

# **Santa Rosa Junior College**

## **Program Resource Planning Process**

### ***Dietetic Technology 2021***

#### **1.1a Mission**

The mission of the Dietetic Technology Program at SRJC is to provide both academic and experiential learning environments that prepare graduates to be eligible to take and pass the Commission on Dietetic Registration Exam (CDR) to become a Dietetic Technician Registered (DTR). Our coursework and skill based competency program prepare our graduates to become competent entry-level Dietary Service Supervisors or Dietetic Technicians or to continue in higher education in a related field.

#### **1.1b Mission Alignment**

This mission statement is consistent with the District's mission to “promote student learning ... by increasing the knowledge, improving the skills and enhancing the lives of those who participate in our programs”.

#### **1.1c Description**

The Dietetic Technology Program offers classes to qualify students to sit for the Certified Dietary Manager credentialing exam through the Association of Foodservice and Nutrition Professionals (ANFP). This certificate represents the minimum qualification to manage foodservice in many locations, including well-paid positions in health care, such as Skilled Nursing Facilities (SNF's) and hospitals. The program was granted approval from ANFP in 2017.

The Diet Tech (DT) program has been granted full accreditation for a program to train Dietetic Technicians, Registered (DTRs) by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND, formerly known as the American Dietetic Association) in 2012. PAR Accreditation was completed in 2017. ACEND is a nationally recognized accrediting body. The accrediting body based its decision on a peer review of our Self-Study report which addressed the 2017 Accreditation Standards, a site visit

report and our programs response to this report. Final review of all reports resulted in this decision to fully accredit our program at the ACEND Board meeting in . We were informed of the board's decision in late .

The DT program includes completion of the Dietetic Technician Associate Degree major, approved by the California State Chancellor's office in August, 2009. DTRs are trained both to manage foodservice and to work with Registered Dietitians in a variety of settings as part of the health care team, providing general, health promoting, disease preventing nutrition screening, counseling, education and other services.

### **1.1d Hours of Office Operation and Service by Location**

The Diet Tech Program is one of thirteen programs in the Health Sciences Department. The Health Sciences office is located in the Race Building on the Santa Rosa campus, staffed by four Administrative Assistants and a Student Worker.

### **1.2 Program/Unit Context and Environmental Scan**

Graduates of both the Dietary Manager and the DTR Associate Degree programs are critically needed in the healthcare industry, especially as foodservice managers in the Long Term Care (LTC) Skilled Nursing Facilities (SNF). As the population ages, these facilities will continue to grow and have demand for our students. Positions as foodservice managers in both SNFs and in Assisted Living facilities are well paid and REQUIRE a minimum of the DSS certificate as qualification for management level employment. In addition, school food systems continue to be excellent employers for our graduates. While some right now in California you can have a DSS certificate or a CDM credential the profession is beginning to require the CDM to run a foodservice kitchen. It has been reported that students with the CDM credential are more highly regarded, both for initial employment and for career advancement. This has been the case for several of our program grads. Our grads with a CDM credential are getting paid more than other with a DSS certificate.

With increased enrollment of DTR students, DIET classes required for either the DSS certificate or the DT major are now offered once each year. In the fall, student placements in Supervised Field Experience (SFE) are in healthcare inpatient settings or assisted living facilities. In Spring, SFE are either in long term care or, for the advanced Dietetic Technician classes, in community settings, including schools, senior meal programs, and other health promotion organizations. There continues to be program support from various healthcare organizations and businesses, as evidenced by an enthusiastic advisory committee who wants to continue to support our program and help market it. Despite program support from the community, it is becoming increasingly difficult to get enough adequately qualified nutrition professionals to meet the

student demand for SFE placements. Continuing to meet this need in the future should improve with more outreach.

On a positive note, students continue to receive job offers as a result of these field placements, on the condition that they finish the program. Program graduates are especially valued in meeting the ongoing need for foodservice managers in Skilled Nursing Facilities. Rehabilitation and Assisted Living facilities are other potential employers for graduates of the Diet Tech programs. Grant funded programs providing community based nutrition education offer future opportunities for our grads.

