Ms. Dana Garner – Northeast Alabama Community College
- Ms. Diann Durdunji – Northwest Shoals Community College
- Ms. Holly Glasgow – Shelton State Community College
- Dr. Karen Watts – Snead State Community College
- Ms. Cindy Calhoun – Southern Union State Community College
- Ms. Doris Pinkston – Trenholm State Community College
- Ms. Traci Murph – Wallace Community College – Sparks campus
- Ms. Collins Trott – Wallace Community College – Wallace Campus



- Dr. Marcie Hill – Wallace State Community College – Hanceville
- Ms. Lisa German – Wallace State Community College – Hanceville

I. Call to order

- Mr. Kirkland called the meeting to order at 9:35 am and thanked attendees for their time this morning despite the weather impacting travel.

II. Administrative Update

- Mr. Kirkland mentioned meeting minutes would be distributed after the meetings as a draft for 48-hours following the meeting to allow for revisions to be made as needed. After 48-hours, if no revisions were needed the “draft” water mark will be removed and the meeting minutes will stand as submitted.
- Mr. Kirkland acknowledged that several individuals from varying agencies had joined today’s meeting and that items on the agenda may be addressed out of order to accommodate those guests work schedules
- Mr. Kirkland reminded those present of recent information that has been sent out by Ms. Virginia Frazier concerning the Childcare Leadership funds being available through summer semesters now. Those needing further information should contact her via email at virginia.frazier@accs.edu or 1-334-293-4552.

III. Strategic Planning and Curriculum Development for CHD Programs

- Mr. Kirkland discussed the work his office is doing with the Alabama Department of Early Childhood Education (ADECE) and Alabama Office of Apprenticeships to develop a statewide model that is both feasible for students in a full-time course of study but also beneficial to the employers participating in apprenticeships.
 - Ms. Mara Harrison (ACCS) and Dr. Tracey Strichik (ADECE) introduced themselves to the group and discussion was held among the members present that a need exists for program directors to work via ACCS system office through the Alabama Office of Apprenticeships and ADECE to develop a model for apprenticeship that could be completed whether a student was in a fully online, hybrid, or traditional childhood development program.
 - Ms. Harrison (ACCS) also led discussion with the group that colleges who are undergoing the process of apprenticeship development should also be working with four-year universities to ensure they are developing a model that allows pathways to exist to higher education. Currently developed DOL apprenticeships can be modified to amend to updated changes with AOA.
 - Mr. Kirkland discussed with the group the plan would be to identify which programs are entirely online, hybrid, or entirely traditional and then work with them to document the number of hours per week each student has in theory or clinical/preceptorship so a minimum number of hours per week a student could participate in an apprenticeship can be identified
 - Additionally, Mr. Kirkland mentioned he was working with ACCS Institutional Research Office to survey the colleges regarding the types of barriers (e.g. financial, transportation, etc.) that CHD students were currently experiencing so it could be used in consideration of a plan for apprenticeships in CHD.
 - **ACTION ITEM:** Mr. Kirkland will send out plans to document number of hours per week per type of program (e.g. online, hybrid, etc.) so that information



could be shared with ADECE and Alabama Office of Apprenticeship in developing a statewide apprenticeship.

- Mr. Kirkland led the discussion on statewide articulation and that a memorandum of understanding (MOU) may not be feasible as a statewide initiative. He further discussed the concept of developing a degree plan under an A.S. degree that would involve going through the Articulation and General Studies Committee (AGSC) for entry into STARS for statewide articulation
 - o Discussion was had regarding the need to develop a standardized curriculum which would include common key assessments shared among all the institutions that would help develop the ACCS framework necessary to pursue statewide articulation through the AGSC-STARS. A discussion among the members present regarding common key assessments and the challenges/items needed for this to be accomplished took place.
 - o Mr. Kirkland also had discussion with the members that any type of work involving common key assessments could affect colleges who have just submitted their initial self-studies for NAEYC Accreditation.
 - o **ACTION ITEM:** The work needed to accomplish common key assessments and curriculum review will need to be discussed separately in follow-up conference calls and committee work with the CHD programs.

