

• Authorization To Offer Non-Degree Extension Credit Course Through Extended Studies •

1. Desired Term: Fall 2006		Year of implementation: 2006													
2a. Course abbreviation and Number: EDUC E1049		2b. Abbreviated Title: (No more than 25 characters, including spaces) Classroom Organizing & Planning													
		4. Number of Units: 1	5. Billing Units: 1												
6. Allowed Student Levels: UG <input checked="" type="checkbox"/> GR <input checked="" type="checkbox"/> EE <input checked="" type="checkbox"/> (Default is to check all three levels)															
7. Grading Method: <input type="checkbox"/> N Normal (N) (Default is Letter Grade +/-, Students may request Credit/No Credit) <input type="checkbox"/> Normal Plus Report-in-Progress (NP) (As for Normal; also allows Report-in-Progress) <input type="checkbox"/> Credit/No Credit Only (C) <input type="checkbox"/> Credit/No Credit or Report-in-Progress Only (CP)															
8. Mode of Instruction: (See pages 17-23 at http://www.calstate.edu/cim/data-elem-djc/APDB-Transaction-DED-SectionV.pdf for definitions of the Course Classification Numbers)		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Type of Instruction</th> <th>Number of Credit Units</th> <th>Instructional Mode (Course Classification Number)</th> </tr> </thead> <tbody> <tr> <td>Lecture</td> <td>1</td> <td>02</td> </tr> <tr> <td>Activity</td> <td></td> <td></td> </tr> <tr> <td>Lab</td> <td></td> <td></td> </tr> </tbody> </table>		Type of Instruction	Number of Credit Units	Instructional Mode (Course Classification Number)	Lecture	1	02	Activity			Lab		
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Lecture	1	02													
Activity															
Lab															
9. Attributes: Course Requires Consent for Enrollment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Faculty <input type="checkbox"/> Credential Analyst <input type="checkbox"/> Dean <input type="checkbox"/> Program/Department - Director/Chair Prerequisites: _____ Co-requisites: _____															
10. Does this course impact other discipline(s)? (If there is any uncertainty as to whether a particular discipline is affected, check "yes" and obtain signature.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, obtain signature(s). Any objections should be stated in writing and attached to this form.															
_____ Discipline	_____ Signature	_____ Date	_____ Support _____ Oppose												
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Important : Please Complete

1. Instructor: Leslie J. Hays, Ed.D

2. Please complete the **Extension Course Proposal Form**
http://www.csusm.edu/academic_programs/Curriculum_Forms/index.html

SIGNATURES: (COLLEGE LEVEL)

1. Program Director/Chair N/A Date _____

2. College Dean (or Designee) [Signature] Date 9/6/06

(UNIVERSITY LEVEL)

3. Dean of Extended Studies (or Designee) [Signature] Date 9/6/06

4. Vice President for Academic Affairs (or Designee) [Signature] Date 9/12/06

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OFFICE OF EXTENDED STUDIES EXTENSION COURSE PROPOSAL FORM

In planning the components of our Extended Studies program at Cal State San Marcos, this office consults closely with the academic colleges and departments to determine the suitability of course content, teaching methods and instructor qualifications. To assist us in evaluating your proposed course for credit, please submit this completed form to our office as soon as possible. Questions before you submit? Call me at (760)750-8713.

- **Course Title: Organizing and Managing the Classroom (K-12)**
- **Course Description:**
This is an online course designed to help teachers improve their abilities to organize and manage a classroom. Through video selections, experienced teachers share tips and show examples of classroom management strategies. The program is organized around the California Standards for the Teaching Profession, and includes video classroom examples, teacher rationale, reflection, and a variety of online resources for all grade levels.
- **Course Objectives:**
Identify examples of good classroom management and organization. (online activities)
Reflect on own practice of classroom management and organizational strategies. (online reflections)
Use selected strategies in the classroom and report on experiences. (online reports)
- **Evaluation:**
Time spent in programs is reported via the Prep Period online management system. Students must send a report of their time in the system, as well as written reports of activities. Students must complete three reflection activities and one resource activity for each of the modules below, for a total of 24 written reports.

Module 1: Building a Classroom—Creating an Effective Physical Environment
Module 2: Building Appreciation for Others—Promoting Fairness and Respect
Module 3: Building Collaboration—Promoting Social Development and Group Responsibility
Module 4: Building Responsibility—Establishing and Maintaining Behavior Standards
Module 5: Building an Organized Community—Planning and Implementing Routines and Procedures
Module 6: Building Efficiency—Using Instructional Time Effectively
- **Course Length**
15 hours in online course
5-10 additional hours in outside class work to complete assignments
- **Proposed Date(s):** September 15, 2006→ ongoing
- **Location:**
This is an online course found at www.prepperiod.org.
- **Support Needs:** Students will need to have the latest version of Flash, a recent Internet browser, and Adobe Acrobat loaded on their computer. The technical requirements are also specified on the site, with links to support sites if software needs to be downloaded.
- **Comments:**
These online classes have been produced and currently available through San Diego County Office of Education.

