

# NEWS AT YOUR DISCRETION



Dr. Peter G. Mehas  
Superintendent

## Newsletter for Designated Subjects Teaching Credential Participants



### ANNOUNCEMENT

Dr. Larry Wilder has left Fresno County Office of Education and starting August 1, 2003 will become Program Director of Administrative Services for Fresno Pacific University

We will miss Dr. Wilder's educational insight and assistance in the Credentials department and the Designated Subjects programs at FCOE. We wish Dr. Wilder great success in his new endeavors and look forward to a continued working relationship with him at Fresno Pacific University.

The new Summer schedule for Fresno Pacific is listed in this newsletter. The Supervision & Coordination courses will begin again during the fall quarter. Your Fresno Pacific contact is The Center for Degree Completion (559) 453-2280. Your credential contact in the Fresno County Office of Education, LEA office is Jackie Gunderson at (559) 265-3031

### To apply for the Professional Clear DS Credential, you must:

1. Take and pass an approved Health course. (Health courses taken prior to 1986 must be scrutinized to be sure the content included Nutrition and Substance Abuse.)
2. Possess a valid CPR card covering adults, children, and infants.
3. Obtain official transcripts of the Levels I and II DSE courses.
4. Obtain verification of two years of teaching experience in the subject(s) listed on your credential.
5. Complete a Professional Clear DS Teaching Credential application form.
6. Obtain the appropriate money orders (\$55 to CTC and \$50 to FCOE).

Submit all this to Jackie Gunderson or Jan Uyeno at the Fresno County Office of Education. They will complete a Recommendation Form and forward your application packet to the Commission.

*If you begin this process at the beginning of your fifth year, you will **not** lose a year on your credential. Remember, the Commission takes approximately four months to process your application.*

### REGISTER YOUR CREDENTIALS

Be sure to send FCOE a copy of your preliminary DS credential and your professional clear credential as well as all renewal credentials. We can then update your file and keep you informed of meeting requirements and professional growth. Send the copies to Jackie Gunderson, FCOE, 1111 Van Ness, Fresno, CA 93721.

### DRIVER EDUCATION & TRAINING

Due to the increased interest and need for the courses approved by the CCTC we have added a new site in the Brentwood area and look forward to further expansion to serve the Northern California schools. The DET program is being offered through CSU Fresno. Sessions are taught in a "Cluster program". The Fresno "Cluster" began in late May and will end in Sept. The Brentwood Campus has been very successful and we will be scheduling new dates soon for the next session. If you have an interest in the required course, please contact Jackie Gunderson (559) 265-3031 or [jgunderson@fcoe.k12.ca.us](mailto:jgunderson@fcoe.k12.ca.us) so she can answer your questions and send your application.

### SUPERVISION & COORDINATION

#### Supervisor's Role in the Administration of Vocational Education Programs

**Description:** Focuses on responsibilities and authority of supervisors, presents an overview of personnel selection procedures, orientation, training, evaluation, and development. Addresses laws and guidelines of fair hiring practices and employee rights. Provides contemporary supervising techniques for optimum productivity and high morale among employees. Instructs on development of departmental policies and procedures for the respective supervisory departments in parallel with the mission and management style of the organization. Presents budgeting process for the supervisor in creating new program budgets and for ranking program operation. Provides discussion on legislation affecting vocational and/or adult educational programs. Explores intra-and-inter-agency relations and program funding sources as well as cultivating relationships for obtaining funds.

### Leadership and Program Development

**Description:** Introduces, defines, and discusses leadership concepts as they relate to the functions of planning, organization, and management. The course presents the importance of leadership as a quality characteristic for employability, success, and advancement in a career. Gives techniques for identifying, initiating, and implementing vocational educational programs with an emphasis on the Designated Subjects Teaching Credential Program.

#### Pre-requisite for both:

1. Possession of a valid DS Credential, other than part-time
2. Three years of FT teaching on that credential
3. CBEST

### PROFESSIONAL GROWTH REMINDER

Any of the courses we offer for Vocational Education, Adult Education, and Supervision and Coordination can count as professional growth hours toward any credential – as long as they meet one of your established and approved goals recorded on your professional growth record.

