California State University, San Marcos

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

1. Desired Term: Spring 2013
   Year of implementation: 2013

2a. Course abbreviation and Number: NURS 1001
   2b. Abbreviated Title: Found Excel Nurs Leaders
      (No more than 25 characters, including spaces)

3. College: College of Education, Health and Human Services

4. Number of Units: 1-3
   variable

5. Billing Units: $60

6. Allowed Student Levels: UG x GR x EE x
   (Default is to check all three levels)

7. Grading Method:
   _____ Normal (N) (Default is Letter Grade +/-, Students may request Credit/No Credit)
   _____ Normal Plus Report-in-Progress (NP) (As for Normal; also allows Report-in-Progress)
   _____ Credit/No Credit Only (C)
   _____ Credit/No Credit or Report-in-Progress Only (CP)

8. Mode of Instruction:
   (See pages 17-23 at http://www.csulb.edu/eim/data-elementic/APDB-Transaction-DED-SectionV.pdf for definitions of
   the Course Classification Numbers)

<table>
<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>1-3</td>
<td>02</td>
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<tr>
<td>Activity</td>
<td></td>
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<tr>
<td>Lab</td>
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9. Attributes:
   Course Requires Consent for Enrollment? _____ Yes _____ No
   Faculty _______ Credential Analyst _______ Dean _______ 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.) _____ Yes _____ No
     If yes, obtain signature(s). Any objections should be stated in writing and attached to this form.

     Discipline __________ Signature _______ Date _______ Support _______ Oppose _______

     Discipline __________ Signature _______ Date _______ Support _______ Oppose _______

Important: Please Complete

1. Instructor: Patricia McFarland

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

   Denise Loder 5-9-13

2. College Dean (or Designee)

   Demian Garcia 5-10-13

SIGNATURES: (UNIVERSITY LEVEL)

3. Dean of Extended Studies (or Designee) Date

   [Signature]

   5/2/13

4. Vice President for Academic Affairs (or Designee) Date

   [Signature]

   5/8/13

VPS
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—along with Form X: New Course Non-degree Credit—to our office as soon as possible. Questions before you submit? Call (760)750-4020.

- **Course Title:** Foundations for Excellence in Nursing Leadership

- **Course Description:** (Please provide a short paragraph describing the purpose, topics and audience for your course. Be sure to include the benefits for students who take your course. An edited version of this description will be used for promotional copy.)

Student will gain skills in the areas of ensuring clinical quality, recruiting and retaining staff and managing fiscal operations. Student will develop leadership skills and learn to effectively manage hiring staff, team development, resource allocation, budget analysis and customer service concerns. Students will gain the knowledge and skills they need in business management and leadership so that they can become effective and knowledgeable nurse managers and leaders.

- **Course Objectives:** (Provide specific student learning outcomes and how they will be achieved.)

  See Building a “Foundation for Leadership Excellence” brochure attached.

- **Evaluation:** (What will be the basis for grades? How will you know that the students have achieved the course objectives?)

Students will be graded on class participation, small group work related to application of leadership principles/ theories and a final paper or project on a specific aspect leadership principle/ theory. For example students may develop a business plan for a new service line, equipment needs or the implantation of a new practice model. The goal of the program is to provide emerging nurse leaders with the tools necessary to succeed in today’s health care environment.

- **Course Length:** (How many actual contact hours in class? Note: Credit courses must contain a minimum of fifteen 50-minute contact hours for each semester unit of credit, and outside of class work by students is required.

32 BRN contact hours for each 4-day program

- **Proposed Date(s):** May 14th – 17th September 23rd – 27th November 3rd – 8th 2013

- **Location:** (Indicate if you are proposing this course to be scheduled and offered in our facilities, or if this course is to be held at an off-campus location, such as a school, district or county office, company, etc.)

  Off campus location

- **Support Needs:** (Please indicate any special services you will need, such as audio-visual equipment, photocopying, room set-up, etc.)

  None
The 2010 publication of the Institute of Medicines report on the Future of Nursing clearly identifies the role of professional nursing associations in preparing nurse leaders. ACNL recognized this need in 2000 and began working with key health care leaders across the state to develop an exceptional leadership program for emerging nurse leaders. Foundations for Leadership Excellence has been taught for more than 10 years across California. The content is refreshed annually to ensure appropriateness and timeliness of content.

Attendees have come from as far away as North Carolina. The majority of attendees are from California but we have enjoyed hosting nurse leaders from Michigan, Idaho, Nevada and Oregon. Intellectual properties have been purchased by Michigan Nurse Leaders and we have provided 6 courses for the California Department of Corrections and Rehabilitation. In addition, ACNL is currently in discussion with nurse leaders in Idaho to determine if the program can be offered to their emerging leaders.

