

Course Assessment Report
Washtenaw Community College

Discipline	Course Number	Title
Early Childhood Development	205	ECD 205 06/20/2025-Administration of Child Care Programs
College	Division	Department
Advanced Technologies and Public Service Careers	Advanced Technologies and Public Service Careers	Public Service Careers
Faculty Preparer		Suzanne Gainsley
Date of Last Filed Assessment Report		

I. Review previous assessment reports submitted for this course and provide the following information.

1. Was this course previously assessed and if so, when?

No

2. Briefly describe the results of previous assessment report(s).

3.

4. Briefly describe the Action Plan/Intended Changes from the previous report(s), when and how changes were implemented.

5.

II. Assessment Results per Student Learning Outcome

Outcome 1: Write policies and procedures related to the effective operation of the child care center in compliance with state child care regulations.

- Assessment Plan
 - Assessment Tool: Child Care Center Program Manual Assignment
 - Assessment Date: Winter 2021
 - Course section(s)/other population: All sections
 - Number students to be assessed: Random selection of one third of enrolled students, with a minimum of five.

- How the assessment will be scored: Departmentally-developed rubric
- Standard of success to be used for this assessment: 75% of selected students will score 75% or higher.
- Who will score and analyze the data: Members of the CCP Advisory Committee or other qualified professionals.

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

Fall (indicate years below)	Winter (indicate years below)	SP/SU (indicate years below)
	2025, 2024, 2023	

2. Provide assessment sample size data in the table below.

# of students enrolled	# of students assessed
50	46

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

Four students did not complete this assignment.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

All students assessed were in person, virtually on Zoom.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

Students were assessed using a departmentally-developed rubric.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: Yes

Of the 46 students assessed, 38 (82.60%) achieved a score of 75% or higher, while 8 students did not meet this benchmark. As a result, the Standard of Success was achieved. These results indicate that the course is effectively supporting student learning outcomes related to compiling a resource collection for child care directors.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

Based on my interpretation of the assessment results, students were able to accurately apply licensing regulations to the development of a program policy with clear procedures. This indicates comprehension of state requirements and an ability to apply them in a child care setting.

This assessment was used for both SLO 1 and 2 since these are similar outcomes.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

Based on the analysis of student performance, I will continue to emphasize practice in interpreting licensing regulations to guide policy decisions. I will review the assignment rubric more thoroughly with students to ensure students complete all assignment requirements.

Outcome 2: Write policies and procedures related to staffing a program, supervising and training employees in compliance with state child care regulations.

- Assessment Plan
 - Assessment Tool: Staff Policy and Procedural Manual
 - Assessment Date: Winter 2021
 - Course section(s)/other population: All sections
 - Number students to be assessed: Random selection of one third of enrolled students, with a minimum of five.
 - How the assessment will be scored: Departmentally-developed rubric
 - Standard of success to be used for this assessment: 75% of selected students will score 75% or higher.
 - Who will score and analyze the data: Members of the CCP Advisory Committee or designated professionals.

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

Fall (indicate years below)	Winter (indicate years below)	SP/SU (indicate years below)
	2025, 2024, 2023	

2. Provide assessment sample size data in the table below.

# of students enrolled	# of students assessed
50	46

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

Four students did not complete this assignment.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

All students assessed were in person, virtually on Zoom.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

Students were assessed using a departmentally-developed rubric.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: Yes

Of the 46 students assessed, 38 (82.60%) achieved a score of 75% or higher, while 8 students did not meet this benchmark. As a result, the Standard of Success was achieved. These results indicate that the course is effectively supporting student learning outcomes related to identifying and compiling a director resource collection.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

Based on my interpretation of the assessment results, students were able to accurately apply licensing regulations to the development of a program policy with clear procedures. This indicates comprehension of state requirements and an ability to apply them in a child care setting. This indicates that the instructional strategies and course activities are effectively supporting student learning in this area.

This assessment was used for both SLO 1 and 2 since these are similar outcomes.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

Based on the analysis of student performance, I will continue to emphasize practice in interpreting licensing regulations to guide policy decisions. I will review the assignment rubric more thoroughly with students to ensure students complete all assignment requirements.

Outcome 3: Write policies and procedures related to enrollment, the care and education of children, and working with families in compliance with state child care regulations.

