

**BOARD OF HIGHER EDUCATION**  
**REQUEST FOR COMMITTEE AND BOARD ACTION**

**COMMITTEE:** Academic Affairs

**NO:** AAC 14-13

**COMMITTEE DATE:** December 3, 2013

**BOARD DATE:** December 10, 2013

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**APPLICATION OF BERKSHIRE COMMUNITY COLLEGE TO AWARD THE  
ASSOCIATE IN SCIENCE IN EARLY CHILDHOOD EDUCATION**

**MOVED:** The Board of Higher Education hereby approves the application of **Berkshire Community College** to award the **Associate in Science degree in Early Childhood Education**.

Upon graduating the first class for these programs, the College shall submit to the Board a status report addressing its success in reaching program goals as stated in the application and in the areas of enrollment, curriculum, faculty resources, and program effectiveness.

Authority: Massachusetts General Laws Chapter 15A, Section 9(b)

Contact: Carlos Santiago, Senior Deputy Commissioner for Academic Affairs  
and Academic Policy

## **BOARD OF HIGHER EDUCATION**

**December 2013**

### **Berkshire Community College Associate in Science in Early Childhood Education**

#### **INTENT AND MISSION**

This proposed A.S. degree in Early Childhood Education (ECE) aligns with the Berkshire Community College mission and commitment to place higher education within reach of all Berkshire county residents. The proposed program is designed to provide access to early educators, encompass standards of excellence, promote student success, and meet an important economic development need in the county. The changing landscape in the field of educator preparation, including the Council for the Accreditation of Educator Preparation (CAEP) standards, and the Massachusetts Department of Early Education and Care (EEC) increasing requirements for early educator credentials through its Quality Rating System (QRIS), demonstrate a need for the proposed AS degree in Early Childhood Education in Berkshire county. The proposed program has a career focus designed to support students in existing early childhood certificate programs to attain an associate degree. It is also designed for early educators already working in the field who wish to pursue an associate's degree and continue their professional development.

BCC has filed an expedited application for the approval of a proposed Associate in Science in Early Childhood Education. The proposed Associate in Science in Early Childhood Education has obtained all necessary governance approvals on campus and was approved by the BCC Board of Trustees on November 22, 2011. The required letter of intent was circulated on April 18, 2013. No comments were received.

#### **NEED AND DEMAND**

##### *National and State Labor Market Outlook*

According to the Bureau of Labor Statistics, employment of early educators in child care is expected to grow by 20% from 2010 to 2020, faster than average for all occupations. Growth is expected because of increases in the number of families who require child care and because of an increasing demand for public preschool programs.

Massachusetts EEC's QRIS system provides a higher rate of funding to programs with early educators with associate and baccalaureate degrees in early childhood. The proposed A.S. degree program will meet the needs of the current workforce in Berkshire County. Growth is expected due to Massachusetts focus on the importance of early childhood education. In Berkshire County the job outlook for early education professionals expects an increase of about 9% by 2018. The Massachusetts Executive Office of Labor and Workforce Development for Berkshire County does not account for the EEC and QRIS objective for the A.S degree in early childhood education to raise the education level of incumbent early educators. Berkshire County early childhood education agencies are finding early educator vacancies to be increasingly difficult to fill, due in part to the shortage of qualified professionals.

##### *Student Demand*

The target market for the proposed program includes existing early educators in the field and students entering college directly from high school. It is expected that most students will be Berkshire County residents. BCC administrators have obtained requests for the proposed programs from local child care agencies and their employees.

### *Duplication*

Berkshire County is rural and geographically isolated from other educational institutions. BCC is one of nine out of the fifteen Massachusetts community colleges in the state system offering an AS in Early Childhood Education degree.

