

Santa Rosa Junior College

Program Resource Planning Process

Food and Nutrition 2017

1.1a Mission

Mission of Foods and Nutrition Program: To provide students with a general education in nutrition to gain practical and science-based knowledge about the relationship between food and health for preparation for college or university transfer, entrance into profession program in health sciences (including Dietetics), and personal knowledge.

1.1b Mission Alignment

1.1c Description

1.1d Hours of Office Operation and Service by Location

The **Foods and Nutrition program** is located in the Plover Temporary however there is no administrative assistant support for the program at the Plover Temporary. For administrative and program questions students and the public should contact the **Health Sciences Department Office**, Room 4062, William B. Race Building, Santa Rosa Campus

Telephone: (707) 527-4272

Fax: (707) 527-4426

Hours: 8:00 am - 5:00 pm

1.2 Program/Unit Context and Environmental Scan

2.1a Budget Needs

The **Foods and Nutrition Program** was reassigned to the Health Sciences Department in July 2016. Since the Health Sciences Department works as one large department with the Dean acting as department chair, the Foods and Nutrition program is now managed by a Program Coordinator who oversees the academic scheduling, budget and personnel needs of the program under the purview of the Dean. The Program Coordinator has been allotted 24% release time for these duties.

The physical location of the FDNT program has also been moved from Garcia Hall to the Plover temporary. The Plover temporary houses the primary FDNT classroom, as well as, offices for the three contract faculty and an office for adjuncts. The independent location of the FDNT program and the large number of students using the Plover temporary classroom result in a number of critical and unique budgetary need for the program.

The major resources needed by the FDNT program fall into the following areas:

1.) Learning activities in the classroom/lab: Although the majority of FDNT courses are lecture courses, the FDNT program is committed to incorporating active learning techniques in the classroom to help students understand critical principles in nutrition. FDNT instructors have designed a number of in-class activities that require tools such as body fat analyzers, food scales, food models and actual food. In order to maintain these activities the program requires a minimum of \$2000 for supplies and maintenance/replacement of equipment. In addition, the course FDNT 75 Principles of Food which is a lab course taught in the Culinary Arts department requires equipment for teaching food science principles and healthy cooking techniques. Needed equipment include, professional non-stick cookware, instant read thermometers, food scales, and storage units for supplies. The estimated budget needs for this equipment is \$3000.

Total estimated need: \$5000

2.) Program outreach: As a new program within the Health Sciences department the FDNT program is in need of new outreach materials indicating the new affiliation with Health Sciences, as well as, promotion of the program overall various events. Critical needs include banners, sandwich-board signs, table covers, print materials, name badges for faculty, etc. Estimated need: \$2500

3.) Faculty support: Faculty within the program are required to complete continuing education to maintain registration with the Academy of Nutrition and Dietetics (AND). Since one of the FDNT program's goals is to provide undergraduate training for dietetic students planning to pursue careers through the AND it is critical that faculty maintain their continuing education

requirements that AND mandates. In addition, maintaining ServSafe licensing, a required certificate for the food service industry, is need by faculty teaching in the food service area. This training and licensing renewal cost a minimum of \$300 per instructor.

Estimated need for all faculty: \$3300

4.) Program facilities support: The stand-alone location of the FDNT program in a portable requires specific equipment (e.g. copier, printer, computers) and supplies that need to be maintained on site. It is difficult for the program faculty, especially the adjunct faculty, to continually obtain supplies at the Health Science office. The FDNT program needs to have an independent supply budget so that it can maintain stores of critical items for it's faculty. Although the program faculty are realizing more paperless means of supplying students with assignments and instructional material, the need for graphics is still a budgetary issue. For all these needs the FDNT program estimates a need of a minimum of \$5000.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0002	ALL	08	07	\$2,500.00	Program outreach materials including: banners, signage, table covering, paper work.
0003	ALL	08	04	\$3,000.00	Staff continuing education and licensing.
0004	ALL	04	07	\$5,000.00	Office support, graphics, supplies, equipment maintenance.