- Assessment Plan
 - Assessment Tool: Program Policy and Procedural Manual related to children and families
 - Assessment Date: Winter 2021
 - Course section(s)/other population: All sections
 - Number students to be assessed: One third of enrolled students, with a minimum of five
 - How the assessment will be scored: Departmentally-developed rubric
 - Standard of success to be used for this assessment: 75% of selected students will 75% or higher.
 - Who will score and analyze the data: Members of the CCP Advisory Committee or other qualified professionals.

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

Fall (indicate years below)	Winter (indicate years below)	SP/SU (indicate years below)
	2025, 2024, 2023	

2. Provide assessment sample size data in the table below.

# of students enrolled	# of students assessed
50	46

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

Four students did not complete the assessment.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

All assessed sections were delivered in person, virtually on Zoom.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

Students were assessed using a department-developed rubric.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: Yes

Of the 46 students assessed, 39 (84.8%) achieved a score of 75% or higher, while 7 students did not meet this benchmark. As a result, the Standard of Success was achieved. These results indicate that the course is effectively supporting student learning outcomes related to writing policies and procedures related to enrollment, the care and education of children, and working with families in compliance with state child care regulations.

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

Based on my analysis of student performance, the majority of students successfully met the learning outcome of writing a policy and procedures for child guidance and discipline that meets Michigan licensing regulations. This indicates that the instructional strategies and course activities are effectively supporting student learning in this area.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

Based on my analysis, students were successful in applying licensing regulations to their policies, demonstrating a solid understanding of regulatory requirements. To support further improvement, I will place greater emphasis in class on the procedures for working with families, particularly the steps involved in seeking support for families whose children may require alternate care. This will help students better understand how to navigate sensitive situations while maintaining compliance and supporting family needs.

Outcome 4: Identify and assemble a collection of resources needed by a child care site supervisor or program director of a child care center.

- Assessment Plan
 - Assessment Tool: Director's Resource File Assignment
 - Assessment Date: Winter 2021
 - Course section(s)/other population: All sections
 - Number students to be assessed: One third of enrolled students, with a minimum of five.
 - How the assessment will be scored: Departmentally-developed rubric
 - Standard of success to be used for this assessment: 75% of selected students will score 75% or higher.
 - Who will score and analyze the data: Members of the CCP Advisory Committee or qualified professionals.

1. Indicate the Semester(s) and year(s) assessment data were collected for this report.

Fall (indicate years below)	Winter (indicate years below)	SP/SU (indicate years below)
	2025, 2024, 2023	

2. Provide assessment sample size data in the table below.

# of students enrolled	# of students assessed
50	41

3. If the number of students assessed differs from the number of students enrolled, please explain why all enrolled students were not assessed, e.g. absence, withdrawal, or did not complete activity.

Nine enrolled students did not complete the assignment.

4. Describe how students from all populations (day students on campus, DL, MM, evening, extension center sites, etc.) were included in the assessment based on your selection criteria.

All students assessed were in person, virtually on Zoom.

5. Describe the process used to assess this outcome. Include a brief description of this tool and how it was scored.

A departmentally-developed rubric was used to assess students.

6. Briefly describe assessment results based on data collected for this outcome and tool during the course assessment. Discuss the extent to which students achieved this learning outcome and indicate whether the standard of success was met for this outcome and tool.

Met Standard of Success: Yes

Of the 41 students assessed, 35 (85.36%) achieved a score of 75% or higher, while 6 students did not meet this benchmark. As a result, the Standard of Success was achieved. These results indicate that the course is effectively supporting student learning outcomes related to identifying and assembling a collection of resources needed by a child care site supervisor or program director of a child care center

7. Based on your interpretation of the assessment results, describe the areas of strength in student achievement of this learning outcome.

Based on my analysis of student performance, the majority of students successfully met the learning outcome of compiling a resource collection that would be useful for a child care center director. This indicates that the instructional strategies and course activities are effectively supporting student learning in this area.

8. Based on your analysis of student performance, discuss the areas in which student achievement of this learning outcome could be improved. If student met standard of success, you may wish to identify your plans for continuous improvement.

Based on my analysis of student performance, students were successful in collecting relevant and appropriate resources, indicating that they understood how to locate resources. However, some students struggled to clearly describe how they would apply the selected resources in practice. To support improvement in this area, I plan to clarify the expectations in the rubric and place greater emphasis during class discussions on how to use resources in practical terms.