## **ACADEMIC AND RELATED MATTERS**

### *Admission*

General BCC admissions policies apply to the proposed program. There are no additional requirements for admission. Early educators in the field who apply with prior credits have several options for determining transfer of credit. Applicants requesting transfer of previous college experience must provide BCC with official college transcripts from their previous schools which are then evaluated by the admissions transfer credit evaluator. BCC students may also receive credit for educational experiences outside the traditional college setting when they are matriculated. Challenge assessments allow students to receive credits, but no grade, for selected BCC courses by passing an exam that shows proficiency in the subject matter of the course. The faculty member who offers the course and the department chair must approve granting of the credit. A maximum of 8 credits for two classes may be awarded for life experience gained outside an academic environment. In ECE a portfolio of appropriate documentation (letters of recommendation, seminars, licenses, field work, etc.) are required for “proof of experience.” Each request for credit is evaluated separately. Students may not account for more than one half of their program’s graduation requirements with credits earned by transfer, challenge examination, prior learning experiences, or any combination of these.

### **PROGRAM ENROLLMENT PROJECTION**

	<b># of Students Year 1</b>	<b># of Students Year 2</b>	<b># of Students Year 3</b>	<b># of Students Year 4*</b>
New Full Time	4	7	12	11
Continuing Full Time	16	15	15	15
New Part Time	11	12	14	15
Continuing Part Time	21	22	24	24
<b>Totals</b>	<b>52</b>	<b>56</b>	<b>65</b>	<b>65</b>

### *Curriculum (Attachment A)*

The suggested block schedule for program completion follows a logical progression from introductory coursework to more intermediate level coursework and practicum experiences. The first semester contains all of the coursework included in the Introductory ECE certificate minus the first practicum and seminar course. The remaining semesters have courses required for the intermediate certificate and those additional courses for the associate of science degree together over the remaining semesters.

### *Field Resources and Internships*

It is planned that students will work with the program advisor or a faculty sponsor to contract for independent learning, which can be a specialized elective, a course that is necessary for graduation, or an independent learning project that defines personal learning objectives and methods of evaluation.

Students will have the opportunity to contract for independent study, community service internship, field experiences, apprenticeships, unpaid career-related work experiences, or other self-directed projects.

Students with significant learning experiences as early educators in the field will have the opportunity to compile a portfolio of their learning to earn credit for their first practicum in early childhood education. A maximum of eight credits for two classes may be awarded for learning outside of an academic environment. Letters of recommendation and other documentation are required and determined by the nature of the learning experience. Each request is evaluated separately. Students may not account for more than one-half of their program's graduation requirements (31 of 62 credits) with credits earned by transfer, examination, prior learning experiences, or any combination of these.

Agency placements are secured by the program advisor and contracts are signed by both the agency and the college. Each party agrees to specific responsibilities and has an opportunity to review the contracts annually or as needed. Close connections have been developed within the Berkshire County early childhood education community. The BCC advisory board is active and involved in assisting the program to achieve its goals.

## **RESOURCES AND BUDGET**

### *Fiscal (Attachment B)*

The proposed program includes current faculty, facilities, and resources that are already sufficient to maintain the existing and new program in early childhood education. New enrollments from students completing early childhood certificates and early educators in the field eager to complete an associate's degree are expected to comprise most of the initial enrollees.

### *Faculty and Administration (Attachment C)*

The ECE program advisor has been at BCC since 1996 becoming a full-time faculty member in the spring of 2010. Prior to that time, she served as adjunct faculty, managed the ECE Building Careers grant, and served as program advisor to all early childhood education students. The program advisor is active in local early childhood education initiatives and is well-known in the community for her work with early childhood education. Three additional adjunct faculty members have been preparing early educators with BCC for over fifteen years, are employed in the field of early childhood education and bring a wealth of experience and knowledge to the classroom. The BCC central advising center helps entering students register for classes prior to being assigned to the program advisor.

