Curriculum Development Form
New Program (Academic Award)

Program Name (Academic Award):
Family Service Specialist

CIP Code: 19070D

Type of Academic Award: □ AA □ AAS □ AFA □ AS □ Diploma □ Certificate

Current Location: □ Faribault □ North Mankato
Proposed Location: □ Faribault □ North Mankato

Contact Person: Darrin Stanford
Proposed Credits: 60

Date of Proposal: 1-22-15
Proposed Implementation Date: Fall, 2015

What program is being proposed? New program combining CDEV and CSS courses.

What impact will this new program have? It will give students in both CSS and CDEV more career options.

Describe the rationale for this new program: Request to meet industry need.

Attach additional material if necessary

As Faculty Developer, by signing this New Program form, the Curriculum Committee is assured of the following (check marks required):

Prior to Preparing Documentation
✔ Initiation — idea was submitted to Department Chair(s) and Academic Dean/Director for discussion and support
✔ Explored existing program offerings to identify potential duplication
✔ Completed Intention Form

MnSCU Notice of Intent (NOI) — Program Navigator
Program Plan brought to Curriculum Committee for information purposes
Articulation agreement included for AA, AS, AFA programs
Vice President of Student and Academic Affairs approval
President approval
MnSCU Program Navigator upload — New Notice of Intent (NOI) informing other MnSCU colleges/universities of the program
MnSCU initiates the intention stage for feedback; 60 days to complete official paperwork after MnSCU approval

Continue the Curriculum Development Process
✔ Completed the WIDS Program Project, which includes outlining scope and sequence of program
Please Note: If courses do not already exist, the shell of each course must be created in WIDS before the WIDS Program Project can be completed
✔ Identified prerequisites (if any) for admission to the program
✔ Created measurable program student learning outcomes
✔ Proofread documentation for correct content
✔ Proofread documentation for grammatical and typographical errors
✔ Uploaded additional documentation to WIDS (comparison template, etc.)

Faculty Developer Signature

Date

New Program Form — 12/21/14 — Page 1
As Primary Department Chair, by signing this New Program form, the Curriculum Committee is assured of the following (check marks required):

- [ ] Documentation through email and department meetings made available for other faculty and programs to provide feedback
- [ ] Proofread documentation for correct content and proper structure
- [ ] Proofread documentation for grammatical and typographical errors
- [ ] For LAS programs, signature of all LAS Department Chairs included
- [ ] For technical programs, the change was discussed at Advisory Committee meeting (provide meeting minutes)

☐ I support this program plan  ☐ I do not support this program plan — please provide reason(s):

Primary Department Chair Signature  Date

For all new programs, if Primary Department Chair does not support the new program proposal, faculty developer can elevate the proposal to AASC for resolution.

For AA and AFA Degrees Only — As a LAS Department Chair, by signing this New Program form, the Curriculum Committee is assured of the following (check marks required):

☐ Documentation through email and department meetings made available for other faculty and programs to provide feedback

☐ I support this program plan  ☐ I do not support this program plan — please provide reason(s):

LAS Department Chair Signature  Date

☐ I support this program plan  ☐ I do not support this program plan — please provide reason(s):

LAS Department Chair Signature  Date

☐ I support this program plan  ☐ I do not support this program plan — please provide reason(s):

LAS Department Chair Signature  Date

If all four LAS Department Chairs do not support the new program proposal, faculty developer can elevate the proposal to AASC for resolution.
As Academic Dean/Director, by signing this New Program form, the Curriculum Committee is assured of the following (check marks required):
- Identified potential opportunities and impacts of the change on other programs/departments — DARS search
- Provided supporting documentation to populate Program Navigator

☐ I support this program plan  ☐ I do not support this program plan — please provide reason(s):

[Signature]  1/22/15
Academic Dean/Director Signature  Date

If Academic Dean/Director does not support the new program proposal, faculty developer can elevate the proposal to AASC for resolution.

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee.

Following Curriculum Committee support, this form is completed with final signatures.