III. Course Summary and Intended Changes Based on Assessment Results

1. Based on the previous report's Intended Change(s) identified in Section I above, please discuss how effective the changes were in improving student learning.

This is the first time this course has been assessed.

2. Describe your overall impression of how this course is meeting the needs of students. Did the assessment process bring to light anything about student achievement of learning outcomes that surprised you?

Overall, the course is meeting its objectives and effectively supporting students in achieving the intended learning outcomes. Students are demonstrating the ability to apply licensing regulations to real-world scenarios. While the assessment results did not reveal any major surprises, they did highlight that some students need additional support in articulating procedural steps and how to address concerns with families.

Moving forward, I plan to incorporate more scenario-based activities that allow students to practice applying policies and communication strategies in realistic situations. This will help deepen their understanding and better prepare them for real-world application.

3. Describe when and how this information, including the action plan, was or will be shared with Departmental Faculty.

This information, including the action plan, will be shared with departmental faculty through the updated course manual. Additionally, it will be directly communicated to all faculty members who teach this course to ensure consistency in implementation and to support continuous improvement across all sections.

4. Intended Change(s)

Intended Change	Description of the change	Rationale	Implementation Date
Outcome Language	<p>Student Learning Outcomes 1 and 2 will be combined into one outcome to align with current state licensing regulations to ensure students are accurately applying regulatory standards in their coursework and practice.</p> <p>The updated outcome will be assessed through an assignment that requires students to clearly apply state licensing regulations and</p>	<p>Student Learning Outcomes 1 and 2 were found to be redundant. This revision will streamline expectations and better support students in demonstrating practical, regulatory knowledge.</p>	2025

	create a procedural document that reflects an understanding of the regulatory requirements, appropriate timeframes, and the rationale behind the policy.		
Outcome Language	Update the language of Student Outcome 3 to focus on developing a specific policy that outlines how early childhood professionals work with children and families to support positive guidance practices, in alignment with state licensing regulations.	This focused policy requires students to interpret and apply licensing regulations while also considering real-world implementation and communication with families. By creating a policy rooted in regulatory compliance and best practices for guidance, students gain essential skills in leadership, decision-making, and family and staff collaboration.	2025
Assessment Tool	A new assessment tool will be implemented for Student Learning Outcome 1. This assignment will require students to develop a comprehensive onboarding and training policy that includes procedures and a timeline for implementation, based on Michigan	This new assessment tool ensures that students are not only familiar with Michigan child care licensing regulations, but are also able to apply them in a real-world task that reflects the responsibilities of child care directors. This assignment supports deeper	2025

	<p>child care licensing requirements. Through this task, students will demonstrate their understanding of staff qualification standards, required documentation and clearances, and mandated training in accordance with state regulations.</p>	<p>understanding of staff qualification requirements, compliance documentation, and training mandates—key areas of knowledge needed to maintain a high-quality, legally compliant early childhood program.</p>	
Assessment Tool	<p>The assessment for Student Learning Outcome 3 will be redesigned as a single, comprehensive assignment that evaluates students' ability to create a policy that supports both children and families. Students will develop a center-wide Child Guidance Policy that reflects early childhood best practices and complies with state child care licensing regulations.</p>	<p>This revised assessment connects theory and practice by requiring students to apply their understanding of positive guidance strategies within the framework of licensing regulations. This requires students to think critically about how to support children's social-emotional development while engaging families and ensuring regulatory compliance. This assignment mirrors the real responsibilities of child care directors, reinforcing leadership skills and promoting consistency in behavior guidance practices across the program.</p>	2025

Objectives	Revise the course objectives to ensure stronger alignment with the student learning outcomes and course content,	Course objectives will better align with the course textbook and updated Michigan child care licensing regulations	2025
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5. Is there anything that you would like to mention that was not already captured?

I will be submitting a revised master syllabus based on the assessment data.

III. Attached Files

[SLO 1 Data](#)

[SLO 3 Data](#)

[SLO 4 Data](#)

Faculty/Preparer: Suzanne Gainsley **Date:** 06/20/2025

Department Chair: Beth Marshall **Date:** 06/23/2025

Dean: Eva Samulski **Date:** 06/23/2025

Assessment Committee Chair: Jessica Hale **Date:** 02/05/2026