### *Facilities, Library and Information Technologies*

Classrooms at BCC that will be used by the proposed program are equipped with smart classroom technology, including Eno or Smart Boards, document cameras, and DVD players. There is a computer lab for all students to address questions in the lab. Several labs have the capacity for video recording of student performance. The BCC online help desk addresses questions students or faculty may have regarding the online course delivery system. Faculty members also have weekly technology assistance through open lab time.

The Jonathan Edwards Library holds approximately 1000 print volumes specific to children's education, psychology, development, literature, health, games and activities, and social topics such as families, parenting, violence and abuse, diversity and multi-cultural aspects, etc. More books on general education, psychology and sociology also contain pertinent material. Works unavailable at BCC may be borrowed from other libraries. The library also subscribes to Ebrary's Academic Complete highly-regarded collection of over 75,000 academic e-books. The library estimates there are at least 3000 works specific to children in the above areas. The Library has 160 videos.

The library currently subscribes to journals such as *Young Children*, *Education Digest*, *Developmental Education*, *Child Development*, *Child Development Perspectives*, *Monographs of the Society for Research in Child Development*, *Parents, Families in Society*, *Contemporary Pediatrics*, and *MCN: American Journal of Maternal Child Nursing*. Relevant information may also be found in the dozens of news and opinion periodicals received as well as other scholarly and popular titles in psychology, sociology, medicine, and education. In addition, thousands of full-text articles and citations are available in over 60 aggregate databases. These include *ERIC*, *Educator's Reference Complete*, *Psychology and Behavioral Sciences*, *Gender Studies*, *Diversity Studies*, *Literature Resource Center*, *Academic Search Premier*, etc. A recent search of Gale Thompson's *Educator's Reference Complete* using "early childhood education" yielded 2686 academic journal articles, 841 magazine or trade pieces, 1259 news articles, and 1195 books (primarily government reports). All were available in full-text.

The library also maintains an online study guide to assist students and others who are researching ECE and related topics. It provides links to book, article, and other online sources.

### *Affiliations and Partnerships*

The Early Childhood Education advisory board is reported to be an important resource in the development of the proposed program and in supporting efforts to improve curriculum and BBC outreach to the early childhood community. The following individuals are members of the Advisory Board:

#### **Berkshire Community College**

Flavia Mastellone, Faculty, ECE Program Advisor  
Richard Leja, ECE Adjunct Faculty,  
Susan MacVeety, Adjunct Faculty, ECE, Humanities  
Margaret Stephenson, Assessment coordinator  
Laurie Shaw, ECE adjunct Faculty

#### **MCLA (Massachusetts College of Liberal Arts)**

Ellen Barber, Education Faculty  
Douglas McNally, Readiness Center

#### **Early Childhood Community Support**

Anne Nemetz-Carlson, Executive Director, Child Care of the Berkshires  
Kelly DeLorenzo, Berkshire Children and Families/ independent consultant  
Kate Murphy, Preschool Enrichment Team  
Maggie Steele, Family Engagement  
Eloise Stevens, Executive Director, Head Start

#### **Ex-Officio**

Frances Feinerman, BCC VP Academic Affairs  
Anna Foss, BCC Dean, Nursing, Health, & Social Sciences