IV. National Association for the Education of Young Children (NAEYC) Accreditation

- Mr. Kirkland opened the floor for colleges who are in the process of submitting/or having recently submitted their initial self-study for NAEYC Accreditation to discuss tips, challenges, etc.
 - o Discussion was had regarding the cost of reaffirmation following the ADECE grant for initial accreditation. Mr. Kirkland mentioned he would work with Dr. Strichik's office to see if an avenue for reaffirmation could be pursued through ADECE funds.
 - o **ACTION ITEM:** Mr. Kirkland will follow-up with ADECE regarding reaffirmation costs
- Discussion was had on how the statewide initiatives being discussed today (e.g. changes to curriculum, A.S. versus A.A.S., etc.) would affect NAEYC accredited programs, those seeking accreditation, and those who would eventually seek accreditation.
 - o Mr. Kirkland introduced the concept of structuring curriculum roll-out, common key assessments, etc. similar to the OneACCS system-wide implementation where colleges who are already NAEYC accredited would be Cohort-1, Cohort-2 would those in the self-study process currently, and Cohort-3 would be those seeking accreditation following the changes being developed/implemented.
 - o **Note:** this will be discussed and further developed with the program directors during the common key assessment and curriculum teleconferences.

V. Professional Development for CHD Programs

- Mr. Kirkland sought feedback from the CHD Program Directors for the types of professional development opportunities and formats for delivery they felt they needed to empower them in their fields of study



- Those in attendance mentioned favor of webinars and/or in-person professional development when feasible
- Mr. Kirkland sought feedback on how those present with active teacher certifications were finding LEAs to sign off on their required professional development and if there were challenges to maintaining certification.
- Members of ADECE present mentioned collaborating with ACCS to provide information on trainings (e.g. ECE conference, Pre-K Training, Headstart, etc.)
 - o Additionally, the Alabama Infant and Child Mental Health endorsement training was mentioned. Website: <https://www.first5alabama.org/endorsement>
 - o **ACTION ITEM:** Mr. Kirkland will work with ADECE on professional development opportunities for CHD programs

VI. Curriculum (Course POI/Directory) Review

- Mr. Kirkland introduced discussion on noting the lab hours had been removed from the CHD program course directory and POIs. Discussion was had whether a practical application lab or theory assignments referred to as lab assignments were being done within the programs.
 - o Mr. Kirkland encouraged the group to review the Chancellors procedure 705.01 *Categories of Instruction for Calculation of Credit Hours* and that any definition of theory, lab, clinical, or preceptorship should utilize those definitions. Link to policy: <https://www.accs.edu/about-accs/board-of-trustees/policies-and-procedures/>
 - o Mr. Kirkland acknowledged that any changes made to any form of class or lab designations would need at least a year before implementation due to accreditation and also due to change in credit hours, need for catalog revisions, costs to run programs, etc.
 - o Discussion was furthered by the topics of common key assessments being needed if the CHD programs were going to seek A.S. degree plans through AGSC-STARS. **Note:** This is an action item noted previously in the minutes.
 - o **ACTION ITEM:** Mr. Kirkland will work with the programs on whether theory versus lab assignments are taking place and will work closely with the program directors to ensure any changes made will help online, hybrid, and traditional based programs.

VII. Discussion, Questions, and Concerns

- Mr. Kirkland opened the floor to further discussion/questions/concerns. No further questions/concerns were mentioned.

VIII. Adjourn

- Mr. Kirkland thanked participants for their time and adjourned the meeting at 12:30 pm



Summary of Action Items:

1. **ACTION ITEM:** Mr. Kirkland will send out plans to document number of hours per week per type of program (e.g. online, hybrid, etc.) so that information could be shared with ADECE and Alabama Office of Apprenticeship in developing a statewide apprenticeship.
2. **ACTION ITEM:** The work needed to accomplish common key assessments and curriculum review will need to be discussed separately in follow-up conference calls and committee work with the CHD programs.
3. **ACTION ITEM:** Mr. Kirkland will follow-up with ADECE regarding reaffirmation costs
4. **ACTION ITEM:** Mr. Kirkland will work with ADECE on professional development opportunities for CHD programs
5. **ACTION ITEM:** Mr. Kirkland will work with the programs on whether theory versus lab assignments are taking place and will work closely with the program directors to ensure any changes made will help online, hybrid, and traditional based programs