[Signature]  3/6/2015
Curriculum Committee Chair Signature  Date  3/20/15

[Signature]  Date
Vice President of Student and Academic Affairs Signature

[Signature]  Date  3/26/2015
President Signature

The following steps are possible post-approval steps

New Program
Upload to MnSCU Program Navigator
- Curriculum Committee Chair electronic approval
- Vice President of Student and Academic Affairs
electronic approval
- President electronic approval
- Vice President of Student and Academic Affairs
electronic approval (2nd)
- MnSCU reviews for final approval
- MnSCU grants approval

Student Affairs
- ISRS, DARS, eCatalog
Scope and Sequence for Perkins Programs of Study
Federal Dept. of Education review
Higher Learning Commissions (HLC) review
### Required Child Development Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 1210 Child Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 1220 Health Safety &amp; Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 1240 Working with Diverse Families &amp; Children</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 1310 Infant/Toddler Development</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 1312 Preschool Development</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 2310 Children with Differing Abilities</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 2590 Social-Emotional Development</td>
<td>3</td>
</tr>
<tr>
<td>CDEV 2510 Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

### Required Community Social Services Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 1801 Direct Service Professionalism</td>
<td>3</td>
</tr>
<tr>
<td>CSS 1811 Facilitating Positive Behaviors</td>
<td>4</td>
</tr>
<tr>
<td>CSS 1812 Intro to Social Work</td>
<td>3</td>
</tr>
<tr>
<td>CSS 1902 Physical Developmental Supports II</td>
<td>3</td>
</tr>
<tr>
<td>CSS 1913 Supportive Interventions</td>
<td>4</td>
</tr>
<tr>
<td>CSS 1813 Social Welfare Services</td>
<td>3</td>
</tr>
<tr>
<td>CSS 1911 Internship Seminar (to be taken with CDEV 2510)</td>
<td>1</td>
</tr>
</tbody>
</table>

### Required Liberal Arts & Sciences

- English Composition - 4 credits
- SOC 201 Marriage and Family - 3 credits
- 15 credits LAS 2013/14 from 3 of the 10 MNTC Goal Areas
AAS Family Services Specialist

Program Information

Instructional Level: Associate Degree
Career Cluster: Human Services
CIP Code: 126640

Description

This award will prepare individuals for careers in a variety of family and child services settings. Students will learn skills such as positive behavioral interventions, health and safety, cultural sensitivity, family dynamics, record keeping and interpersonal communication.

The Family Service Specialist program is designed to establish a foundation in early childhood education, improve the quality of early childhood services, and prepares learners for positions in several areas in the health, human services, and education fields with children, adolescents, adults, and senior citizens. Those who may be interested in Social Work, Sociology, Psychology, Home Visitor for children and families or other health related areas may want to consider the Family Service Specialist program as a well-rounded educational base to support further development.

Program Admission Dates (Fall and/or Spring)

Fall and Spring

Program Location (North Mankato and/or Faribault)

North Mankato and Faribault

Program Student Learning Outcomes

1. Implement guidance techniques that promote positive adult-child relationships.
2. Administer techniques for observing, recording, and analyzing information obtained from completing observations.
3. Identify appropriate resources, supports, and services.
4. Apply concepts relevant to general social service practices in a wide variety of settings.
5. Use developmental milestones and developmentally appropriate practice to approach teaching skills for a child’s individual growth.
6. Employ best practices of appropriate physical environments and environmental considerations for optimal learning, development, and independence.
7. Collaborate with parents, colleagues, children, and community services to implement best
practices of support.

Demonstrate the ability to provide positive, supportive, behavioral interventions in a least restrictive manner.

Program Configurations

Fall Start

Credits

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Technical Course</td>
<td>39.00</td>
</tr>
<tr>
<td>Liberal Arts &amp; Sciences</td>
<td>21.00</td>
</tr>
<tr>
<td>Total Credits</td>
<td>60.00</td>
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First year fall

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 1210</td>
<td>Child Growth and Development</td>
<td>3.00</td>
<td>Technical Course</td>
</tr>
<tr>
<td>CDEV 1220</td>
<td>Health, Safety &amp; Nutrition</td>
<td>3.00</td>
<td>Technical Course</td>
</tr>
<tr>
<td>CDEV 1240</td>
<td>Working with Diverse Families and Children</td>
<td>3.00</td>
<td>Technical Course</td>
</tr>
<tr>
<td>CSS 1801</td>
<td>Direct Service Professionalism</td>
<td>3.00</td>
<td>Technical Course</td>
</tr>
<tr>
<td>CSS 1811</td>
<td>Facilitating Positive Behaviors</td>
<td>4.00</td>
<td>Technical Course</td>
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First Year Spring