One change in the profession is the requirement of Dietitians to have a Master's degree by 2024. This change does not affect our CDM and DT programs.

## 2.1a Budget Needs

All funds are used extremely effectively with expenses for some items shared with the Foods and Nutrition program when possible and appropriate. To support attendance by the program coordinators at professional conferences, CTEA mini-grant funds have been used to the maximum amounts available. Currently, the Diet Tech Program budget represents an extremely small percentage of the overall district budget. Considering the high paying jobs achieved by our program graduates, we are requesting a small increase in funding for facilitating this program. The Dietary Manager and Diet Tech Program Coordinators, or adjunct faculty, would like to be able to visit students during their Supervised Field Experience sites on a regular basis. To facilitate more faculty site visits to Supervised Field Experience sites requires a relatively small amount of funding.

## Dietetic Technology - FY 2019-20

### 2.1 Fiscal Year Expenditures

#### Santa Rosa Campus

Expenditure Category	Unrestricted Funds	Change from 2018-19	Restricted Funds	Change from 2018-19	Total	Change from 2018-19
Faculty payroll	\$111,650.60	6.65%	\$0.00	0.00%	\$111,650.60	6.65%
Adjunct payroll	\$21,436.39	19.13%	\$0.00	0.00%	\$21,436.39	19.13%
Classified payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
STNC payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Student payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Management payroll (and Dept Chairs)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Benefits (3000's)	\$44,160.49	9.51%	\$0.00	0.00%	\$44,160.49	9.51%
Supplies (4000's)	\$678.71	-58.71%	\$0.00	0.00%	\$678.71	-58.71%
Services (5000's)	\$243.61	>1000%	\$0.00	0.00%	\$243.61	>1000%
Equipment (6000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
<b>Total Expenditures</b>	<b>\$178,169.80</b>	<b>8.21%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$178,169.80</b>	<b>8.21%</b>

#### Petaluma Campus (Includes Rohnert Park and Sonoma)

Expenditure Category	Unrestricted Funds	Change from 2018-19	Restricted Funds	Change from 2018-19	Total	Change from 2018-19
Faculty payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%

Adjunct payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Classified payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
STNC payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Student payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Management payroll (and Dept Chairs)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Benefits (3000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Supplies (4000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Services (5000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Equipment (6000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
<b>Total Expenditures</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>

**Other Locations** (Includes the PSTC, Windsor, and other locations)

Expenditure Category	Unrestricted Funds	Change from 2018-19	Restricted Funds	Change from 2018-19	Total	Change from 2018-19
Faculty payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Adjunct payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Classified payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
STNC payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Student payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Management payroll (and Dept Chairs)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Benefits (3000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Supplies (4000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Services (5000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Equipment (6000's)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
<b>Total Expenditures</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>

**Expenditure Totals**

Expenditure Category	Amount	Change from 2018-19	District Total	% of District Total
Total Expenditures	\$178,169.80	8.21%	\$153,674,065.73	0.12%
Total Faculty Payroll	\$133,086.99	8.48%	\$49,910,820.26	0.27%
Total Classified Payroll	\$0.00	0.00%	\$22,755,404.45	0.00%
Total Management Payroll	\$0.00	0.00%	\$10,011,188.67	0.00%
Total Salary/Benefits Costs	\$177,247.48	8.74%	\$109,759,005.10	0.16%
Total Non-Personnel Costs	\$922.32	-44.13%	\$14,465,624.56	0.01%

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
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## 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

Student enrollment in the Diet Tech program has continued to increase in the last five years, which has significantly increased the faculty and staff workload. Full-time faculty are instructing 5-6 classes per semester and handling program coordination duties. Increasing responsibility of adjunct faculty could help meet the needs of our growing programs.