## Program Effectiveness

Program Effectiveness Goals	Measureable Objectives			Strategies	Timeline
	<u>Job placement</u>	<u>Faculty</u>	<u>Programmatic Enhancements</u>		
Completion of Early Childhood Education proposed program review	Identification of skills, knowledge, and credentials for the workplace. Graduates who either seek employment in the field or continue in workplace with additional credentials	Current faculty	Increase online offerings.  Increase early childhood electives.	Continued assessment of curriculum changes; track (with assessment coordinator) students' progress through the program.	Spring 2013 – Fall 2013
Meet changing needs of the workforce	Incumbent workers	Current faculty	Addition of Children's literature as 2 <sup>nd</sup> literature course. Strengthen electives offered in early childhood education.	Development of terminal A.S. degree in ECE to meet State requirements	Spring 2014 - Fall 2014
"stackable certificates" - credit	# of students enrolled in each 16 credit certificate	Current faculty	32credits –part of proposed A.S. degree	Outreach counselor through grant support	
Curriculum Revisions	# of Students enrolled in new electives; number of students completing courses;	Current faculty	New elective, Early Childhood Language and Literacy currently being developed as an online course. Consideration of a third certificate in Infant and Toddler Care	Advisement of students into MAT113 as an alternative that provides a college transfer math	Spring 2014
Increase alternative course offerings for non-traditional students and supports	Number of students in evening or online courses -	Current faculty	Development of additional online and evening offerings –off hour and non-traditional course offerings. Number of years to complete part-time degree.	Intermediate certificate students are usually the incumbent workers and need a flexible schedule	SP 2014, SU 2014, FA 2014
Provide advising training for adjunct faculty	Increase in the number of students being advised by ECE faculty	Current Faculty/ Advising Center	Evening faculty will have additional skills in advising ECE students	Include information sessions and group advising	FA2014
Continue	Document in	Current	Competencies	Students in the	On-going

alignment with EEC core competencies	program review	faculty	addressed in coursework	second practicum complete portfolio that aligns with EEC core competencies	
Addition of Career to the Transfer Track	A.S. in Early Childhood Education approval	Current faculty	Intended for students who plan to immediately enter the job market after graduation and incumbent workers to advance their knowledge.	Offer new A.S. degree upon approval by Department of Higher Education	

**EXTERNAL REVIEW AND INSTITUTIONAL RESPONSE**

The program was reviewed by Lynne Quintin, Ed.D, Professor, Psychology and Education at Springfield Technical Community College, MA and Tricia Kiefer, M.Ed., Chair of Education Department and Early Childhood Coordinator at Mount Holyoke Community College, MA.

The reviewers found the proposed program to be thoughtful and responsive to the documented need in Massachusetts for the states diverse pool of early childhood educators to earn increased credentials and degrees. The reviewers recognized that the proposed program is designed to both enable early educators in the field to earn associate degrees and to also position themselves for transfer into baccalaureate level programs in early childhood education. Reviewers applauded BCC for aligning the proposed program with Early Education and Care Core Competencies and licensure requirements for early educators in a mixed delivery system.

Recommendations included a suggestion for increasing course content related to oral language development and its relationship to later literacy development and critical thinking. A second recommendation was a resource center for students to be able to access an enriched array of developmentally appropriate materials that may not always be available in placement sites, and to encourage student participation in developing such a collection. The reviewers suggested that program evaluation consider time lines for completion to accommodate students who are early educators working full time in the field, most with concurrent parenting responsibilities, moving toward degree completion on a part time basis. Reviewers also suggested additional full time faculty would be preferential to increased numbers of adjunct faculty for the program.

In response to the review BCC acknowledged its intention to align the program with the Massachusetts Quality Rating System and EEC Core Competencies for early educators. A new three credit course was developed to help students increase their knowledge of emergent literacy and focus on ways to implement developmentally appropriate learning activities in the areas of listening, speaking, writing, and reading from research based perspectives. BCC is working toward providing an on-site resource collection of materials for students. Many materials have been purchased and are currently stored in program offices. BCC concurred that it would be of benefit to have dedicated space or a dedicated classroom, in which these materials could be housed. BCC is undergoing renovations and a request for multi-purpose space that could include a small resource space for materials available to students for selection and evaluation has been submitted. BCC indicated that budget constraints demanded creative solutions to faculty issues. The current adjunct faculty members in early childhood have had a positive history with BCC providing time and expertise to improving curriculum and serving students. BCC has promoted a full-time faculty

member from an adjunct position and is committed to the program. BCC will re-evaluate full-time or adjunct faculty positions as the program develops.