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAS</td>
<td>LAS ELECTIVE</td>
<td>4.00</td>
<td>Liberal Arts &amp; Sciences</td>
</tr>
<tr>
<td>CDEV 1312</td>
<td>Preschool Development and Learning Experiences</td>
<td>3.00</td>
<td>Technical Course</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>Composition</td>
<td>4.00</td>
<td>Liberal Arts &amp; Sciences</td>
</tr>
<tr>
<td>SOWK 100 (CSS 1812)*</td>
<td>Introduction to Social Work (Copy)</td>
<td>3.00</td>
<td>Liberal Arts &amp; Sciences</td>
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</table>

Second Year Fall

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDEV 1310</td>
<td>Infant/Toddler Development and Learning Experiences</td>
<td>3.00</td>
<td>Technical Course</td>
</tr>
<tr>
<td>CDEV 2310</td>
<td>Children with Differing Abilities</td>
<td>3.00</td>
<td>Technical Course</td>
</tr>
<tr>
<td>CDEV 2590</td>
<td>Social-Emotional Development and Learning Experiences</td>
<td>3.00</td>
<td>Technical Course</td>
</tr>
<tr>
<td>CSS 1913</td>
<td>Supportive Interventions</td>
<td>4.00</td>
<td>Technical Course</td>
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### Second Year Spring

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS 1911</td>
<td>Internship Seminar</td>
<td>1.00</td>
<td>Technical Course</td>
</tr>
<tr>
<td>SCC 201</td>
<td>Marriage and Families</td>
<td>3.00</td>
<td>Liberal Arts &amp; Sciences</td>
</tr>
<tr>
<td>LAS</td>
<td>LAS ELECTIVE</td>
<td>4.00</td>
<td>Liberal Arts &amp; Sciences</td>
</tr>
<tr>
<td>CSS 1902</td>
<td>Physical Developmental Supports II</td>
<td>3.00</td>
<td>Technical Course</td>
</tr>
<tr>
<td>CDEV 2510</td>
<td>Internship</td>
<td>3.00</td>
<td>Technical Course</td>
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</table>

### Program Course List

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
<th>Pre/Corequisites</th>
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</thead>
<tbody>
<tr>
<td>CDEV 1210</td>
<td>Child Growth and Development</td>
<td>3.00</td>
<td>None</td>
</tr>
<tr>
<td>CDEV 1220</td>
<td>Health, Safety &amp; Nutrition</td>
<td>3.00</td>
<td>None</td>
</tr>
<tr>
<td>CDEV 1240</td>
<td>Working with Diverse Families and Children</td>
<td>3.00</td>
<td>None</td>
</tr>
<tr>
<td>CDEV 1310</td>
<td>Infant/Toddler Development and Learning Experiences</td>
<td>3.00</td>
<td>CDEV1210</td>
</tr>
<tr>
<td>CDEV 1312</td>
<td>Preschool Development and Learning Experiences</td>
<td>3.00</td>
<td>CDEV1210</td>
</tr>
<tr>
<td>CDEV 2310</td>
<td>Children with Differing Abilities</td>
<td>3.00</td>
<td>CDEV1210</td>
</tr>
<tr>
<td>CDEV 2510</td>
<td>Internship</td>
<td>3.00</td>
<td>Instructor approval must be granted,</td>
</tr>
<tr>
<td>CDEV 2590</td>
<td>Social-Emotional Development and Learning Experiences</td>
<td>3.00</td>
<td>CDEV1210</td>
</tr>
<tr>
<td>CSS 1801</td>
<td>Direct Service Professionalism</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>CSS 1811</td>
<td>Facilitating Positive Behaviors</td>
<td>4.00</td>
<td>No Prerequisites</td>
</tr>
<tr>
<td>CSS 1902</td>
<td>Physical Developmental Supports II</td>
<td>3.00</td>
<td>Must have a score of 77.5 or higher on the Reading portion of the Accuplacer test or completion of READ 0080 and READ 0090 with a grade of C or higher. Must have a score of 85.5 or higher on the Sentence Skills portion of the Accuplacer test or completion of ENGL 0080 and ENGL 0090 with a grade of C or higher. CSS 1802.</td>
</tr>
<tr>
<td>CSS 1911</td>
<td>Internship Seminar</td>
<td>1.00</td>
<td>Co-requisite of CSS 1910; and instructor approval.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>Prerequisites</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------</td>
<td>-------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>Composition</td>
<td>4.00</td>
<td>A score of 78 or higher on the reading portion of the Accuplacer or completion of READ 0090 with a C or higher. A score of 85.5 or higher on the sentence skills portion of the Accuplacer or completion of ENGL 0090 with a C or higher.</td>
</tr>
<tr>
<td>SOC 201</td>
<td>Marriage and Families</td>
<td>3.00</td>
<td>Prerequisite: Completion of READ 0090 with a grade of C or higher or a score of 78 or above in Reading comprehension on the Accuplacer</td>
</tr>
<tr>
<td>SOWK 100</td>
<td>Introduction to Social Work (Copy)</td>
<td>3.00</td>
<td>Must have a score of 78 or higher on the Reading portion of the Accuplacer test or completion of READ 0090 with a grade of C or higher. Must have a score of 86 or higher on the Sentence Skills portion of the Accuplacer test or completion of ENGL 0090 with a grade of C or higher.</td>
</tr>
<tr>
<td>SOWK 105</td>
<td>Social Welfare Services (Copy)</td>
<td>3.00</td>
<td>ENGL 100</td>
</tr>
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</table>

