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| For Academic Affairs and Research Use Only |
| CIP Code:  |  |
| Degree Code: |  |

**Course Revision Proposal Form**

**[X] Undergraduate Curriculum Council**

**[ ] Graduate Council**

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Email completed proposals to curriculum@astate.edu for inclusion in curriculum committee agenda.

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| JoAnna Cupp 1/24/2020**Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**COPE Chair (if applicable)** |
| JoAnna Cupp 1/24/2020**Department Chair:**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Head of Unit (If applicable)**   |
| Shanon Brantley 1/27/2020**College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Undergraduate Curriculum Council Chair** |
| Susan Hanrahan 1/27/2020**College Dean** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Graduate Curriculum Committee Chair** |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |

**General Education Committee Chair (If applicable)**   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Vice Chancellor for Academic Affairs** |

1. Contact Person (Name, Email Address, Phone Number)

JoAnna Cupp, jcupp@astate.edu, 870-680-8295

2. Proposed Starting Term and Bulletin Year for Change to Take Effect

Fall 2020; Bulletin year 2020

3. Current Course Prefix and Number

NS 3133

3.1 – **[No]** Request for Course Prefix and Number change

 If yes, include new course Prefix and Number below. *(Confirm that number chosen has not been used before. For variable credit courses, indicate variable range. Proposed number for experimental course is 9. )*

 Enter text...

3.2 – **N/A** If yes, has it been confirmed that this course number is available for use?

 *If no: Contact Registrar’s Office for assistance.*

4. Current Course Title

Food Service Management

 4.1 – **[No]** Request for Course Title Change

 If yes, include new Course Title Below.

 Enter text...

1. If title is more than 30 characters (including spaces), provide short title to be used on transcripts. *Title cannot have any symbols (e.g. slash, colon, semi-colon, apostrophe, dash, and parenthesis).*

Enter text...

1. Please indicate if this course will have variable titles (e.g. independent study, thesis, special topics).

Enter text...

5. – **[Yes ]** Request for Course Description Change.

 If yes, please include brief course description (40 words or fewer) as it should appear in the bulletin.

 Basic administrative skill acquisition, leadership and management principles, human resource issues, food safety and fiscal responsibility in food service operations. Fall.

6. – [**No** ] Request for prerequisites and major restrictions change.

*(If yes, indicate all prerequisites. If this course is restricted to a specific major, which major. If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).*

1. **Yes / No** Are there any prerequisites?
	1. If yes, which ones?

Enter text...

* 1. Why or why not?

 Enter text...

1. **Yes / No** Is this course restricted to a specific major?
	1. If yes, which major? Enter text...

7. – [**No** ] Request for Course Frequency Change(e.g. Fall, Spring, Summer). *Not applicable to Graduate courses.*

 a. If yes, please indicate current and new frequency:

 Enter text...

8. – [**No** ] Request for Class Mode Change

*If yes, indicate if this course will be lecture only, lab only, lecture and lab, activity, dissertation, experiential learning, independent study, internship, performance, practicum, recitation, seminar, special problems, special topics, studio, student exchange, occupational learning credit, or course for fee purpose only (e.g. an exam)? Please* *indicate the current and choose one.*

 Enter text...

9. – [**No** ] Request for grade type change

*If yes, what is the current and the new grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])*

 Enter text...

10. **No** Is this course dual listed (undergraduate/graduate)?

 a. If yes, indicate course prefix, number and title of dual listed course.

 Enter text...

11. **No** Is this course cross listed?

*(If it is, all course entries must be identical including course descriptions. Submit appropriate documentation for requested changes. It is important to check the course description of an existing course when adding a new cross listed course.)*

**11.1** – If yes, please list the prefix and course number of cross listed course.

 Enter text...

**11.2** – **Yes / No** Are these courses offered for equivalent credit?

 Please explain. Enter text...

12. **No** Is this course change in support of a new program?

a. If yes, what program?

 Enter text...

13. **No** Does this course replace a course being deleted?

a. If yes, what course?

Enter text...

 This course does not replace a course being deleted. However, some leadership and budget content from NS 3233,

 Dietetics Administration, which is being deleted, will be included in this course.

14. **No** Will this course be equivalent to a deleted course or the previous version of the course?

a. If yes, which course?

Enter text...

15. **No** Does this course affect another program?