### **STAFF ANALYSIS AND RECOMMENDATION**

Staff thoroughly reviewed all documentation submitted by **Berkshire Community College** and external reviewers. Staff recommendation is for approval of the proposed **Associate in Science in Early Childhood Education**.



**Attachment A: Curriculum Outline**

**A.S. Degree Early Childhood Education**

<b>Required (Core) Courses in the Major (Total # courses required = 10)</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
ECE 101	EARLY CHILDHOOD GROWTH AND DEVELOPMENT	3
ECE 104	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3
ECE 107	UNDERSTANDING AND GUIDING CHILDREN'S BEHAVIOR	3
ECE 122	SPECIAL NEEDS IN EARLY CHILDHOOD EDUCATION	3
ECE 123	EARLY CHILDHOOD PRACTICUM I	3
ECE 124	EARLY CHILDHOOD EDUCATION SEMINAR I	1
ECE 220	INFANT AND TODDLER CARE	3
ECE 223	EARLY CHILDHOOD PRACTICUM II	3
ECE 224	EARLY CHILDHOOD EDUCATION SEMINAR II	1
ECE 241	CREATIVITY: A CHILD'S PERSPECTIVE	3
<b>Sub Total Required Credits</b>		<b>26</b>
<b>Elective Courses (Total # courses required =5 ) (attach list of choices if needed)</b>		
	BEHAVIORAL SCIENCES ELECTIVES (recommend HSV 135, SOC 208, or SOC 136)	6
	FREE ELECTIVES	9
<b>Sub Total Elective Credits</b>		<b>15</b>
<b>Distribution of General Education Requirements</b>		<b># of Gen Ed Credits = 21</b>
Attach List of General Education Offerings (Course Numbers, Titles, and Credits)		
Arts and Humanities, including Literature and Foreign Languages		12
COM	Communication	3
ENG 101/102	English Composition 1 and 2	6
ENG 205	Children's Literature	3
Mathematics and the Natural and Physical Sciences		3
MAT	Mathematics (college level MAT 113 or higher)	3
Social Sciences		6
PSY 107	Introductory Psychology	3
PSY 105	Introductory Sociology	3
<b>Sub Total General Education Credits</b>		<b>21</b>
<b>Curriculum Summary</b>		
Total number of courses required for the degree	22	
Total credit hours required for degree	62	
<b>Prerequisite, Concentration or Other Requirements:</b>		

**Attachment B: Budget**

**Expenses**

<b>One Time/ Start Up Costs</b>	<b>Cost Categories</b>	<b>Annual Expenses</b>			
		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
None Current Faculty	Full Time Faculty (Salary & Fringe) <b>ongoing</b>	\$59,446	\$60848	\$60848	\$60848
None Current Faculty	Part Time/Adjunct Faculty (Salary & Fringe) <b>ongoing</b>	\$16895	\$17113	\$17334	\$17558
None Current Staff	Staff	Current division secretary assists all faculty with administrative tasks			
None	General Administrative Costs	Absorbed by the Behavioral Sciences and division budgets			
No additional requirements	Instructional Materials, Library Acquisitions	As needs arise – no pre-determined budget line			
No additional requirements	Facilities/Space/Equipment	Current facilities – classroom space, library, student support services			
Current agency contracts	Field & Clinical Resources	Currently, there are 11 placements (attached) for student teaching for early childhood students; additional sites will be developed as needed to accommodate incumbent workers pursuing the A.S. degree in early childhood education			
Covered by in house resources for marketing	Marketing	Marketing is absorbed by the college budget – outreach is through individual agencies, the ECE advisory board, and program faculty.			
Covered by grant – supported outreach counselor	Other (Specify) Community agency outreach	The outreach coordinator is visiting each early childhood agency in Berkshire county to determine education needs. This person will be able to promote the A.S. degree when approved, to the same agencies.			
<b>TOTALS</b>					

