Santa Rosa Junior College

Program Resource Planning Process

Food and Nutrition 2018

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

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1.1c Description

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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

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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 pervue 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 faculy 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, but are not limited

to: instant read thermometers, food scales, and storage units for supplies. The estimated budget needs for this equipment is $1000.
Total estimated need: $3000

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: $3000

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 persue 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
0001	ALL	08	07	$3,500.00	Program outreach materials including: banners, signage, table covering, paper work.
0002	ALL	08	04	$3,300.00	Staff continuing education and licensing.
0003	ALL	04	07	$5,000.00	Office support, graphics, supplies, equipment maintenance.

2.2a Current Classifed Positions

Position	Hr/Wk	Mo/Yr	Job Duties

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties

2.2d Adequacy and Effectiveness of Staffing

The **FDNT program** currently has 3 contract faculty and 13 adjunct faculty. We reviewed adjunct applications and conducted screening/interviews in April 2018. At this time there is not a need for additional hiring.

2.3a Contract Faculty Positions Employees paid from a Contract Faculty OBJECT code

Name Last	First	Position	Hours	HR FTE	DM FTE
Harrison	Jill	Faculty	0.00	0.9500	0.0000
Sakanashi	Tammy	Faculty	0.00	0.9600	0.0000
Tarver	Jill	Faculty	0.00	1.0000	0.0000
Totals			**0.00**	**2.9100**	**0.0000**

2.3b Adjunct Faculty Positions Employees paid from an Adjunct Faculty OBJECT code

Name Last	First	Position	Hours	FTE
Clark	Kathryn		216.00	0.7086
Giammattei	Joyce		216.00	0.6029
Gilardi	Heather		207.00	0.4000
Halter	Amanda		37.40	0.0000
Haluska	Heather		103.41	0.2630
Harrison	Jill		8.50	0.8686
Hayden-Malloy	Leslie		106.50	0.2000
Lee	Jill		51.00	0.2000
MacDonald	Suzanne		48.00	0.1000
Morris	Mari		213.00	0.4000
Saffold	Hannah		157.50	0.2171
Sakanashi	Tammy		3.00	0.5434
Tarver	Jill		6.75	0.8571
Totals			**1374.06**	**5.3606**

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type

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	2.9100	35.0000	5.3600	65.0000	

2.3c Faculty Within Retirement Range

We have one contract faculty that is within retirement range. However no retirements are expected in the next academic year.

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

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale

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/moniters) 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 cameral 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 cameral is installed but is also neeed 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 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 and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

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	$5,000.00	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 major facilities request that is needed is a protected seating/standing area for students while they are waiting for the classroom (501T) to be available.

- 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 in which cars travel regularly. There needs to be a designated area for students to be able to congregate safely between classes that is protected physically from the elements as well as car traffic.

3.1 Develop Financial Resources

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3.2 Serve our Diverse Communities

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3.3 Cultivate a Healthy Organization

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3.4 Safety and Emergency Preparedness

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3.5 Establish a Culture of Sustainability

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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

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 Thearpy																
FDNT 70 Introduction to the Profession																
FDNT 75 Principles of food																

4.2b Narrative (Optional)

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5.0 Performance Measures

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

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5.2a Enrollment Efficiency

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5.2b Average Class Size

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5.3 Instructional Productivity

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5.4 Curriculum Currency

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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
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	In this past academic year we have doubled the number of online FDNT10 sections, we have increased by 50% the number of online FDNT 62 and FDNT162 sections. An additional adjunct instructor (Morris) has completed the District Online Teaching Certificate. An adjunct instructor (Larson) has applied for the college online program to create an new online course for FDNT 60 Nutrition and Physical Fitness.
0000	ALL	06	01	Develop a year-round schedule for FDNT courses that meet the needs of the students and maxmizes enrollment opportunitites.	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	The Nutrition and Dietetics major was revised to eliminate a course that was no longer being taught (FDNT 61). We also reveiwed adjunct pool applications and held interviews, from this we hired one new adjunct instructor (Berry).
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	We have reveiwed the course outlines for FDNT 10 and FDNT 75 for C-ID compliance. FDNT 10 is ready to be submitted for C-ID approval. FDNT 75 however requires some curriculum updates in order to meet the C-ID requirements.

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
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	
0002	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	
0003	ALL	06	01	Develop a year-round schedule for FDNT courses that meet the needs of the students and maxmizes enrollment opportunitites.	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	