Professional Growth manual's can be found online at [www.ctc.ca.gov](http://www.ctc.ca.gov). Select "Credential Information"

### COMPLETION OF LEVEL I REQUIREMENTS

Once you have completed the Level I course requirements for your preliminary credential, forward a copy of official transcripts and a copy of your credential to Jackie Gunderson at FCOE. We will complete a Verification of Completion of Level I form for you, submit it to the Commission, and send you copies for your employer and for your files. This form extends your credential for the remaining time on your preliminary credential and prevents your pay check from being held due to an invalid document. Any questions? Please call her (559) 265-3031.

#### Alert to Course Number Changes

Please refer to the table below for all of the course number changes for Fresno Pacific University (FPU) from the old standards at CSUF. Course title and content have NOT changed just the course number. If you have any questions, Please call Jackie Gunderson (559) 265-3031 or Diane Ladd (559) 265-3005 x3252.

#### COURSE TITLE

LEVEL I		VOCATIONAL EDUCATION
DSE310	EHD319	CLASSROOM & LAB. MGMT
DSE315	EHD317	CURRICULUM DEVELOPMENT
DSE320	EHD320	EVALUATION
DSE330	EHD318	LEARNING & INSTRUCTION
LEVEL II		
DSE345	EHD321	CURRICULUM DEVELOPMENT & EVALUATION
DSE350	EHD324	FOUNDATIONS OF VOC. ED
DSE355	EHD323	LEARNING, INSTRUCTION & CLASSROOM MANAGEMENT
DSE360	EDH322	SPECIAL NEEDS
LEVEL I		ADULT EDUCATION
DSE 325	EHD327	INSTRUCTIONAL STRATEGIES & EVALUATION
DSE335	EHD325	PERSPECTIVES ON THE ADULT LEARNER
LEVEL II		
DSE312	EHD329	CURRICULUM, INSTRUCTION TECHNOLOGY, COMMUNITY LEGISLATION & OCCUPATIONAL RELATIONSHIPS
DSE340	EHD328	ADULT LEARNING through INTERPERSONAL RELATIONS, COUNSELING & GUIDANCE
		SUPERVISION AND COORDINATION
DSE365	BVE179	SUPERVISOR'S ROLE IN THE ADMINISTRATION OF VOC. ED PROGRAMS
DSE370	BVE178	LEADERSHIP AND PROGRAM DEVELOPMENT

## TUITION & REGISTRATION

- Tuition is \$100 per unit
- No refund will be given for any course if one-half or more of the sessions have occurred.
- No registration without application form, registration form & payment in full.
- Registration may be done by mail, fax, or in person at the CDC office
- Payment may be made by check or credit card.
- A minimum of six students must register for the class to be held.
- Fees subject to change without notice
- Withdrawal from any course must be completed by the student.

### FOR APPLICATION AND REGISTRATION FORM CALL:

FRESNO PACIFIC UNIVERSITY  
 Center for Degree Completion  
 1717 S. Chestnut Ave Box #2201  
 Fresno, CA 93702  
 559-453-2280 1-888-328-0378 Fax: 559-453-2003

### FOR TRANSCRIPTS

- Transcripts may be requested after grades have been received by the Center for Degree Completion (CDC), typically 15 days.
- FPU Transcript Request Line: 559-453-2268
- \* Requests may be faxed to: 559-453-3676
- Transcript request instructions & forms may be found on FPU website: ([www.fresno.edu/reistrar](http://www.fresno.edu/reistrar))

## HEALTH COURSE REQUIREMENT DESIGNATED SUBJECTS TEACHING CREDENTIALS

Completion of an approved health course is one of the requirements in application for your *Professional Clear* Designated Subjects Teaching Credential. The health course content requirements for the Designated Subjects Teaching Credentials changed in 1986. The health course you take and pass must meet the following requirements in order to be accepted by the LEA in recommending for your credential: 1) Be credited from a regionally accredited college or university (successful completion verified by official transcripts), 2) Be at least a one-unit course, 3) Contain general health content plus nutrition and the physiological and sociological effects of alcohol, narcotics, drugs, and tobacco abuse.

