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

**NEW OR MODIFIED COURSE PROPOSAL FORM**

**[ ] Undergraduate Curriculum Council**

**[X] Graduate Council**

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| **[X]New Course, [ ]Experimental Course (1-time offering), or [ ]Modified Course (Check one box)** |

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

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| JoAnna Cupp 1/8/2021**Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**COPE Chair (if applicable)** |
| JoAnna Cupp 1/8/2021**Department Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Head of Unit (if applicable)**   |
| Shanon Brantley 02/02/2021**College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Undergraduate Curriculum Council Chair** |
| Mary Elizabeth Spence 1/11/2021**Office of Assessment (new courses only)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Graduate Curriculum Committee Chair** |
| \_\_Susan Hanrahan 2/1/21\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**College Dean** | \_\_\_\_\_\_\_\_\_Alan Utter\_\_\_\_\_\_\_\_\_\_ 2/26/21**Vice Chancellor for Academic Affairs** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**General Education Committee Chair (if applicable)**   |  |

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

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

1. **Proposed starting term and Bulletin year for new course or modification to take effect**

Summer II 2023; bulletin year fall 2022.

**Instructions:**

*Please complete all sections unless otherwise noted. For course modifications, sections with a “Modification requested?” prompt need not be completed if the answer is “No.”*

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|  | **Current (Course Modifications Only)** | **Proposed (New or Modified)** *(Indicate “N/A” if no modification)* |
| **Prefix** |  | **NS** |
| **Number\*** |  | **6003** |
| **Title** |  | **Topics in Food Service** |
| **Description\*\*** |  | **Course is discussion driven by current issues and topics related to food service operations and management.** |

 ***\**** (Confirm with the Registrar’s Office that number chosen has not been used before and is available for use. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9*. )

\*\*Forty words or fewer as it should appear in the Bulletin.

1. **Proposed prerequisites and major restrictions** **[Modification requested? Yes/No]**

(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** Are there any prerequisites?
	1. If yes, which ones?

This course is shared between two degrees.

Master of Science in Nutrition and Dietetics (MSND) prerequisites:

 Admission to the Master of Science in Nutrition and Dietetics program

 NS 6253 Nutrition in Critical Illness

 NS 6113 Food and Nutrition Public Policy

transitional Master of Science in Nutrition and Dietetics (tMSND) prerequisites:

 Admission to the Graduate School [NS 6253 and NS 6113 will be waived for these students.]

* 1. Why or why not?

 The curriculum in the MSND program is lock step as part of an accredited program requiring a Master’s degree with sequential and logical progression of courses. Students must complete previous semester of graduate courses before progressing to subsequent semesters. The tMSND program can be done on a part-time or full-time basis and is a non-accredited degree. It is the expectation that these students will be prepared for the content of the master’s program based on undergraduate courses and work experiences in health-related fields. The prerequisites NS 6253 and NS 6113 will be waived for these students.

1. **Yes** Is this course restricted to a specific major?
	1. If yes, which major? Nutrition and Dietetics; this is a shared course for the Master of Science in Nutrition and Dietetics and the transitional Master of Science in Nutrition and Dietetics degrees.
2. **Proposed course frequency [Modification requested? Yes/No]**

(e.g. Fall, Spring, Summer; if irregularly offered, please indicate, “irregular.”) *Not applicable to Graduate courses.*

N/A

1. **Proposed course type [Modification requested? Yes/No]**

Will this course be lecture only, lab only, lecture and lab, activity (e.g., physical education), dissertation/thesis, capstone, independent study, internship/practicum, seminar, special topics, or studio? Please choose one.

Lecture only

1. **Proposed grade type [Modification requested? Yes/No]**

What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])

Standard letter

1. **No** Is this course dual-listed (undergraduate/graduate)?
2. **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.)*

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

 Enter text...

 **b.** – **Yes / No** Can the cross-listed course be used to satisfy the prerequisite or degree requirements this course satisfies?

 Enter text...

1. **Yes** Is this course in support of a new program?

a. If yes, what program?

 Master of Science in Nutrition and Dietetics and the transitional Master of Science in Nutrition and Dietetics

1. **No** Will this course be a one-to-one equivalent to a deleted course or previous version of this course (please check with the Registrar if unsure)?

a. If yes, which course?

Enter text...

**Course Details**

1. **Proposed outline** **[Modification requested? Yes/No]**

(The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

The course content will differ from one year to the next, depending on pertinent issues and topics that are worthy of review, examination and discussion in the area of food service. Below is a sample outline of appropriate topics for the course.