### Dietetic Technology - FY 2019-20

#### 2.2 Fiscal Year Employee Data and Calculations

##### Employee Head Counts

Employee Category	Count	Change from 2018-19	District Total	% of District Total
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Contract Faculty	2	0.00%	0	0.00%
Adjunct Faculty	5	150.00%	0	0.00%
Classified Staff	0	0.00%	0	0.00%
STNC Workers	0	0.00%	0	0.00%
Student Workers	0	0.00%	0	0.00%
Mgmt/Admin/Dept Chair	0	0.00%	0	0.00%

## Employee FTE Totals

FTE Category	FTE	Change from 2018-19	District Total	% of District Total
FTE-F - Faculty	1.3553	2.60%	0.0000	0.00%
FTE-CF - Contract Faculty	1.1500	9.52%	0.0000	0.00%
FTE-AF - Adjunct Faculty	0.2053	-24.25%	0.0000	0.00%
FTE-C - Classified	0.0000	0.00%	0.0000	0.00%
FTE-ST - STNC	0.0000	0.00%	0.0000	0.00%
FTE-SS - Support Staff	0.0000	0.00%	0.0000	0.00%
FTE-SW - Student Workers	0.0000	0.00%	0.0000	0.00%
FTE-M - Management	0.0000	0.00%	0.0000	0.00%
FTE-DC - Department Chairs	0.0000	0.00%	0.0000	0.00%

## Student Data

Data Element	Value	Change from 2018-19	District Total	% of District Total
FTES-CR - Credit	4.8057	-62.88%	0.0000	0.00%
FTES-NC - Non-Credit	0.0000	0.00%	0.0000	0.00%
FTES - combined	4.8057	-62.88%	0.0000	0.00%
Students Enrolled/Served	0	-100.00%	0	0.00%

## Calculations

Data Element	Value	Change from 2018-19	District Total	% of District Total
FTE-S : FTE-F	3.5459	-63.81%	0.0000	0.00%
FTE-AF : FTE-CF	0.1785	-30.84%	0.0000	0.00%
FTE-F : FTE-SS	0.0000	0.00%	0.0000	0.00%
FTE-F : FTE-M	0.0000	0.00%	0.0000	0.00%
FTE-SS : FTE-M	0.0000	0.00%	0.0000	0.00%
FTE-ST : FTE-C	0.0000	0.00%	0.0000	0.00%
Average Faculty Salary per FTE-F	\$98,199.29	5.74%	\$0.00	0.00%
Average Classified Salary per FTE-C	\$0.00	0.00%	\$0.00	0.00%
Average Management Salary per FTE-M	\$0.00	0.00%	\$0.00	0.00%
Salary/Benefit costs as a % of total budget	99.48%	0.49%	71.42%	139.29%
Non-Personnel \$ as a % of total budget	0.52%	-48.36%	9.41%	5.50%
Restricted Funds as a % of total budget	0.00%	0.00%	19.16%	0.00%
Total Unit Cost per FTE-F	\$131,463.99	5.47%	\$0.00	0.00%
Total Unit Cost per FTE-C	\$0.00	0.00%	\$0.00	0.00%
Total Unit Cost per FTE-M	\$0.00	0.00%	\$0.00	0.00%
Total Unit Cost per FTE-S	\$37,074.57	191.47%	\$0.00	0.00%
Total Unit Cost per student served/enrolled	\$0.00	-100.00%	\$0.00	0.00%

