



EDU

Academic Affairs - Course Proposal Form



CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Academic Unit: Educational Leadership and Policy Studies		Department Chair: Cirenio Rodriguez	
Type of Course Proposal: New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Deletion <input type="checkbox"/>		Date: March 15, 2006	
Does this course fulfill a requirement for single-subject or multiple subject credential students? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		For Catalog Copy: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	CCE: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Semester Effective: Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> 2006	
Prefix & No.	Title:	Units:	

Change to:

Prefix & No. EDLP 209B	Title: Human Resources and Supervision	Units: 3
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JUSTIFICATION:

Changes made due to CTC accreditation requirements. The content of this course reflects several CTC Standards.

NEW COURSE DESCRIPTION: (Not to exceed 80 words, and language should conform to catalog copy. See <http://www.csus.edu/acaf/univmanual/crspsl.htm> - Guidelines for Catalog Course Description)

This course examines human resources and personnel practices in educational organizations. Key themes and issues in personnel will be presented with broad assumptions regarding dominant practices and their application to establishing positive human relations.

Note:**Prerequisite:****Corequisite:****CAN (California Articulation Number):****Graded: Letter Credit/No Credit** **Instructor Approval? Yes No** **Course Classification: C-4****Title for SIS+ (not more than 25 characters)
Human Resources In Edu.****Cross Listed?**Yes No **If yes, with what course:****How Many Times Can This Course be Taken for Credit? Once**

FOR NEW COURSE PROPOSALS OR SUBSTANTIVE CHANGES ONLY:

Description of the Expected Learning Outcomes: Describe outcomes using the following format: "Students will be able to: 1), 2), etc." See the example at <http://www.csus.edu/acaf/example.htm>

- Students will be able to manage legal and contractual policies, agreements and records in ways that foster a professional work environment and secure privacy and confidentiality for all students and staff
- Students will be able to coordinate and align fiscal, faculty, staff, volunteer, community, and material resources to support the learning of all students and all groups of students.
- Students will be able to understand motivation, personal/organizational issues, vision, taking risks to approach challenging goals, identify and address barriers to accomplishing the vision etc.
- Students will be able to understand the dynamics of leadership, supervision and change process in small and large schools/ worksites, Class Collaborative Change Plan {CCMCP} in order to provide opportunities for parents and all other members of the school community to develop and use skills in collaboration, leadership and shared responsibility.
- Students will be able to become familiar with various models and approaches related to supervision and evaluation in order to monitor and supervise faculty and staff at the site, and manage and evaluate the instructional program.
- Students will be able to deepen the understanding of the leader's/supervisor's and change agent's role in guiding others toward solutions by utilizing the principles of systems management, organizational development, problem-solving and collaborative decision-making techniques fairly and effectively.
- Students will be able to demonstrate skills in shared decision-making, problem solving, change management, planning, conflict management, evaluation, fosters and develops those skills in others. In order to understand the changes taking place within workplace organizations and their implications for effective leadership and supervision.
- Students will be able to explore process to facilitate the development of approaches to solve leadership/supervisory/change problems in order to sustain personal motivation, commitment, energy, and health by balancing professional and personal responsibilities.
- Students will be able to understand his/her role as a leader of a team and is able to clarify the roles and relationships of individuals within the school by examining effective strategies related to human resources and potential influence on organizational effectiveness (i.e. becoming aware of the qualities present in effective leaders, supervisors and change agents).

****Attach a list of the required/recommended course readings and activities [Note: it is understood that these are updated and modified as needed by the instructor(s).] This attachment should be forwarded only to your Dean's office, not Academic Affairs.**

Assessment Strategies: A description of the assessment strategies (e.g., portfolios, examinations, performances, pre- and post-tests, conferences with students, student papers) which will be used by the instructor to determine the extent to which students have achieved the learning outcomes noted above:

- Reflective paper/rubric re: analysis & comparison of policies, regulations & contracts
- Mock interviews
- Fund allocation process outline
- Self-vision statement
- Analysis critique
- Class presentation
- Field assignment "Plan of Action"
- Collaborative model change plan
- Reflection/critical analysis
- Review OSE reports
- Role plays
- Strategic Leadership Styles Assessment Instrument
- Simulation feedback sessions
- Interactive simulation
- Critical analysis paper
- Self-reflection
- Critical analysis paper
- Formative assessment evaluation; critique of articles on leadership and supervision.

For whom is this course being developed?

Majors in the Dept Majors of other Depts ___ Minors in the Dept ___ General Education ___ Other ___

Is this course required in a degree program (major, minor, graduate degree, certificate)? Yes No ___

If yes, identify program(s): Masters of Education: Educational Leadership Option; Preliminary Administrative Internship Credential; Preliminary Administrative Credential.

Does the proposed change or addition cause a significant increase in the use of College or University resources (lab room, computer facilities, faculty, etc.)? Yes ___ No ___

If yes, attach a description of resources needed and verify that resources are available.

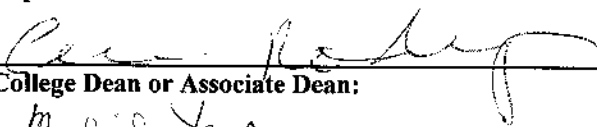
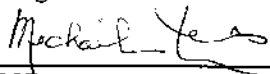
Indicate which department or programs will be affected by the proposed course (if any). Masters of Education: Educational Leadership Option; Preliminary Administrative Internship Credential; Preliminary Administrative Credential.

The Department Chair's signature below indicates that affected programs have been sent a copy of this proposal form.

Approvals: If proposed change, new course or deletion is approved, sign and date below. If not approved, forward without signing to the next reviewing authority, and attach an explanatory memorandum to the original copy.

Signatures:

Date

Department Chair:		3/16/06
College Dean or Associate Dean:		3/27/06
CPSR (for school personnel courses ONLY)		
Associate Vice President and Dean for Academic Programs		

Distribution: Academic Affairs (original), Department Chair and College Dean. Dean's office to send original after approval to Jerri McAtee, at zip 6016. An electronic copy must also be sent to mcateejj@csus.edu.