I. Overview

Week 1 Introduction

 Food service past and present

 Factors affecting growth

 Classification of food services

 Food service systems

Week 2 Current trends in food service (healthcare, restaurant, industry)

 II. Fundamentals of food service

Week 3 Food safety

 Food allergies and intolerances

 Employee health and hygiene

Week 4 Pandemic challenges

Week 5 Food handling and flow of food

 Hazard analysis and critical control point (HACCP) program

Week 6 Facility sanitation and safety

 Worker safety

 Customer protection

 Regulations and inspections

 III. Operations management

Week 7 The Menu

 Types of menus

 Menu planning and development

 Menu psychology/engineering

Week 8 Menu design and format

 Disaster menus

Week 9 Purchasing/procurement

 Buyer’s code of ethics

 Food waste

 Receiving and storage

 Storage principles

 Inventory records and control

 Food theft

Week 10 Production

 Recipe formulation

 Production/portion control

Week 11 Service

 Choice of service systems

 Styles of service

Satisfaction indicators

 Menus

 Service

 IV. The facilities

Week 12 Facility planning and design

 Planning considerations

 Ergonomics and environment design

 Work areas and flow

Week 13 Equipment and furnishings

 Selection of basic equipment

 Dining room furnishings

Week 14 V. Sustainability practices

 Conservation of resources

 Food and agricultural systems

 Sustainable diet

 Principles/guidelines

 Local or minimally processed foods

 Energy and water conservation

 Food waste planning

 Recycling opportunities

Week 15 Project reports

1. **Proposed special features** **[Modification requested? Yes/No]**

(e.g. labs, exhibits, site visitations, etc.)

N/A

1. **Department staffing and classroom/lab resources**

It is projected that two faculty, one 9-month and one 12-month, will be needed to cover this course and others in the mandatory graduate program. NS 6003 is an online class; no classroom or lab space is required

1. Will this require additional faculty, supplies, etc.?

 See note on faculty above.

1. **No** Does this course require course fees?

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

**Justification**

**Modification Justification (Course Modifications Only)**

1. Justification for Modification(s)

Enter text...

**New Course Justification (New Courses Only)**

1. Justification for course. Must include:

 a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

 Although not many dietetics students love food service courses in an undergraduate curriculum, a review of pertinent food service topics is necessary on a graduate level to prepare them for work settings and possible employment in food service operations management. Many smaller rural hospitals and nursing homes utilize registered dietitian nutritionists in both food service management and clinical positions. Between the undergraduate and graduate food service courses, students are better equipped to be successful in career opportunities. To be well-rounded, students need educational preparation in all three areas of dietetics practice: clinical, community and food service. Course goals – upon completion of this course, students are able to: propose new and different solutions to food service industry challenges; support strategies to integrate sustainability practices in health care food service; analyze and resolve issues associated with quality production in food service operations.

b. How does the course fit with the mission of the department? If course is mandated by an accrediting or certifying agency, include the directive.

 The course fits with the department mission to provide quality education and experiences for students in the field of nutrition and dietetics. NS 6003 reinforces knowledge, training and competency in the area of food service and food service management. In addition, there are two directives from the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics, related to the topic of food service: **Standard 3.1** The program’s curriculum must be designed to ensure the breadth and depth of requisite knowledge and skills needed for entry-level practice as a registered dietitian nutritionist. **a.** The program’s curriculum must include the following required components, including prerequisites: 12. **Food science and** **food systems, environmental sustainability,** global nutrition, **techniques of food preparation, and development, modification and evaluation of recipes, menus and food products acceptable to diverse populations.** [1. – 11, 13. – 15 other unrelated required components] **b.** The program’s curriculum must prepare students with the following core knowledge and competencies: Domain 2 Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice; Domain 3 Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations; Domain 4 Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations. NS 6003 supports Domains 2, 3 and 4 as far as competencies which the students meet during the graduate program.

c. Student population served.

This course serves both students who are on track to become registered dietitian nutritionists (RDNs), as mandated by accreditation, and students who may already be RDNs or working in health care and are now seeking a graduate degree.

d. Rationale for the level of the course (lower, upper, or graduate).

The graduate level of the course is appropriate as students must have a baccalaureate degree in order to enroll in the Nutrition and Dietetics program as they seek an advanced educational experience.

**Assessment**

**Assessment Plan Modifications (Course Modifications Only)**

1. Do the proposed modifications result in a change to the assessment plan?

 *If yes, please complete the Assessment section of the proposal*

**Relationship with Current Program-Level Assessment Process (Course modifications skip this section unless the answer to #18 is “Yes”)**

1. 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?