If yes, provide confirmation of acceptance/approval of changes from the Dean, Department Head, and/or Program Director whose area this affects.

Enter text...

16. Does this course require course fees?

 *If yes: Please attach the New Program Tuition and Fees form, which is available from the UCC website.*

No

**Revision Details**

17. Please outline the proposed revisions to the course.

*Include information as to any changes to course outline, special features, required resources, or in academic rationale and goals for the course.*

 Leadership and budgeting from NS 3233, Dietetics Administration, which is being deleted, are included in the course outline below:

Week 1 ServSafe Course

 Keeping Food Safe

 Understanding the Microworld

 Contamination, Food Allergens and Foodborne Illness

 The Safe Food Handler

Week 2 The Flow of Food: An Introduction

 The Flow of Food: Purchasing and Receiving

 The Flow of Food: Storage

 The Flow of Food: Preparation

Week 3 The Flow of Food: Service

 Food Safety Management Systems

 Safe Facilities and Equipment

 Cleaning and Sanitizing

Week 4 Integrated Pest Management

 Food Safety Regulation and Standards

 Staff Food Safety Training

 Testing for ServSafe Certification

Week 5 The Foodservice Industry

Week 6 The Systems Approach

Week 7 Food Safety

Week 8 Facility Sanitation and Safety

Week 9 Equipment and Furnishings Organizational Design

Week 10 Organizational Design

Week 11 Leadership

Week 12 Human Resource Management

Week 13 Financial Management and Budgeting

Week 14 Marketing

Week 15 In-service Presentations

18. Please provide justification to the proposed changes to the course.

 This course is similar in many regards to NS 3233, Dietetics Administration, which is being deleted from the dietetics program. Essential content from NS 3233 such as leadership skills and budget/financial evaluation complement and add depth to the topics already being covered in NS 3133.

19. **No** Do these revisions result in a change to the assessment plan?

 *\*If yes: Please complete the Assessment section of the proposal on the next page.*

 *\*If no: Skip to Bulletin Changes section of the proposal.*

However, the curriculum map is revised to reflect the course revisions.

***\*See question 19 before completing the Assessment portion of this proposal.***

**Assessment**

**Relationship with Current Program-Level Assessment Process**

20. What is/are the intended program-level learning outcome/s for students enrolled in this course? Where will this course fit into an already existing program assessment process?

Enter text...

21. Considering the indicated program-level learning outcome/s (from question #23), please fill out the following table to show how and where this course fits into the program’s continuous improvement assessment process.

*For further assistance, please see the ‘Expanded Instructions’ document available on the UCC - Forms website for guidance, or contact the Office of Assessment at 870-972-2989.*

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| **Program-Level Outcome 1 (from question #23)** | Type outcome here. What do you want students to think, know, or do when they have completed the course? |
| Assessment Measure | Please include direct and indirect assessment measure for outcome.  |
| Assessment Timetable | What semesters, and how often, is the outcome assessed? |
| Who is responsible for assessing and reporting on the results? | Who (person, position title, or internal committee) is responsible for assessing, evaluating, and analyzing results, and developing action plans? |

 *(Repeat if this new course will support additional program-level outcomes)*

 **Course-Level Outcomes**

22. What are the course-level outcomes for students enrolled in this course and the associated assessment measures?

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| **Outcome 1** | Type outcome here. What do you want students to think, know, or do when they have completed the course? |
| Which learning activities are responsible for this outcome? | List learning activities. |
| Assessment Measure  | What will be your assessment measure for this outcome?  |

*(Repeat if needed for additional outcomes)*

**Bulletin Changes**

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| **Instructions**  |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Follow the following guidelines for indicating necessary changes.** **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.** - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)- New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font). - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)*You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon 🡪 , and selecting the text you would like to apply the change to.* *Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

###### Pages 364-365

**Major in Dietetics**

**Bachelor of Science**

A complete 8-semester degree plan is available at [https://www.astate.edu/info/academics/degrees/](http://www.astate.edu/info/academics/degrees/)