Notes: (Copy) indicates that the course is a duplicate or similar course to another course with a different code.
# Child Development Advisory Committee Meeting

| Meeting Date:       | South Central College  
<table>
<thead>
<tr>
<th></th>
<th>Nov. 12, 2014</th>
</tr>
</thead>
</table>
| Next Meeting:       | South Central College  
|                    | March or April 2015    |
|                     | Darci will send out a poll. |

**In Attendance:**
Pam Schweim, Lynn Michel, Peter Wruck, Laurie Hagberg, Chris Marben, Denise Schumacher, Cindy Steinberg, Pam Willard, Renea Ratziof,  
Denise Lage, Dawn Tommerdahl, Kaylee Wiens, Darci Stanford,  
Teisha Escobar, Dr. Tarnowski

**Agenda Items:**
1. Introductions  
2. Peter Wruck ~ Interim Dean  
3. Review of last meetings minutes  
4. Vote Co-chairs for 2014/16 year  
5. MN Ed Grants (Darci & Lynn)  
6. Teaching Strategies Trainings: MDE & OEL, Maryland  
7. APT / Certificates: 1310, 1312, 2210, 2530  
8. Reducing Textbook Costs  
9. Articulation Update: SMSU, UW Riverfalls, Metro State  
11. Internal Partnership opportunity: CSS/CDEV  
12. Numbers  
13. Program Review  
14. Advisory Questionnaire  
15. Fall Conference  
16. Jan. 8th training @ 6-7PM  
17. Children’s Museum  
18. Scholarships: SCC/TEACH/RETAAIN  
19. High School Seniors: Judy Lindman Scholarship  
20. Next Meeting Date? Time?  
21. Advisory Board input: What’s New  
22. Q & A

**Handouts Provided:**
- Agenda  
- Previous minutes  
- Questionnaires  
- New Brochures

**Key Outcomes & Tasks: To Do:**
1. SMSU Early Childhood Special Education Degree  
2. Updated Metro State articulation  
3. Concordia articulation  
4. UW Stout articulation  
5. Meet with CSS program to look at possible Parent Educator degree  
6. Marketing: articulations and new certificates within courses  
7. Graduate student survey—add question “how did they find jobs?” – done Dr. Tarnowski  
8. Send poll to determine date for Program Review meeting in March or April
## Meeting Minutes:

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Minutes</th>
</tr>
</thead>
</table>
| **Introductions**  
**Peter Wruck ~ Interim Dean** | Welcome!  
Committee, Dr. Peter Wruck, and Dr. Tarnowski |
| **Review of last meetings minutes** | Approved |
| **Vote Co-chairs 2014/16 year** | Denise Schumacher volunteered to chair the 2014/16 meetings  
Motion to approve: Darci, Second: Peter, Vote: unanimous |
| **MN Ed Grants**  
(Darci & Lynn) | Darci & Lynn both received $3000 grants  
Professional Development Funds $900 each  
SCC funding was appreciated!  
- Teaching Strategies Training: Minnesota Department of Education & Office of Early Learning brought trainers to MN (12 hrs. each training)  
- Both took 3 initial trainings (free) & Train the trainer ($2500 instead of $4500)  
- MNCPD Accredited Trainers  
  - Darci: Infant & Toddler, Preschool, GOLD  
    - APT / Certificates: 1310, 1312, 2210  
  - Lynn: Took initial trainings and APT: Preschool and Preschool Systems (took at Teaching Strategies in Maryland)  
    - APT / Certificate: 2530  
- Marketing needed  
Offer courses: Child Care Aware MNstreams, etc.  
Offer courses through CBI? |
| **Reducing Textbook Costs** | Advised depth vs breadth. Teaching Strategies Creative Curriculum  
Put content online (like a text).  
Less expensive textbook options |
| **Articulation Update: SMSU, UW Riverfalls, Metro State** | New AAS articulation with UW Riverfalls: Licensure and non-licensure options  
SMSU articulation going well. Students have graduated and at least 1 has obtained a teaching position  
** Look into Early Childhood Special Education Degree  
** Metro State ~ Need updated articulation (new Dean) |
| **Future Articulations: Concordia? Bemidji? MSU,M?** | ** Concordia: 6 or 7 programs could articulate with CDEV. Teacher licensure, parent educator, family life  
** MSU,M: FACS?  
** UW Stout: non-teacher licensure |
| **Internal Partnership opportunity: CSS/CDEV** | ** Concordia: Family Service -> Parent Educator? 2+2  
Committee sees need for parent educators and home visitors who have knowledge of early childhood, working with parents, mental health referral, social service, filling out forms, and documentation  
** Graduate student survey—add question “how did they find jobs?”  
Job openings – how can employers hire SCC students? Need applicants.  
Contact faculty AND place ad on SCC Job Bank [http://southcentral.edu/postjobs](http://southcentral.edu/postjobs)  
Coordinator or Placement is candy.laven@southcentral.edu  
Students can look for employment at [http://southcentral.edu/jobbank](http://southcentral.edu/jobbank) |
| Numbers                  | • Advisees ~ 145 declared majors  
|                         | • Trying to reduce ITV offering  
|                         |   • Fall 14 f2f CDEV 1270 Learning Environments course  
|                         |     o Darci - 12 on Faribault Campus  
|                         |     o Pam - 27 on N. Mankato Campus  
|                         | • Certificate level courses on N. Mankato Campus in the morning (F or Sp).  
|                         | • Both Campuses: Planning Curriculum, Observation 2 (GOLD) & Language & Literacy Development Spring 15  
| Program Review          | • New process AQIP, which is using information to move forward.  
|                         | • Advisory Committee assistance needed for strategic planning and to make recommendations to strengthen the program. Previous recommendations:  
|                         |   • 2010 Program Review recommendations determined the program needed consistency of Internship and another unlimited faculty. Pam Schweim was hired to supervise all Internship students & teach ¾ load.  
|                         |   • The Program Review before 2010 recommended adding a full-time faculty on Faribault Campus and less ITV. Darci Stanford hired in 2008.  
|                         |   • Advisory Board recommendations are an important part of planning for the future!  
|                         | • March/April will meet with Advisory Committee for ½ day to develop a plan. Darci will send a poll to see which day works best.  
| Advisory Questionnaire  | Complete advisory questionnaire that was emailed to advisory members that have been on the committee at least a year.  
| Fall Conference         | 205 people attended the Reaching and Teaching All Children Child Care Conference on the N Mankato Campus. Sponsors include: Minnesota Valley Association for Early Childhood Educators, Caring and Sharing Child Care Association, and Pam Schweim & Lynn Michel represented the SCC Child Development Program.  
| Jan. 8th training @ 6-7PM | Pam Willard:  
|                         | Training will be at SCC ~ N Mankato Campus 6-7pm or 6-8 pm?  
|                         | Impact of Violence on Children (CADA) AND Mandated Reporter Training  
| Children’s Museum of Southern MN update | Pam Willard: Opening spring 15-support and funding needed www.cmsouthernmn.org  
|                         | https://www.facebook.com/cmsouthernmn  
|                         | Dec 13th making gingerbread houses. Register. Cost?  
| Scholarships: SCC/TEACH/RETTAAN | http://mnchildcare.org/professionals-caregivers/grants-scholarships  
|                         | SCC http://southcentral.edu/general/scholarships.html  
| Next Meeting Date? Time? | End of March or beginning of April for Program Review.  
| Advisory Board input: What’s New / Q & A | Pam Schweim & Pam Willard NetStudy (Background Studies)  
|                         | SCC and MVAC may look into being sites  
| Darci Stanford          | Darci.Stanford@southcentral.edu 507-332-5827  
| Lynn Michel             | Lynn.Michel@southcentral.edu 507-389-7325  
| Pam Schweim             | Pam.Schweim@southcentral.edu 507-389-7467  