## Revenues

<b>One Time/Start-Up Support</b>	<b>Revenue Sources</b>	<b>Annual Income</b>			
		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
	Grants Currently the Educatory and Provider Support grant is supporting ten students and 3 classes.	\$13,025	<i>Unsure of status of grant for future years, Assume level funding</i>		
	Tuition \$26 per credit MA; \$39 /credit NE & NY residents ; all others \$260/ credit	\$6,240 F/T \$4,992 P/T	\$6,864 F/T \$5,304 P/T	\$8,424 F/T \$5,928 P/T	\$8,112 F/T \$6,084 P/T
	Fees (college service + technology) \$159 per credit MA; \$159 /credit NE & NY residents ; all others \$159/ credit	\$38,160 F/T \$30,528 P/T	\$41,976 F/T \$32,436 P/T	\$51,516 F/T \$36,252 P/T	\$49,608 F/T \$37,206 P/T
	Tuition & Fees Full-time	\$44,400	\$48,840	\$59,940	\$57,720
	Tuition & Fees Part-time*	\$35,520	\$37,740	\$42,180	\$43,290
	Total Tuition and Fees	\$79,920	\$86,580	\$102,120	\$101,010
	Reallocated Funds N/A				
	Other (specify) N/A				
	* assume 6 credits for part-time				
	<b>TOTALS</b>	<b>\$92,945</b>	<b>\$99,605</b>	<b>\$115,145</b>	<b>\$114,035</b>

Attachment C: Faculty Form

Summary of Faculty Who Will Teach in Proposed Program							
Please list full-time faculty first, alphabetically by last name. Add additional rows as necessary.							
Name of faculty member (Name, Degree and Field, Title)	Check if Tenured	Courses Taught Put (C) to indicate core course. Put (OL) next to any course currently taught online.	Number of sections	Division of College of Employment	Full- or Part-time in Program	Full- or part-time in other department or program (Please specify)	Sites where individual will teach program courses
<b>Mastellone, Flavia</b> MA, Peace & Conflict Resolution Education Associate Professor	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• ECE- 104 Intro to Early Childhood Education <b>C/OL</b></li> <li>• ECE-101 Early Childhood Growth &amp; Development <b>C/OL</b></li> <li>• ECE-107 Understanding 7 Guiding Children's Behavior <b>C</b></li> <li>• ECE-123/124 ECE Practicum &amp; Seminar I <b>C</b></li> <li>• ECE-220 Infant &amp; Toddler Care <b>C/OL</b></li> <li>• ECE 223/224 ECE Practicum &amp; Seminar II <b>C</b></li> </ul>	1 1 1 1 1	Nursing, Health, & Social Sciences	Full-Time	<b>No</b>	• BCC Main Campus
<b>Leja, Richard A.</b> M.Ed, Elementary Education Adjunct Professor	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• ECE-224 Creativity <b>C</b></li> <li>• ECE-265 ECE Administration &amp; Staff Development</li> <li>• ECE-230 Supervision &amp; Administration in Day</li> </ul>	1 1 1	Nursing, Health, & Social Sciences	Adjunct	<b>No</b>	• BCC Main Campus & McCann Technical School

		Care					
<b>MacVeety, Susan M.</b> M.Ed., Elementary Education Adjunct Professor	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• ECE-122 Special Needs in ECE <b>C</b></li> <li>• ECE-241 Creativity <b>C</b></li> <li>• ECE-101 Early Childhood Growth &amp; Development <b>C/OL</b></li> </ul>	1 1 1	Nursing, Health, & Social Sciences	Adjunct	<b>Yes</b> <i>Adjunct - English</i>	• BCC Main Campus and South County Center
<b>Shaw, Laurie Phelan</b> M.Ed. Child Study Adjunct Professor	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• ECE-241 Creativity <b>C</b></li> <li>• ECE-101 Early Childhood Growth &amp; Development <b>C</b></li> </ul>	1 1	Nursing, Health, & Social Sciences	Adjunct	<b>No</b>	• BCC Main Campus