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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2.2d Adequacy and Effectiveness of Staffing

The **FDNT program** currently has 3 contract faculty and 11 adjunct faculty. At this time there is not a need for additional hiring.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
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2.3a Current Contract Faculty Positions

Position	Description
FDNT Program Coordinator	24% program coordination, 12% Learning Community (APASS), 66% instruction
FDNT, generalists	1.8 FTEF

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
FDNT	0.0000	0.0000	0.0000	0.0000	

2.3c Faculty Within Retirement Range

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

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2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

Instructional Equipment/Technology Rationale: The **Plover temporary classroom** has the basic hardware for presentations (e.g. computer, projector and 2 screens/monitors) however it is missing a document camera, remote control for the computer, the software to control room media, and clickers or audience response system for interactive learning activities. Faculty have requested all of these items in order to more effectively present their lectures. The document camera is needed for displaying assignments or examples of forms that need to be shown to the entire class but are not needed in hard copy. The remote control is critical to allow instructors to be able to move about the classroom and present their lecture. And the software to control the room media is needed in order to control the media going to the screen, this will be critical when a document camera is installed but is also needed so that instructors can control the screen view from the computer. Currently if instructors want to black out the screen while working on the presentation computer to edit presentation, they need to manually turn off the screens and then manually power up the screens again once they have made their changes to the presentation. Finally, we would like to have a set of "clickers" to set up an audience response system that can be used to provide students a more interactive learning experience.

Non-instruction Equipment/Technology Rationale: The adjunct office in the Plover temporary is used by adjuncts for both their office hours and their preparation for class presentations. There is one computer that is used by all the adjuncts for accessing their faculty portal, email, CANVAS, as well as, working on their PowerPoint presentations. This computer was purchased in December 2010 and runs very poorly. We would like to provide adjuncts with a more updated system to help them serve students more effectively.

2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	ALL	01	01	Clickers	45	\$50.00	\$2,250.00	Tammy Sakanashi		Tammy Sakanashi
0000	ALL	02	01	computer adjunct office	1	\$995.00	\$995.00	Tammy Sakanashi	Plover 505T	Tammy Sakanashi
0003	ALL	01	01	instruments,scales, and equipment needed for food	1	\$5,000.00	\$5,000.00	Tammy Sakanashi		Tammy Sakanashi
0004	ALL	01	01	Document camera	1	\$600.00	\$600.00	TAmmy Sakanashi		Tammy Sakanashi

2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Santa Rosa	04	07	Urgent	Plover temporary	Outside building	\$1,000.00	Signage and seating area for students waiting for the classroom.

2.5b Analysis of Existing Facilities

The **Foods and Nutrition** program moved into the **Plover Temporary** just before the start of the Fall 2016 semester, prior to the completion of the installation of the portable. However as of April 2017 the interior of the building has been completed. The two facilities request that are still needed are 1.) signage for the building and the rooms and 2.) protected seating/standing area for students while they are waiting for the classroom to be available.

- Signage is critical as we have a number of students who have been lost and could not identify the Plover Temporary. We do have a banner on the building but students have been looking for the standard District signage to indicate where the building is. Students have also been unable to locate faculty offices because there is no signage on the doors of the Plover Temporary.
- For the safety of the students the Plover Temporary needs to have an area where students can wait for the classroom to be available. We have back to back classes in the classroom through out the day and when students arrive they often have to wait outside the room. The only place for them to wait is in the driveway in front of the classroom. There needs to be a designated area for students to be able to congregate safely between classes.

3.1 Develop Financial Resources

3.2 Serve our Diverse Communities

3.3 Cultivate a Healthy Organization

3.4 Safety and Emergency Preparedness

3.5 Establish a Culture of Sustainability

4.1a Course Student Learning Outcomes Assessment

A group assessment that involved 8 different faculty members, was completed for one SLO of FDNT 10 and one SLO of FDNT 62. Additional assessments were subsequently completed by individual or small groups of faculty over the last year resulting in 100% of the SLOs being assessed at least once for each of these courses. Results of these assessments combined with input from various faculty resulted in completion of a course review and update for FDNT 10, Elementary Nutrition during Spring, 2014.

FDNT 75, Principles of Food, has had ongoing SLO assessments and all SLO were assessed in the Spring 2017.

Currently 100% of FDNT courses have had one or more course level SLO assessment completed and posted to Sharepoint. Results of these assessments are being used to improve effectiveness in the classroom.