### 2.2a Classified Positions Employees paid from a Classified OBJECT code

Name Last	First	Position	Hours	FTE
<< No Employees >>				

### 2.2b Management/Confidential Positions Employees paid from a Management/Confidential OBJECT code

Name Last	First	Position	Hours	FTE
<< No Employees >>				

**2.2c STNC Workers** Employees paid from an STNC OBJECT code

Name Last	First	Position	Hours	FTE
<< No Employees >>				

**2.2d Student Employees** Employees paid from a Student Employee OBJECT code

Name Last	First	Position	Hours	FTE
<< No Employees >>				

## 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
Jill Tarver	<p>Program Coordinator for Dietetic Technology Program - 20% reassigned time.</p> <p>Program coordination for the Dietetic Technician position involves coordinating with a multitude of professionals in the community, including San Francisco, Lake, Mendocino, Napa, and Marin as well as Sonoma counties to place students each semester in supervised field experiences. In addition, maintenance of records documenting both individual student progress as well as overall program compliance with accreditation standards requires faculty level expertise.</p>
Jill Harrison	<p>Program Coordinator for Dietary Manager Program - 5% reassigned time. Program coordination for the Dietetic Technician position involves coordinating with a multitude of professionals in the community, including San Francisco, Lake, Mendocino, Napa, and Marin as well as Sonoma counties to place students each semester in supervised field experiences. In addition, maintenance of records documenting both individual student progress as well as overall program compliance.</p>



**2.3b Full-Time and Part-Time Ratios**

<b>Discipline</b>	<b>FTEF Reg</b>	<b>% Reg Load</b>	<b>FTEF Adj</b>	<b>% Adj Load</b>	<b>Description</b>
Diet Tech	0.0000	0.0000	0.0000	0.0000	Ratios range from 48-76% part-time

## 2.3c Faculty Within Retirement Range

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

Dietetic Technology - FY 2019-20

### 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	0.1500	0.0000
Tarver	Jill	Faculty	0.00	1.0000	0.0000
<b>Totals</b>			<b>0.00</b>	<b>1.1500</b>	<b>0.0000</b>

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

Name Last	First	Position	Hours	FTE
Berry	Gina		2.00	0.0000
Harrison	Jill		48.00	0.0343
Larson	Melanie		1.50	0.0000
Morris	Mari		30.50	0.0000
Weil	Heidi		158.00	0.1710
<b>Totals</b>			<b>240.00</b>	<b>0.2053</b>

**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**

**2.4c Instructional Equipment Requests**

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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**2.4d Non-Instructional Equipment and Technology Requests**

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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## 2.4f Instructional/Non-Instructional Software 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
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## 2.5b Analysis of Existing Facilities

## 3.1 Develop Financial Resources

The Nutrition and Dietetic Technology faculty, have been increasing partnerships with local health care facilities such as Santa Rosa Memorial Hospital, Kasier Permanente Santa Rosa and San Rafael and other local hospitals and skilled nursing facilities. We consult with our thriving advisory committee to find new partners and supporters of the program. In addition, the Diet Tech and Dietary Manager programs have worked on marketing strategies and have begun to develop new markeintg materials to promote the program. We are currently streamlining our class

offerings to ensure students can complete the program while maximizing enrollment and we are considering implementing a cohort system to enhance efficiency.

### **3.2 Serve our Diverse Communities**

As the diversity of our students increases so does our ability to serve diverse populations. We have several students who are bilingual and who are doing internships serving Hispanic and low income communities. In 2018, the Nutrition Department developed a partnership with Student Equity and several Diet Tech students are working for Cal Fresh and volunteering at the SRJC Food Pantry. We are also encouraging our students to take Spanish as a continuing education or GE to meet this demand of the labor market.

### **3.3 Cultivate a Healthy Organization**

One or two of the Diet Tech faculty attend the annual Nutrition and Dietetic Educators and Preceptors (NDEP) meeting each spring. This meeting helps to network with other Diet Tech programs and to hear updates on what is happening with our credentialing agency: Commission on Dietetic Registration (CDR) and with what is new in the Academy of Nutrition and Dietetics (AND). We have an adjunct faculty member that teaches foodservice classes and attends the Association for Nutrition and Foodservice Professionals conference each year. CDR mandates that Dietitians complete continuing education credits each cycle which helps faculty to stay current and informed for our students.

In addition, several faculty are taking the online certification provided by SRJC to broaden the choices of Diet Tech classes for our students. We are aiming to convert all of our Certified Dietary Manager program to an online format.