When completed, please return this form, along with an up-to-date resume (with teaching references) to: Trish Henlon, Office of Extended Studies, Cal State San Marcos, 333 S. Twin Oaks Valley Rd., San Marcos, CA 92096; FAX: (760)750-3138; E-mail: thenlon@csusm.edu
8:00 – 8:10 am  Focus on the “threads” of the program
Facilitator

8:10- 9:45 am  RELATIONSHIP MANAGEMENT AND INFLUENCING BEHAVIORS
Presenter: Peggy Diller
- Communication
- Diversity
- Personality styles

9:45 – 10:00 am  BREAK

10:00 -12:00 am  PERFORMANCE MANAGEMENT: HANDLING DISCIPLINE
Presenter: Peggy Diller

12:15- 1:00 pm  LUNCH

1:00 – 3:00 pm  HUMAN RESOURCE MANAGEMENT & PERFORMANCE MANAGEMENT
Presenter: Kathy Cocking
- Setting performance expectations
- Objective Behavior Feedback (OBF)
- Improving performance
- Customer Service

BREAK

3:15 – 4:00 pm  INFLUENCE AND LEADERSHIP
Presenter: Brenda Brozek
- Conflict management
- Dealing with difficult people
- Negotiation
- Shared decision making
- Influencing skills
- Bullying

4:30 – 5:00 pm  OPEN MICROPHONE – HUMAN RESOURCE ISSUES
Presenter: Kathy Cocking and Brenda Brozek

Revised 5/2013
California Center for Nurse Leadership
Foundations for Leadership Excellence
Leadership Principles
Agenda

8:30 – 8:45 Introduction to the Program: Foundations for Management Excellence
  • Welcome
  • Expectations for the Week
  • Program Structure
  • Practical Issues – breaks, lunch, restrooms

8:45 – 9:45 Participant Introductions

9:45 – 9:55 Break

9:55 – 10:25 Introduction to Management/Leadership

10:25 – 10:40 Self Assessment

10:40 – 10:50 Break

10:50 – 11:35 Introduction to Leadership Competencies

11:35 – 12:15 De-briefing on Self Assessment

12:15 – 1:15 Lunch

1:15 – 2:15 Case Study (Parts I and II)

2:15 – 2:30 Break

2:30 – 4:00 Understanding and Managing Change
  • Introduction to the Model
  • Small Groups: Applying the Model
  • Self Break
  • Reports Out, Large Group Debrief

4:00 – 4:30 Video Introduction

4:30-5:00 Video, Debrief and Closure
California Center for Nursing Leadership
FOUNDATIONS FOR LEADERSHIP EXCELLENCE
Advancing Excellence in Performance

8:00 – 8:10  Reconnect
Presenter: Patricia McFarland

8:10 – 10:15  HR LEADERSHIP SKILLS
Presenter: Brenda Brozek
- Succession planning
- Staff development

SELECTING AND RETAINING QUALITY TALENT
- Presenter: Brenda Brozek

Presenter: Brenda Brozek

10:15 – 10:30  Break

10:30 – 12:30  ADVANCING EXCELLENCE IN PERFORMANCE
- Quality and Safety: Two sides of the same coin
- Role of the Nurse Leader in monitoring quality
Presenter: Mary Foley

12:30-1:15  Lunch

1:15 – 2:30  ADVANCING EXCELLENCE IN PRACTICE
- Leaders tools for success
- Case Studies
Presenter: Patricia McFarland

2:30 – 2:45  Break

2:45 – 4:15  ADVANCING EXCELLENCE: PREDICTIONS
Presenter: Ginger Manss

4:00 – 5:00  HOT ISSUES AND WRAP-UP
8:00-8:30  Introduction and Overview of Day

8:30-9:15  Current Healthcare Environment
          - External National Forces
          - External Drivers

9:15-10:45 Financial Statements and Terminology

Financial Statements
- Balance Sheet
- Income Statement
- Departmental Monthly Report

Financial Terminology
- Basic Equation
- Volume Measures
- Acuity/Intensity Measures
- Utilization Metrics

10:45-12:00 Budget Planning 101

Budget Plan
- Payroll Expenses
- Fixed vs. Variable Cost

12:00-1:00  Lunch

1:00-2:30  Budget Planning 101 (Continued)

- Budget Worksheet (Group Exercise)
- Translating to Staffing and Scheduling
- Drivers of Staffing Variations
- Variance Analysis
- Capital Budgets
- Depreciation

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2:30-2:45  Break

2:45-3:15  Business Plan Development...Negotiating Resources
- Purpose
- Key Components
- Group Exercise

3:15-4:30  Financial Management and Accountability
- Performance Management
- Balancing Cost, Quality and Service
- Building a Culture of Financial Health

4:30-5:00  Q & A--Closing Comments
Hi Lourdes,

I am working with Carrie on getting the NURS 1001 class approved. The class is basically a conference that students would be receiving academic credit for. The conference coordinators have sent me an electronic brochure as well as agendas for each day of the conference. I have attached those documents to this email. There is no actual syllabus for the class. Please let me know if these documents suffice or if you need something else in order to get this class approved.

Thank You,

Melinda Beers, M.A.
Program Services Associate, Health & Human Services, Extended Learning

California State University San Marcos
333 S. Twin Oaks Valley Road
San Marcos, California 92096

PH: 760-750-8786
FX: 760-750-3138

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From: Carrie Dyal
Sent: Friday, May 17, 2013 3:04 PM
To: Melinda Beers
Subject: FW: NURS 1001

Please see below from Lourdes. Is this what you are referring to?

Carrie Dyal
760) 750-7540

Hi Carrie,

I had sent over a course proposal form for Denise to sign for the credit that we offer ACNL conference participants. I sent it over last week I believe and I hadn’t heard anything about it. Do you know if you received it and if Denise signed it?
Thanks!

Thank You,

Melinda Beers, M.A.