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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**

Spring 2024; 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\*** |  | **6013** |
| **Title** |  | **Management of Nutrition Services**  **Abbreviated title - Mgmt of Nutrition Services** |
| **Description\*\*** |  | **Principles of management for professionals in food service operations and/or clinical nutrition services. Topics include management roles, tools, human resources, fiscal responsibilities and emerging administrative issues.** |

***\**** (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

HP 5113 Leadership in Health Professions

NS 6263 Advanced Medical Nutrition Therapy

NS 6303 Nutrition and Dietetics Research

STAT 6833 Biostatistics

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

Admission to the Graduate School

[HP 5113, NS 6263, NS 6303 and STAT 6833 prerequisites 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 degree 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 HP 5113, NS 6263, NS 6303 and STAT 6833 prerequisites 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.)

I. Overview

Week 1 Management roles of dietetics professionals

Food service management

Clinical nutrition management

Management in public health nutrition

Managing in other related sectors

Managing in organizations

Organizational structure

Mission and goals of the organization

The organization as a system

Management and management functions

The many roles of managers

Week 2 Leadership

II. Management tools

Week 3 Decision-making

The process of making decisions

Types of decisions

Decision-making styles

Risks associated with decision-making

Decision trees

Week 4 Communication

Elements of communication

Written communication (including e-communication)

Impact of social media on business and ethical practice

Communication to groups

Other communication barriers

Week 5 Marketing

The marketplace

Target markets

Market research

Marketing mix

III. Management of human resources

Week 6 Employment laws and regulations

Week 7 The workforce

Categories of workers

Full and partial employment status

Salaried versus hourly compensation

Review: calculating full-time equivalents

Diversity in the workplace

Week 8 The employment process

Staffing needs

Recruitment and interviewing

Hiring decisions and the offer

Week 9 Working with employees

Orientation

Motivation

In-service training

Continuing education

Performance appraisals

Compensation issues

Week 10 Employee discipline

Purpose

Importance of written policies and procedures

The disciplinary process

Documentation, documentation, documentation

Employee grievances

IV. Managing the work

Week 11 Productivity and accountability

Productivity

Quality/performance improvement

Use of outcome data

Week 12 Workflow and production

The flow of work

Job design

Production

V. Managing financial resources

Week 13 The budgeting process

Purpose of budgeting

Operating budgets

Capital budgets

Clinical nutrition manager and the budget

Week 14 Financial management

Cash handling

Cost control

Risk management

Financial reports

Risk management on a personal level

Week 15 VI. Information management

Availability of information

Information in an organization

Information systems for dietetics professionals

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

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

None

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 6013 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)

A review of management topics is pertinent and necessary on a graduate level to prepare students for work settings and possible employment in food service and/or clinical operations. Many smaller rural hospitals and nursing homes utilize registered dietitian nutritionists in both food service management and clinical positions; the same is true in the public health or community arena. Students should be equipped in order to be successful in career opportunities that become available. Many registered dietitian nutritionists find themselves in administration or management, although out of college, they may have preferred clinical work. Course goals – upon completion of this course, students are able to: demonstrate leadership skills in group settings; refine knowledge and skills related to management of human resources, operations and finances; apply principles of management to different scenarios or situations.

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 6013 supports the all three areas of dietetics practice in which graduates are employed, food service, community and clinical since management skills are necessary in many areas of nutrition services and programs.

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 management: **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:

7. **Management theories and business principles required to deliver programs and services**

8. **Continuous quality management of food and nutrition services**

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**

14. **Cultural consideration, reflexivity, and diversity, equity and inclusion** [1-6, 9-11, 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 6013 supports Domains 2, 3 and 4 as far as competencies which the students meet during the graduate program.

c. Student population served.

The management course serves both students who are on track to become registered dietitian nutritionists (RDNs), as required 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 KRDN\* 2.6 and CRDN\* 2.7

Domain 3 – Clinical and Customer Services: Develop and deliver information, products and services to individuals, groups and populations, specifically KRDN\* 3.4

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 KRDN\* 4.7, CRDN\* 4.1 and 4.10

(\*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 | Spring, 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 | Spring, 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 food Direct 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 attempt Indirect 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 | Spring, 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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| **Outcomes 1 and 2** | KRDN 2.6 Demonstrate an awareness of personal biases and an understanding of cultural differences, diversity, equity and inclusion  CRDN 2.7 Apply leadership skills including change management to achieve desired outcomes |
| Which learning activities are responsible for this outcome? | Complete an assigned scenario related to a food service manager handling disciplinary actions with a 68 year-old Hispanic employee who works in the hospital kitchen. |
| Assessment Measure | 80% of students will receive a letter grade of B or higher on this activity, based on the assignment guidelines and rubric to meet this outcome. |

*(Repeat if needed for additional outcomes)*

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| **Outcome 3** | KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services |
| Which learning activities are responsible for this outcome? | Suppose you are interviewing for Director of Food and Nutrition Services at a hospital located in an adjacent city. Develop a constructed response, 500-word minimum, detailing your description of a successful department that includes both food service and clinical areas. |
| Assessment Measure | 80% of students will receive a letter grade of B or higher on this activity, based on the assignment guidelines and rubric to meet this outcome. |

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| **Outcomes 4, 5 and 6** | KRDN 4.7 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement  CRDN 4.1 Perform management functions of human resources  CRDN 4.10 Analyze risk in nutrition and dietetics practice |
| Which learning activities are responsible for this outcome? | Complete case study questions related to a manager who reviews an employee’s work performance/productivity on a quality improvement report, determining that the employee is not performing well and must be dismissed. The questions include associated risks for both managers and employees in their respective positions. |
| Assessment Measure | 80% of students will receive a letter grade of B or higher on this activity, based on the assignment guidelines and rubric to 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 6013 Management of Nutrition Services Principles of management for professionals in food service operations and/or clinical nutrition services. Topics include management roles, tools, human resources, fiscal responsibilities and emerging administrative issues. Restricted to Nutrition and Dietetics graduate students. Prerequisites, HP 5113, NS 6263, NS 6303, and STAT 6833.***