

## Course Outcomes Guide

**Directions:** Please complete this form to document your progress toward improving student learning. For each item, indicate your progress and your anticipated next steps. Thank you!

**Course/Program Title:** EDU 215 Child Care Center Administration and Management  
**Date:** 5/8/2012

**Course/Program Team:** Terry Kitchen

### **Expected Learning Outcomes:**

- Develop an understanding of the roles and responsibilities of a program administrator
- Exhibit knowledge and understanding for MSDE-Office of Child Care: Child Care Licensing Regulations
- Identify and demonstrate an understanding of curriculum and curriculum planning that will promote best practices in their childcare program.
- Identify selection criteria for purchasing developmentally appropriate materials and equipment.
- Understand appropriate design when creating an environment that meets Child Care Regulations and the needs of staff, children and families.
- Demonstrate effective and professional communication skills.
- Demonstrate an understanding of staff supervision, scheduling, evaluation and ongoing professional development requirements.
- Demonstrate an understanding of how to and the responsibilities of reporting incidents of child abuse and neglect.
- Develop an understanding of budget planning and fiduciary responsibility
- Demonstrate an understanding of sound business practices
- Demonstrate an understanding of available early care and education related resources.

**Assessment** (How do or will students demonstrate achievement of each outcome?)

**1. Readings and assignments from textbook – 70% of grade**

These exercises make up an Administrative Portfolio. Each assignment worth 5 points unless noted otherwise.

**2. Observations/ Interviews (5%) -** Observe an early learning program and interview the director. Interview should include the questions on p. 362 (working paper 11-1) of your textbook.

**3. License and Accreditation Review (10%)**

For current child care program directors: Choose one of the following accreditation or quality evaluation programs to research: NAEYC Accreditation, MSDE Accreditation for Child Care Centers, Early Childhood Environmental Rating Scale (ECERS) or the

Program Administrative Scale (PAS). Review the standards and use these to do a self-evaluation of your program. How well does your program meet the standards? Are the standards appropriate, realistic or idealistic? Write at least a 2-3 page type-written paper that summarizes your thoughts.

Students without director experience: Find a copy of the Maryland Office of Child Care regulations at your center or on the internet. Read and analyze this document and compare how this pertains to your center. How does your center follow these regulations? If you do not work at a center, visit a center and discuss this with the instructor. Write at least a 2-3 page type-written paper that summarizes your thoughts.

#### **4. Final Exam (10% )**

**Validation** (What methods have you used or will you use to validate your assessment?)

Exam questions are taken from a test bank from the textbook publisher and from instructor-written questions that measure knowledge and application of Maryland child care regulations.

Most written assignments are taken from the textbook and measure competency in performing tasks related to the expected learning outcomes.

**Results** (What do your assessment data show? If you have not yet assessed student achievement of your learning outcomes, when is assessment planned?)

So far this class has only been offered as a tutorial since there have not been at least eight students enrolled in the class in a given semester. During the SP12 semester, six students were enrolled. All six earned a grade of B, based on the points earned from assignments and the final exam. For the final exam, two students earned a B, two earned a C and two received an F, as they did not take the exam.

**Follow-up** (How have you used or how will you use the data to improve student learning?)

During previous semesters, I did not give an exam, basing the grade totally on written assignments. I decided to give a final exam this semester to have another objective assessment of student learning.

**Budget Justification** (What resources are necessary to improve student learning?)

None needed.