**What does this mean to you?** It means these health courses taken at the following colleges and universities since 1986 meet the credential requirements:

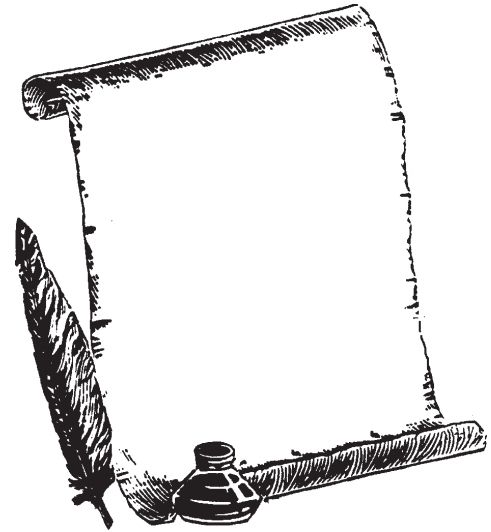
College/University	Courses
CA State University, Fresno (CSUF)	Health Science 120 or 121 Health Science 152T*
Fresno Pacific	SED 1705 *
National University	ED 502
Fresno City College (traditional course or on-line - <i>see article</i> )	Health Ed 1*
College of Sequoias	Hygiene 1 Health & Wellness 1
CSU Bakersfield	HSCI 320 or 377 BIOL 320 HLED B1
Bakersfield JC	Health ED 1
Reedley JC	Health Ed 1
Modesto JC	Health Ed 110
Merced JC	Health Ed 10
Porterville JC	Health Ed 12
West Hills College (traditional course or on-line course)	Health Ed 35

**\*highly recommended**

If you have taken another health class that you think might meet the health course requirements, ***you must attach a copy of the course description from the class catalog of the college or university you attended in order for us to consider recommending on that course.*** If the catalog course description does not list "nutrition and substance abuse" in its content description, we cannot recommend on it. Your recourse is to contact the college or university and ask for a letter from the department head verifying inclusion of these topics in the course, or you can take another health class.

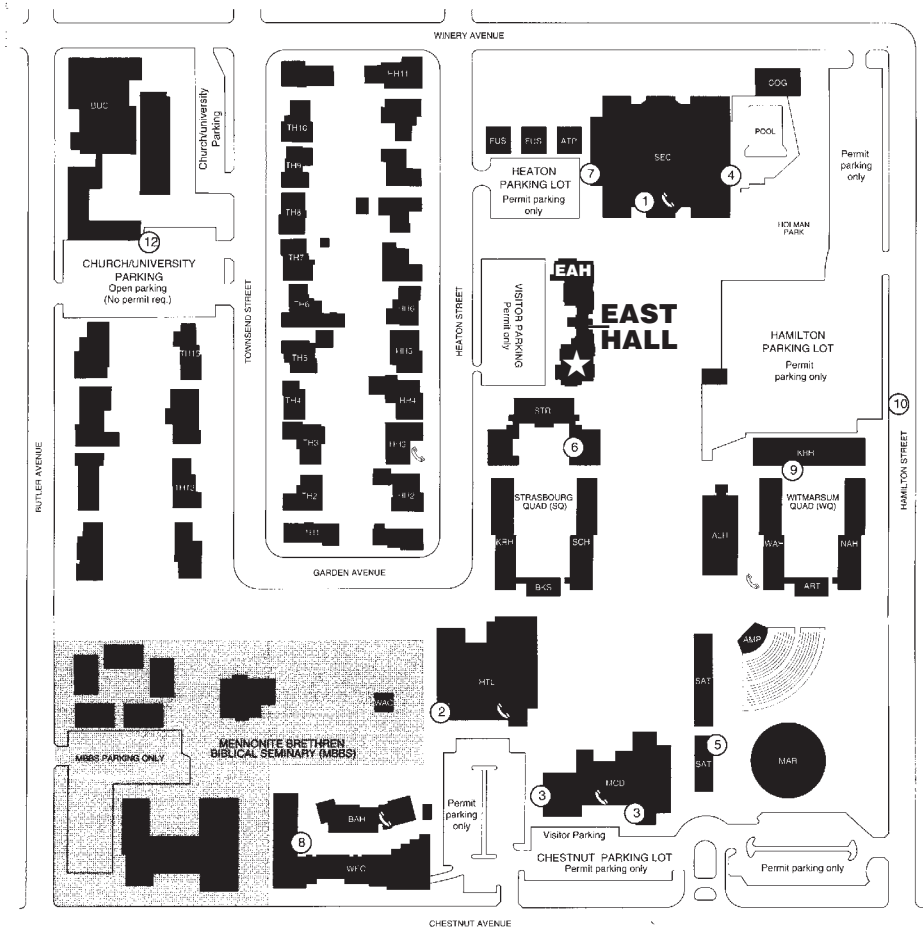
## U.S. CONSTITUTION CHALLENGE EXAM SITES