### **3.4 Safety and Emergency Preparedness**

The Dietetic Technology coordinator is CPR/AED and First Aid trained. The Diet Technology coordinator is one of the Building Safety Coordinator for the Health Sciences Department. Our department has its own Building Emergency Action Plan for Plover 501T which provides detailed information regarding earthquake and fire evacuations and incident reporting information as well as important contact numbers. We recently added a lane line in our classroom and upgraded the WiFi for better communication in an emergency.

### **3.5 Establish a Culture of Sustainability**

Sustainability practices in food service has been added as a critical unit in the Food Production Management course (DIET 55). The current ACEND competencies for entry level DTR's include one competency related to practice of sustainable foodservice management. The Principles of Food class that takes place in the Culinary Building began composting last year and we are continuously recycling in our classroom and offices.

We have several students who are working with the SRJC Food Pantry which recives food donations that gets passed on to students for free.

Paper copying for both assignments and for exams are kept to a minimum. Students are encouraged to minimize paper copying.

## 4.1a Course Student Learning Outcomes Assessment

As required by the accrediting body for the Dietetic Technology program, course assessment is completed on a regular basis and archived in the Assessment Share Point site.

The SLO assessments have been used to evaluate each course and its relationship to the other courses in the sequence. We also align our course assessments with the overall program SLO's. All faculty participate in the SLO assessments and they are discussed at Department Meetings.

### 6-Year Cycle SLO Assessment Plan: 1332-Diet Tech

Course	Year of Next Assessment
<b>DIETETIC TECHNOLOGY</b>	
DIET 50: Sanitation & Safety	F 2018
DIET 52: Management Training	S 2020
DIET 55: Food Production Management	F 2018
DIET 55 L: Lab- Food Production Management	F 2018
DIET 57: Modified Diets	<b>S 2016</b>
DIET 70: Intro to the Profession	F 2017
DIET 106.1: Supervised Field Experience 1	F 2020
DIET 106.2: Supervised Field Experience 2	S 2020
DIET 176: Applied Nutrition Therapy	S 2019

All of the Diet Tech courses have had their SLO's assessed. Many of our Diet Tech classes are due for SLO assessments. We plan on meeting with the SLO coordinator in Fall Semester 2019 to make sure we are on the right track with our SLO assessment writing.

## 4.1b Program Student Learning Outcomes Assessment

**DIET TECH:** A plan has been written to assess SLOs for each class as well as to assess Major and Certificate outcomes for the Dietetic Technology program. Dietetic Technician Major: A written plan was also used to meet the requirement for accreditation by the Accreditation Council for Education in Nutrition and Dietetics, the accrediting body of the Academy of Nutrition and Dietetics.

In addition, the program uses information gathered from students, program graduates, and field experience preceptor (supervisor) surveys, to adjust and improve curriculum or other program components, as needed. Surveys from students and supervised field experience preceptors for the last few years have been collected and evaluated. Based on these and other data, updates to the Student Handbook for the Diet Tech program needed to improve the Supervised Field Experience component of the program have been made. Also, objectives that include more clarity linking activities and assignments to competency completion have been written. Specifically, a new budget planning project was re-written for Diet 106.2. Curricular changes for DIET 55 and DIET 55L to add a Math pre-requisite have been implemented.

This year an additional evaluation tool was used to get more specific information from students about how the courses and/or program could be improved. An ongoing issue is that students have some difficulty completing Supervised Field Experience hours for DIET 106.1 and 106.2 (12 hours/week). During 2014-15, arrangements have been made to help students start some of their hours over the summer month (enrolled in a Special Studies/Independent Study Course), which will decrease the number of hours per week that they'll need to complete while enrolled in other Fall courses. Students will still complete the same requirements for the course, just in a less time intensive manner.

Our current pass rate for program graduates taking the Registration Exam is about 80%, confirming that our program is successful preparing students for passing this exam for entry into the field.

The CDM and DT Program Coordinators plan on meeting with the SLO Coordinator during the Fall 2019 Semester.



