California State University, San Marcos  

FORM X (WHITE)  

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

1. Desired Term: Spring 2010  
Year of implementation: 2010

2a. Course abbreviation and Number: EDUC 1085_EX

2b. Abbreviated Title: (No more than 25 characters, including spaces) Special Education Leadership Academy

4. Number of Units: 2  
5. Billing Units: 2 ($80)

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

7. Grading Method:  
N 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.calstate.edu/cim/data-element/CPDB-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>2</td>
<td>C-02</td>
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<tr>
<td>Activity</td>
<td></td>
<td></td>
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<tr>
<td>Lab</td>
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9. Attributes: Course Requires Consent for Enrollment?  
Yes X 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.)  
X Yes No
If yes, obtain signature(s). Any objections should be stated in writing and attached to this form.

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<thead>
<tr>
<th>Discipline</th>
<th>Signature</th>
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Important: Please Complete

1. Instructor: Jacqueline Thousand

2. Extension Course Proposal Form (attached)

SIGNATURES: (COLLEGE LEVEL)

1. Program Director/Chair  
Date 11/5/09

2. College Dean (or Designee)  
Date 11/5/09

(UNIVERSITY LEVEL)

3. Dean of Extended Studies (or Designee)  
Date 12/3/09

1. Vice President for Academic Affairs (or Designee)  
Date
OFFICE OF EXTENDED STUDIES
EXTENSION COURSE PROPOSAL FORM

In planning the components of our Extended Learning 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:

2009-2010
Special Education
Leaders Academy
for
Aspiring and New

• Administrators

• 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.)

See attached flyer for the leadership series

• Course Objectives: (Provide specific student learning outcomes and how they will be achieved.)
Participants will develop leadership, finance, special education legal, communication, and facilitation skills to serve in administrative roles in special education.

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

Each participant will develop an action plan for implementing the skills acquired in the class. A rubric will be created and used to assess that elements of the plan are complete.

• 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. Non-credit has no such parameters)
3 hours X 8 sessions for 24 contact hours. There is additional out of class contact to total to 30 hours or 2 units of study.

• Proposed Date(s):

September 24, 2009 (Room 402)
October 15, 2009 (Room 402)
November 17, 2009 (Room 402)
January 28, 2010 (Room 402)
February 18, 2010 (Room 306)
March 25, 2010 (Room 306)
April 22, 2010 (Room 402)
May 20, 2010 (Room 402)
All trainings will be held at
4:00pm—7:00pm

• San Diego County Office of Education

• 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.)
San Diego County Office of Education
6401 Linda Vista Road, San Diego, CA 92111

• Support Needs: (Please indicate any special services you will need, such as audio-visual equipment, photocopying, room set-up, etc.)
  None, Provided by County Office of Education

  Technology Needs: None, Off Campus

  Photocopying: Room Set-up: None, Off Campus

• Comments: (Please add any other relevant information, such as whether or not the course has been taught elsewhere successfully, why the course is needed in our area, marketing suggestions, etc.)

When completed, please return this form, along with an up-to-date resume (with teaching references) to: Allyson Randall, Office of Extended Learning, Cal State San Marcos, 333 S. Twin Oaks Valley Rd., San Marcos, CA 92096; FAX: (760)750-3138; E-mail: arandall@csusm.edu
In an effort to respond to teachers throughout our county and our desire to develop future leaders, the San Diego County Office of Education Special Education Services Department in collaboration with District and SELPA Special Education Leadership, is offering a unique professional development opportunity entitled, "Special Education Leaders Academy for Aspiring and New Administrators".

Beginning in 2009, the "Special Education Leaders Academy for Aspiring and New Administrators" will focus on practical information and critical issues to the special education profession. The Academy will consist of an orientation and eight seminars held at the San Diego County Office of Education. Topics will include Leadership, Finance, Special Education Law, Communication and Facilitation skills. Upon completion of the Academy, participants will receive a certificate and have the opportunity to participate in practice interviews.

The series is available to any aspiring or new administrators seeking to enhance their knowledge and skills. We would also like to have district leaders, identify aspiring and new leaders from your district to participate. Those teachers you nominate should possess the following:

- A willingness to learn
- A passion for excellence in teaching and learning
- A curiosity to learn about the "big picture" of Special Education
- A desire to develop their professional leadership skills
- A demonstration of leadership skills

**Targeted Audience**

- Special Education Teachers
- Resources Teachers
- Special Education Coordinators
- Program Specialists
- Managers
- Site Administration

Questions regarding the training should be directed to:
Carolyn Nunes (619) 292-3774  cnunes@sdcoc.net

**Session Topics**

General Leadership Training:
- Leadership and managing complex change
- Strategies for building and maintaining consensus for a vision

Communication:
- Process communication
- Elimination of communication and conflict

Administrative and Procedural Knowledge and Skills:
- School and special education laws
- Legal aspects of districts

Budget:
- Special education budget

State and Local Data
- Data collection and analysis

Culture and Change
- School and system culture
- Implementation of change

Coaching and Leadership Styles
- Identification and development of personal strengths
- Strategies for applying your identified strengths

Classroom Observation and Quality Indicators
- Implementation of quality indicators
- Supervision

**Workshop Information**

**Orientation**

NO COST

The orientation will be an informational meeting providing an overview of the academy, including details regarding the benefits for participants, topics, etc.

**September 15, 2009**

4:00pm—7:00pm

San Diego County Office of Education

Registration Online: http://sdcoe.k12ca.org

Search: Special Education Leaders Academy

**Academy Series**

$175 per person

The cost of the series includes materials, presenter fees, and administrative costs. Light refreshments will be provided.

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