For those of you needing to meet the U.S. Constitution requirement for your Preliminary credential, here are the challenge exam sites. Remember—you have just one year from your application date to meet this requirement.



- MADERA:** State Center Community College  
**LOCATION:** Sierra View Elementary School  
 16436 Paula Road  
 Madera, CA 93638  
**CONTACT:** Luba Kobzeff (She will come to Fresno  
 for an appointment.)  
**PHONE:** (559) 877-7201  
**COST:** \$25.00
- VISALIA:** College of the Sequoias  
**Location:** College of the Sequoias, Room 101a  
 915 So. Mooney Blvd.  
 Visalia, CA 93277  
**CONTACT:** Hortense Ruiz or Silvia Thomas  
**PHONE:** (559) 730-3721 or (559) 737-6129  
**COST:** \$30.00

**Study Guide**  
*(Constitution of the U.S. by Floyd G. Cullop)*  
 available at Barnes & Noble bookstore.



**Fresno Pacific University**  
 1717 S. Chestnut Avenue • East Hall • Fresno, CA  
 93702

*Directions from North of Fresno: Take the Highway 180 East exit. Stay on 180 East across Fresno to the Chestnut exit. Go to the right. Follow Chestnut south, past Butler. The campus will be on your left.*

*Directions from South of Fresno: Take the Chestnut-Malaga exit unto Chestnut. Follow Chestnut north to the campus. It will be on your right.*

**Please call Diane at (559) 265-3005 Ext. 3252 if you want to be deleted from the mailing list.**

# FALL SEMESTER 2003

## Designated Subjects DSE Levels I and II Course Schedules

Mark your calendars now for these classes.

Call Fresno Pacific University Center for Degree Completion (559) 453-2280

### FRESNO CAMPUS

Fresno Pacific University  
1717 S. Chestnut Avenue • East Hall or Portable 35 • Fresno, CA 93702  
Parking is free after 4:00 p.m. on Fridays & all day Saturdays.

#### Vocational Education

##### Level I Courses

Course: **Classroom & Lab Management** DSE 310 XFR01 (1 unit)  
Instructor: Ken Patterson, M.A.  
Location: Fresno Campus EAH 131 (9/20) and EAH 139 (9/27)  
Schedule: Saturdays, September 20 & 27  
Time: 8:30 a.m. – 4:00 p.m.

Course: **Curriculum Development** DSE 315 XFR01 (2 units)  
Instructor: Ken Patterson, M.A.  
Location: Fresno Campus EAH 131  
Schedule: October 17, 18, 24, 25 and November 1  
Time: Fridays: 6:00 p.m. – 9:00 p.m.  
Saturdays: 8:30 a.m. – 4:30 p.m.

Be sure to take Level I courses before taking Level II courses.

##### Level II Courses

Course: **Curriculum Development & Evaluation** DSE 345 XFR01 (2 units)  
Instructor: Mary West, M.B.A.  
Location: Fresno Campus EAH 131  
Schedule: November 7, 8, 14, 15 & 22  
Time: Fridays: 6:00 p.m. – 9:00 p.m. Saturdays: 8:30 a.m. – 4:30 p.m.

Course: **Special Needs** DSE 360 XFR01 (1 units)  
Instructor: Elizabeth M. Greco, M.A.  
Location: Fresno Campus, EAH 131  
Schedule: Saturdays, December 6 & 13  
Time: 8:30 a.m. – 4:00 p.m.