FDNT Program 6-year Cycle SLO Assessment Plan: 1304

Course	SLO#	Participating Faculty	Semester initiated or to be initiated	Semester Completed	Comments	Year of Next Assessment
FDNT 10 Elementary Nutrition	#1 #2,#3	All/O'Donnell All/O'Donnell	S2012 S2014	S2012 S2014	SLO met SLO met	S2018 S2020
FDNT 57 Child Nutrition*	N/A				Course not currently being taught	
FDNT 60 Nutrition & Physical Fitness	#1 #2	J Tarver J Tarver	S2013 S2015	S2013		S2016 S2015
FDNT 61 Nutrition Issues	#3 #1,#2	T Sakanashi T Sakanashi	S2013 S2015	S2013 Not taught	SLO met by 89%. Course is currently not being taught	S2019
FDNT 86 Cultural Foods	N/A				Course currently not taught	
FDNT 162 Diet Therapy for Healthcare	#2,#3 #1	K Ferraro H Haluska	S2013 F2014	S2013	SLOs met	F2019
FDNT 359 Weight Control	N/A				Course currently not taught	

4.1b Program Student Learning Outcomes Assessment

The FDNT Program Student Learning Outcomes

Upon successful completion of this major, the student will be able to:

1. Identify the role of nutrients and healthy food preparations for optimal health and well-being;
2. select appropriate foods for a healthy diet and disease risk reduction;
3. clearly communicate nutrition concepts in oral and written formats;
4. use critical thinking to analyze and interpret information from various media sources and draw scientifically-based conclusions; and
5. transfer to a four-year program in Nutrition, Dietetics, and/or Food Science

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
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4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
FDNT 10 Elementary Nutrition																
FDNT 62 Nutrition and Diet Therapy																
FDNT 70 Introduction to the Profession																
FDNT 75 Principles of food																

4.2b Narrative (Optional)

5.0 Performance Measures

5.1 Effective Class Schedule: Course Offerings, Times, Locations, and Delivery Modes (annual)

5.2a Enrollment Efficiency

5.2b Average Class Size

5.3 Instructional Productivity

5.4 Curriculum Currency

5.5 Successful Program Completion

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5.6 Student Success

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5.7 Student Access

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5.8 Curriculum Offered Within Reasonable Time Frame

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5.9a Curriculum Responsiveness

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5.9b Alignment with High Schools (Tech-Prep ONLY)

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5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

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5.11a Labor Market Demand (Occupational Programs ONLY)

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5.11b Academic Standards

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6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	Santa Rosa	04	07	Effective instructional facility for the FDNT program course	1. Relocate classroom and faculty offices to the Plover Temporary 2. Ensure that students are able to locate the new FDNT classroom and faculty offices.	F2016-S2017	
0002	ALL	02	01	Increase online course offerings	1. Add additional online sections of FDNT 10, 62 and/or 162 2. Determine other FDNT courses that may be effectively offered in the online modality.	F2016-2017	

6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
Santa Rosa	The Foods and Nutrition program has completely moved to the Plover Temporary (501T) from Garcia Hall. However students are having difficulty identifying the building and the classroom, as well as, faculty offices. This upcoming year permanent signage will hopefully be installed. Also we need to determine ways to advertise where we are located to the campus in general. The move at the beginning of the Fall semester was so last minute that the faculty have been unable to cover all the aspects of the move effectively, but our plan is to communicate better with the campus at large in the upcoming year.
Petaluma	Student success, student retention and overall productivity of the FDNT sections at the Petaluma campus are lower than those at the Santa Rosa campus. One major factor affecting this is the lack of a contract, anchor faculty at Petaluma. If the Petaluma campus grows and the Health, Fitness and Nutrition certificate, based in Petaluma, continues to increase it's student it will be critical to have an anchor FDNT contract faculty at the Petaluma campus.

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	ALL	01	01	Strengthen the online presence of FDNT courses.	1. Recruit more online instructors. 2. Identify other FDNT courses that could be offered effectively online.	F2017-S2018	
0000	ALL	06	01	Develop a year-round schedule for FDNT courses that meet the needs of the students and maximizes enrollment opportunities.	1. Identify what the optimal scheduling of FDNT courses is. 2. Recruit additional adjunct faculty that can teach at all different scheduled days/time.	F2017-S2018	
0001	ALL	02	01	Revise the Nutrition and Dietetic Major to meet the Transfer Model Curriculum.	1. Assess the changes needed in the current major to achieve alignment with the TMC. 2. Submit and have approved a new Nutrition and Dietetic major.	F2017-S2018	