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| **University Requirements:** |  |
| See University General Requirements for Baccalaureate degrees (p. 42) |  |
| **First Year Making Connections Course:** | **Sem. Hrs.** |
| UC 1013, Making Connections | **3** |
| **General Education Requirements:** | **Sem. Hrs.** |
| See General Education Curriculum for Baccalaureate degrees (p. 78)**Students with this major must take the following:***MATH 1023, College Algebra or MATH course that requires MATH 1023 as a prerequisite CHEM 1043* ***AND*** *1041, Fundamental Concepts of Chemistry and Lab**BIO 2103* ***AND*** *2101, Microbiology for Nursing and Allied Health and Lab PSY 2013, Introduction to Psychology**SOC 2213, Introduction to Sociology**COMS 1203, Oral Communication (Required Departmental Gen. Ed. Option)* | **35** |
| **Major Requirements:** | **Sem. Hrs.** |
| NS 3113, Nutrition through Life Cycle I | 3 |
| NS 3123, Nutritional Biochemistry | 3 |
| NS 3133, Food Service Management | 3 |
| NS 3143, Basic Foods | 3 |
| NS 3153, Food and Society | 3 |
| NS 3223, Nutrition through Life Cycle II | 3 |
| NS 3233, Dietetics Administration | 3 |
| NS 3243, Quantity Foods | 3 |
| NS 3253, Nutrition Assessment | 3 |
| NS 4413, Medical Nutrition Therapy I | 3 |
| NS 4443, Experimental Foods | 3 |
| NS 4453, Community Nutrition | 3 |
| NS 4523, Medical Nutrition Therapy II | 3 |
| NS 4553, Nutrition Counseling | 3 |
| NS 4563, Special Topics | 3 |
| NS 4573, Research Methods in Nutrition | 3 |
| NSP 3213, Practicum I | 3 |
| NSP 3326, Practicum II | 6 |
| NSP 4433, Practicum III | 3 |
| NSP 4543, Practicum IV | **3** |
| NSP 4656, Practicum V | 6 |
| STAT 3233, Applied Statistics I | 3 |
| **Sub-total** | **72** |

**Major in Dietetics (cont.)**

**Bachelor of Science**

A complete 8-semester degree plan is available at [https://www.astate.edu/info/academics/degrees/](http://www.astate.edu/info/academics/degrees/)

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| **Required Support Courses:***Prior to beginning the junior year, students must complete the following courses.* | **Sem. Hrs.** |
| BIO 2203 **AND** 2201, Anatomy and Physiology I and Laboratory | 4 |
| BIO 2223 **AND** 2221, Anatomy and Physiology II and Laboratory | 4 |
| NS 2203, Basic Human Nutrition | 3 |
| CHEM 1052, Fundamental Concepts of Organic and Biochemistry | 2 |
| HP 2013, Medical Terminology | 3 |
| **Sub-total** | **16** |
| **Total Required Hours:** | **126** |

###### Pages 526-527

###### Nutritional Science (NS)

**NS 2203. Basic Human Nutrition** Basic concepts of nutrition including factors that have an impact upon nutritional practices. Special attention to age related nutritional needs. Fall, Spring, Summer.

**NS 3113. Nutrition Through Life Cycle I** Special nutritional needs and interventions for fetal development, pregnant and lactating women, and infants. Prerequisites, Admission to the Dietetics Program. Fall.

**NS 3123. Nutritional Biochemistry** The role of human cellular nutrition, both macro and micro nutrients, and metabolism in relation to health and disease. Prerequisites, Admission to the Dietetics Program. Fall.

**NS 3133. Food Service Management** Basic administrative skill acquisition, leadership and management principles, human resource issues, food safety and fiscal responsibility in food service operations. Prerequisites, Admission to the Dietetics Program. Fall.

**NS 3143. Basic Foods** This course investigates the basic principles of food preparation methods, meal planning and food safety; includes lecture and lab experiences. Prerequisites, Admission to the Dietetics Program. Fall.

**NS 3153. Food and Society** Examines the relationship people have with food. The meaning and significance of food in different cultures and the influence of societal factors on food choices. Prerequisites, Admission to the Dietetics Program. Fall.

**NS 3223. Nutrition Through Life Cycle II** Special nutritional needs and interventions for children, teens, adults and older age adults. Prerequisites, Admission to the Dietetics Program, NS 3113, NS 3123, NS 3133, NS 3143 and NS 3153. Spring.

**NS 3233. Dietetics Administration** Prepares students for a career in dietetics administration emphasizing the development of leadership skills. Prerequisites, Admission to the Dietetics Program, NS 3113, NS 3123, NS 3133, NS 3143 and NS 3153. Spring.