Program-Level Learning Outcomes

Domain 2 - Professional Practice Expectations: Exhibit beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice, specifically CRDN\* 2.1

Domain 3 – Clinical and Customer Services: Develop and deliver information, products and services to individuals, groups and populations, specifically CRDN\* 3.9

Domain 4 – Practice Management and Use of Resources: Strategically apply principles of management and systems in the provision of services to individuals and organizations, specifically CRDN\* 4.2, 4.6

(\*KRDN Knowledge for the Registered Dietitian Nutritionist; \*CRDN Competency for the Registered Dietitian Nutritionist)

The current curriculum map for the Dietetics Program is revised to add the program-level learning outcomes as noted above and the Core Knowledge & Competencies for the RDN (Registered Dietitian Nutritionist) as applicable to the new graduate degree, Master of Science in Nutrition and Dietetics (MSND). There is a new curriculum map applicable to the transitional Master of Science in Nutrition and Dietetics degree (tMSND) as it is a non-accredited degree and is not tied to the undergraduate Dietetics Program leading to the MSND.

1. Considering the indicated program-level learning outcome/s (from question #19), 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 #19)** | Domain 2 - Professional Practice Expectations: Exhibit beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice |
| Assessment Measure | Outcome CRDN 2.2 Demonstrate professional writing skills in preparing professional communications Direct measure: NS 6013 LinkedIn profile – 80% of students will receive a letter grade of B or better, based on the rubric for this assignment Indirect measure: Exit survey – 100% of students will complete and submit exit survey regarding degree experience, including feedback on development of professionalism during program enrollment  |
| Assessment Timetable | Summer II, every 3 years, 2023-2024, 2026-2027,2029-2030 |
| Who is responsible for assessing and reporting on the results? | MSND and tMSND faculty  |

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

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| **Program-Level Outcome 2 (from question #19)** | Domain 3 – Clinical and Customer Services: Develop and deliver information, products and services to individuals, groups and populations |
| Assessment Measure | Outcome KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions Direct measure: Exit exam – 80% of students will score at least 80% on cumulative exit exam at end of program, indicating among other competencies, an ability to apply knowledge of the Nutrition Care Process Indirect measure: Time to degree/program length – 100% of students will complete degree requirements within 150% of planned program length (1.5 years) as a measure of time to achieve required competencies in the program  |
| Assessment Timetable | Summer II, every 3 years 2024-2025, 2027-2028, 2030-2031 |
| Who is responsible for assessing and reporting on the results? | MSND and tMSND faculty  |

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| **Program-Level Outcome 3 (from question #19)** | Domain 4 - Practice Management and Use of Resources: Strategically apply principles of management and systems in the provision of services to individuals and organizations |
| Assessment Measure | Outcome CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and foodDirect measure: Program one-year pass rate – 80% of students will pass the national Commission on Dietetic Registration (CDR) credentialing exam within one year of first attemptIndirect measure: Alumni survey – 80% of students will respond to alumni survey one-year post graduation to provide qualitative data on Domain 4 competencies met during program experience |
| Assessment Timetable | Summer II, every 3 years 2024-2025, 2027-2028, 2030-2031 |
| Who is responsible for assessing and reporting on the results? | MSND and tMSND faculty  |

 **Course-Level Outcomes**

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

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| **Outcome 1** | CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics |
| Which learning activities are responsible for this outcome? | In responding to class discussion questions, students will demonstrate knowledge of pertinent federal and state rules governing food service operations by defending their opinions with appropriate regulations. |
| Assessment Measure  | 80% of students will receive a letter grade of A on the discussion board activity, based on the rubric criteria, for this assignment.  |

*(Repeat if needed for additional outcomes)*

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| **Outcomes 2 and 3** | CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resourcesCRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment |
| Which learning activities are responsible for this outcome? | Interview 3 food service directors to determine what department sustainability practices are in use at their facility. Summarize the “green” practices in a short paper, including your recommendations for other practices as appropriate for the three facilities, citing evidence for the benefits of your recommendations. |
| Assessment Measure  | 80% of students will receive a letter grade of B on this activity, based on the rubric criteria, for this project.  |

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| **Outcome 4** | CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food |
| Which learning activities are responsible for this outcome? | Develop a comprehensive checklist that can be used to evaluate the safety, security and sanitation practices in a food service operation. Include appropriate rating scale and comments section on the audit form. |
| Assessment Measure  | 80% of students will receive a letter grade of B on this activity, based on the assignment guidelines and rubric, to successfully meet this outcome.  |

**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. Please include a before (with changed areas highlighted) and after of all affected sections.** **\*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.**  |

Insert after Nursing and before Occupational Therapy on page 382-383

***NS 6003. Topics in Food Service Course is discussion driven by current issues and events related to food service operations and management. Restricted to Nutrition and Dietetics graduate students. Prerequisites, NS 6253 and NS 6113.***