#### Adult Education

##### Level I Course

Course: **Perspectives on the Adult Learner** DSE 335 XFR01 (2 units)  
Instructor: Mary West, M.B.A.  
Location: Fresno Campus EAH 131 (Sept. 12, 13, 19) & EAH 129 (Sept. 20, & 27)  
Schedule: Fri. 6:00 p.m.- 9:00 p.m. • Saturdays 8:30 a.m. - 4:30 p.m.

##### Level II Course

Course: **DSE 340 XFR01 Adult Learning through Interpersonal Relations, Counseling & Guidance** (2 units)  
Location: Fresno Campus EAH 131  
Instructor: Elizabeth M. Greco, M.A.  
Schedule: October 17, 18, 24, 25 & Nov 1  
Fridays: 6:00 – 9:00 p.m.  
Saturdays 8:30 a.m. – 4:30 p.m.

### VISALIA CAMPUS • Tulare County Office of Education • 637 West Burrell, Visalia

#### Vocational Education

##### Level I Courses

Course: **Learning & Instruction** DSE 330 XVI01 (2 units)  
Instructor: Gary D. Ingraham, M.A.  
Location: Visalia Campus Education Center  
Schedule: Tuesdays, September 9 through Nov. 4 and Nov. 18  
Time: 6:30 – 9:30 p.m.

Course: **Evaluation** DSE 320 XVI01 (1 unit)  
Instructor: Gary D. Ingraham, M.A.  
Location: Visalia Campus Education Center  
Schedule: Tuesdays, November 25 through December 23  
Time: 6:30 – 9:30 p.m.

Be sure to take Level I courses before taking Level II courses.

##### Level II Courses

Course: **DSE 350 XVI01 Foundations of Vocational Education** (1 unit)  
Instructor: Richard Jameson, M.S. & M.A.  
Location: Visalia Campus Education Center.  
Schedule: Tuesdays, November 25 through Dec 23  
Time: 6:30 p.m. – 9:30 p.m.

Course: **Learning Instruction and Classroom Management** DSE 355 XVI01 (2 units)  
Instructor: Richard Jameson, M.S. & M.A.  
Location: Visalia Campus Education Center.  
Schedule: Tuesdays, September 9 through Nov. 4 & November 18  
Time: 6:30 – 9:30 p.m.

#### Adult Education

##### Level I Course

Course: **Instructional Strategies and Evaluation**  
DSE 325 XVI01 (2 units)  
Instructor: Gary D. Ingraham, M.A.  
Location: Visalia Campus, Education Center  
Schedule: Tuesdays, September 9 through Nov. 4 & 18  
Time: 6:30 – 9:30 p.m.



## REQUIRED CPR COURSE

To clear your Designated Subjects credential, a CPR course is required, that covers **adults, children and infants**. Here are some of the contracts that meet our requirement:

Steve Holdridge  
Tulare Tech Prep Health Careers Academy  
(Very reasonable cost)  
(559) 687-7400 or E-mail: shouldridge@tulare.k12.ca.us

Chawanakee Adult School  
(559) 645-1137 Ext. 2  
(559) 877-7201  
(Includes Adult, Child, infant CPR  
and First Aid Card) \$25.00

Sandi Caplinger  
Coarsegold, CA  
(559) 683-3690 or (559) 272-7727  
cpronsite@sti.net  
She will also conduct classes at your worksite if requested.

American Ambulance Community Education  
2911 E. Tulare St.  
Fresno, CA 93721  
Jamie (559) 443-5994 or Mike (559) 443-5996

*You can also try:*

American Heart Association or American Red Cross

## REQUIRED HEALTH SCIENCE 1 ON-LINE COURSE OPTION

There are two types of distance learning classes currently offered in Health Science 1 at Fresno City College that meet the Professional Clear Credential:

1. Live interactive Video Conference in the Spring and the Fall semesters TTh 12:30 - 1:45 p.m., held at the  
Spring: Course Schedule Number 40497  
Fall: Course Schedule Number 00183
2. Online over the Internet. These classes meet only one time for an orientation but it is not mandatory. Students who have access to the Internet and a computer CD player with speakers or headphones are eligible to register for these classes:  
Spring, three classes sections. Course Schedule Numbers: 28432, 40634, 42136  
Summer, two class sections. Course Schedule Numbers: 38229, 41040  
Fall, two class sections. Course Schedule Number: 40451, 30370

Should you have any additional questions please contact me.

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