When completed, please return this form, along with an up-to-date resume (with teaching references) to: Catherine Boyle, Office of Extended Studies, Cal State San Marcos, 333 S. Twin Oaks Valley Rd., San Marcos, CA 92096; FAX: (760)750-3138; E-mail: cboyle@csusm.edu

LESLIE J. HAYS, Ed.D

Director, Learning Resources & Education Technology Support
San Diego County Office of Education
6401 Linda Vista Road, San Diego, CA 92111
858-292-3758 Email: lhays@sdcoe.net

EDUCATION AND CREDENTIALS

2004: Ed.D. in Literacy & Educational Technology. University of San Diego and San Diego State Joint Doctoral Program. Dissertation: *AVID Program Graduates: Negotiating the First Year of College*.

2003 Administrative Services Credential, San Diego State University.

1989: M.A. Education, in Curriculum & Instruction from SDSU. Master's Thesis: *San Diego Marine Geology: A Field Based Curriculum Study for Secondary Students*.

1979: Secondary Single Subject Teaching Credential from San Diego State University. Teaching credential in Life Sciences (1979) & Physical Sciences (1985), Chemistry (1990), and Geosciences (1994). Certification for teaching GATE students, 1985.

1973: B.A. with a major in Biology (cum laude) from the University of the South, Sewanee, Tennessee. (Undergraduate work at Emory University, Atlanta, Georgia).

TEACHING EXPERIENCE

Spring 2003: Adjunct Professor at USD in School of Education. Taught Secondary Content Area Reading class.

1979 – 2000: Science teacher at Helix High School, La Mesa, CA. and Lincoln HS, San Diego, CA. Taught multiple levels of science including AP Biology, Chemistry, Oceanography and AP Psychology.

1977- 1978: Owner and administrator of an English as a Second Language school, the California Language Institute, in Santa Cruz, Bolivia. Managed the school and taught English.

1975-1976: Teacher, Cochabamba Cooperative School, Cochabamba, Bolivia; a K-12 American State Department supported school.

LEADERSHIP EXPERIENCE

2004-present: Director, Learning Resources & Educational Technology for SDCOE. Oversee Professional Development Online Production Unit and Learning Resources Display Center.

2002-2005: Facilitator of East County Transitions K-16 monthly articulation meetings sponsored by SDCOE with eight participating districts, two community colleges and San Diego State University.

2003: Presenter at ASCD's National Conference in San Francisco for *California ASCD's Exemplary Program, Advancement Via Individual Determination (AVID)*.

2002, 2003: Region IX AVID Annual Leadership Colloquium. Planned and organized the two-day program which focused on the issues Equity and Access through the use of educational research and site-specific data. 89 school teams from three counties participated in 7-12 vertical teaming sessions.

2000-2003: SDCOE, Project Specialist for AVID charged with supporting 64 AP Challenge Grant High Schools and their partner middle schools in SD, Orange and Imperial Counties and AVID Regional Coordinator for 30 East County Middle and High Schools. Organized and led staff development meetings at monthly AVID Coordinator Workshops.

1998-00: Literacy Coordinator for Helix High School in charge of developing and implementing a school wide program.

"Closing the Achievement Gap in Mathematics in San Diego County" in California Curriculum News Report, Vol. 31, No. 3, Mar 06. Available from: <http://www.ccsesa.org/cisc/ccnr>

"The Relationship Between Professional Development and Teachers' Use of Literacy Strategies to Enhance Students' Comprehension in Content Area Reading." Co-author of paper presented at the National Reading Conference, December 2003, Scottsdale, Arizona.

PUBLICATIONS

"Using Literacy Coaching as a Means to Change Science Teachers' Attitudes About Teaching Writing- A Case Study" in the *Electronic Journal of Literacy Through Science*. Available from: http://sweeneyhall.sjsu.edu/ejltts/current_issue/articles/index.html.

"Now I Lay Me Down to Sleep: A Literacy Autobiography" in *The California Reader* (Summer, 2001).

Helix Literacy Handbook (2000). A resource & strategic literacy guide for Helix High teachers for infusing cross-curricular literacy practices schoolwide.

Co-author of the *Write Path for Science and Write Path for Science II*. AVID Academic Press, San Diego, CA (1999, 2004).

Co-author of the *HCHS Science Tool Kit*. A science based writing and study manual published for all Helix HS Science staff and students for use during their science coursework at Helix HS (1998).

Ethics In Science, Vol. 1 & 2, a secondary curriculum for Science and Social Science teachers in the Grossmont Union HS District (1997).

California Math Science Partnership Grant, Getting Ready for Algebra Online. (2004-2006)

San Diego Urban League, United Front & Family Services Support Network's Golden Pyramid "Best Teacher Award" (2002).

San Diego Business Roundtable for Education for their Best Practices Award. Project title: *Senior Projects* (2000).

Benton Hart Award for Excellence in Teaching. Awarded by staff members and PTSA at Helix Charter HS (1999).

National Science Foundation Grant to conduct "Evolution and Nature of Science" summer institutes for middle and high school science educators in San Diego County (1995-1997).

Toyota Tapestry Grant awarded for a science project titled "Inner Space to Outer Space: Imaging Technologies" (1995).

AWARDS AND GRANTS