



# Academic Affairs - Course Proposal Form

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

<b>Academic Unit:</b> College of Education and College of Continuing Education		<b>Department Chair:</b> Dr. Bruce Ostertag (EDS) Dr. Bernice Bass de Martinez (CCE)	
<b>Type of Course Proposal:</b>  New <u>##</u> Change <u>__</u> Deletion <u>__</u>		Date: March 21, 2006	
Does this course fulfill a requirement for single-subject or multiple subject credential students? Yes <u>__</u> No <u>##</u>		For Catalog Copy: Yes <u>##</u> No <u>__</u>	CCE: Yes <u>##</u> No <u>__</u>
		Semester Effective: Fall <u>##</u> Spring <u>__</u> 200 <u>6</u>	
Prefix & No. EDS 226	Title: Resource Management and Enhancement for the Workforce Development Advocate		Units: 3

Change to:

Prefix & No.	Title:	Units:
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## JUSTIFICATION:

One of the program concentration courses for new option in Workforce Development Advocacy (master degree option for students who have completed the BA in Vocational Education). This course presents information related to the appropriate and successful management and enhancement of workforce development programs and sites. The successful advocate must be able to effectively obtain, manage, and account for all types of resources in an age of continuously changing workforce environments.

**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)

Course covers resource development including means of identifying and obtaining resources as well as fundraising in support of workforce development. Also, addresses issues of program sustainability.

Note:

Prerequisite: Admission to the program

Corequisite:

CAN (California Articulation Number): N/A

Graded: Letter <u>##</u> Credit/No Credit <u>__</u>	Instructor Approval? Yes <u>##</u> No <u>__</u>
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Course Classification: C5	Title for SIS+ (not more than 25 characters) Resource Dev Enhance for WDA
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Cross Listed? Yes <u>__</u> No <u>##</u>	If yes, with what course:
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How Many Times Can This Course be Taken for Credit? One time

# 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:**

- a. Develop a process of obtaining and maintaining material and non-material resources
- b. Demonstrate an ability to develop and apply effective budget processes in a workforce setting.
- c. Develop a network of private and public resources for workforce development settings.
- d. Show expertise in managing a model workforce development project.

\*\*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:

**Student paper: research paper that identifies useful strategies for effectively enhancing (obtaining new) resources for workforce development settings**

**Project completion: conduct interviews and observations at a workforce development site; identify the resources used at the site and the means used to obtain them; provide description of management techniques used at site (to be prepared in conjunction with the student paper; will be the paper's appendices)**

**Instructor conference: Demonstrate ability to effectively work as a member of a collaborative cohort term**

**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):

**MA in Education: Workforce Development Advocacy**

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). N/A

*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**

<b>Department Chair:</b>	
<b>College Dean or Associate Dean:</b>	
<b>CPSP (for school personnel courses ONLY)</b>	
<b>Director of Curriculum, Assessment &amp; Accreditation (for the Vice President for Academic Affairs)</b>	

**Distribution:** Academic Affairs (original and two copies) Department Chair and College Dean. A copy of this form should be e-mailed, along with the hard copies, as an attachment to [wylie@csus.edu](mailto:wylie@csus.edu) by the Dean's office after it is approved at that level.