**NS 3243. Quantity Foods** Explores large scale food production including equipment, food purchasing, facility design, and vendor relations. Prerequisites, Admission to the Dietetics Program, NS 3113, NS 3123, NS 3133, NS 3143 and NS 3153. Spring.

**NS 3253. Nutrition Assessment** An introduction to the Nutrition Care Process and assessment of the nutritional status of individuals including dietary, anthropometrics, laboratory and clinical examination. Prerequisites, Admission to the Dietetics Program, NS 3113, NS 3123, NS 3133, NS 3143 and NS 3153. Spring.

**NS 351V. Special Problems in Nutritional Science** Specific topics of study to vary depending on student need. Registration must be approved by the program director. Prerequisites, Admission to the Dietetics Program. Fall, spring.

**NS 4413. Medical Nutrition Therapy I** Exploration of medical nutrition therapy for various disease states, including nutrition assessment, food-drug interactions and appropriate intervention. Prerequisites, Admission to the Dietetics Program, NS 3223, NS 3243, NS 3253, NS 3233, NSP 3213 and NSP 3326. Fall.

**NS 4443. Experimental Foods** Investigation of sensory and physical properties of foods through an experimental environment. Prerequisites, Admission to the Dietetics Program, NS 4413, NS 4453, NS 4553, NSP 4433 and STAT 3233. Spring.

**NS 4453. Community Nutrition** Emphasizing the role of nutritionists in needs assessment, evaluation and planning, and program design for a community nutrition education program. Pre- requisites, Admission to the Dietetics Program, NS 3223, NS 3243, NS 3253, NS 3233, NSP 3213 and NSP 3326. Fall.

**NS 4523. Medical Nutrition Therapy II** Continued exploration and development of skills in providing nutrition intervention and management of patients with more advanced disease states, including enteral and parenteral nutritional support. Prerequisites, Admission to the Dietetics Program, NS 4413, NS 4453, NS 4443, NSP 4433 and STAT 3233. Spring.

**NS 4553. Nutrition Counseling** Development of communication and counseling skills for nutritional disorders including: obesity, coronary heart disease, diabetes, hypertension, cancer, renal disease, and eating disorders. Prerequisites, Admission to the Dietetics Program, NS 3223, NS 3243, NS 3253, NS 3233, NSP 3213 and NSP 3326. Fall.

**NS 4563. Special Topics in Dietetics** Addresses current topics and issues in the area of dietetics. Prerequisites, Admission to the Dietetics Program, NS 4413, NS 4453, NS 4443, NSP 4433 and STAT 3233. Spring.

**NS 4573. Research Methods in Nutrition** Explore various methods, designs and characteristics of nutrition research studies. Prerequisites, Admission to the Dietetics Program, NS 4413, NS 4453, NS 4443, NSP 4433 and STAT 3233. Spring.

**Nutritional Science Practicum (NSP)**

**NSP 3213. Practicum I** Supervised practice in food service settings. These rotations provide a foundation for beginning skills necessary in the practice of dietetics. Prerequisites, Admission to the Nutritional Science Program, NS 3113, NS 3123, NS 3133, NS 3143 and NS 3153. Spring.

**NSP 3326. Practicum II** Supervised practice in food service and community settings. Developing food service management skills in healthcare facilities and working with diverse populations in local community organizations using the nutrition care process. Prerequisites, Admission to the Nutritional Science Program, NS 3223, NS 3233, NS 3243, 3253, NSP 3213. Summer.

**NSP 4433. Practicum III** Supervised practice in various community agencies and organizations involving application of health and wellness principles for culturally diverse groups. Prerequisites, Admission to the Nutritional Science Program, NS 3223, NS 3233, NS 3243, NS 3253, NSP 3213 and NSP 3326. Fall.

**NSP 4543. Practicum IV** Supervised practice in acute care, long-term care, and outpatient health- care facilities providing experiences in the application of medical nutrition therapy and the nutrition care process. Prerequisites, Admission to the Nutritional Science Program, NS 4413, NS 4453, NS 4553, NSP 4433 and STAT 3233. Spring.

**NSP 4656. Practicum V** Supervised rotations in acute care and outpatient clinical settings. Patient care management and application of the nutrition care process and medical nutrition therapy principles; includes staff relief experience near the end of the practicum. Prerequisites, Admission to the Nutritional Science Program, NS 4523, NS 4563, NS 4443, NS 4573, and NSP 4543. Summer.