### 4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	DIET 50 Sanitation & Safety	Fall 2012	Spring 2012	Fall 2013
Course	DIET52 Mgmt Training Technique	Spring 2014	Spring 2014	Spring 2015
Course	DIET 55 Food Production Mgmt	Fall 2011	Spring 2012	Fall 2012
Course	DIET 55L Food Prod Clinical Ex	Fall 2011	Spring 2012	Fall 2012
Course	DIET57 Modified Diets	Spring 2014	Spring 2014	Spring 2015
Course	DIET 70 Intro Nutrition, Diete	Spring 2012	Spring 2012	Fall 2012
Course	DIET 99 Diet Tech Occ Work Exp	Summer 2014	Summer 2014	N/A
Course	DIET 106.1 Supv Field Exp DT1	Fall 2011	Spring 2012	Fall 2012
Course	DIET 106.2 Supv Field Exp DT2	Spring 2011	Fall 2011	Spring 2012
Course	DIET 176 Applied Nutri Therapy	Spring 2011	Fall 2011	Spring 2012
Course	DIET 253 Annual Update DT*	N/A	N/A	N/A

### 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
DIET 106.1: SFE 1		X	X	X	X			X	X	X	X	X	X	X		X
DIET 106.2: SFE 2		X	X	X	X			X	X	X	X	X	X	X	X	X
DIET 176: Applied Nutr Therapy	X	X	X	X					X	X	X	X	X		X	
DIET 50: Safety and Sanitation			X			X			X	X	X			X		X
DIET 52: Mgmt Training	X	X	X	X	X			X	X			X	X			X
DIET 55 and 55L: Food Production Mgmt	X		X		X				X			X	X	X	X	
DIET 57: Modified Diets	X	X	X		X			X	X	X	X		X	X	X	
DIET 70: Intro to Profession		X	X	X			X	X		X		X				X

## 4.2b Narrative (Optional)

Specific course objectives reflect the institutional outcomes, as listed above.

Several courses, reflecting ultimate workforce demands, involve multiple assignments with calculations related to (1) budget for a foodservice operation, (2) assessing body weight for height and overall risk of disease, and (3) analysis of nutrient levels of diets compared to recommended levels. These all expect the student to learn and/or practice math skills "across the curriculum".

Several courses require students to write "chart notes" for communicating with other members of the health care team about nutrition care of residents or patients. Clear, concise written communication skills are practiced over the course of several program classes. Students are required to write journal notes from field experiences and to compile a portfolio of all program work to demonstrate by the end of their final classes that they have met industry based entry-level competencies. These portfolios require college level written communication skills. Portfolio requirements were updated for Fall 2013 to reflect competencies expected for entry level practitioners by newest accreditation standards of ACEND.

## **5.0 Performance Measures**

Review and evaluation of the Dietetic Technology Program is done both by SRJC and by two outside agencies. ANFP accredits the CDM program. Full re-approval of the CDM program was received in August 2017.

The nationally recognized Accreditation Council for Education in Nutrition and Dietetics (ACEND) has granted our Dietetic Technician (DT) program full accreditation. A PAR (mid-term) report was completed and approved in May 2017, updating ACEND on our DT program.

Our enrollment, efficiency ratios and other district-wide performance measures are strongly affected by the limits on classes that involve community based Supervised Field Experiences. To help off-set apparent lower performance measures from these classes, which are necessarily limited to no more than 20, limits on lecture classes have been increased to 35 or 40, numbers that are above district averages. While our Food and Nutrition classes fill, our Diet Tech course numbers are a lower than we would like for the 2018-2019 academic year so we have begun more marketing of the Diet Tech and CDM programs.

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

Diet Tech classes are scheduled with consideration of the needs of students who are concurrently working, either part time or full time. For this reason, as much as possible, classes are offered one day per week, commonly in 2-4 hour blocks, in the afternoon or early evening, when this is practical. This allows students to take classes other than on their day off or in conflict with their regular early morning work

schedule. Because many students commute great distances, one day per week is more convenient than multi-day classes. Most students finish the CDM in 2 semesters. Most Diet Tech students finish the DT associate degree major in 2 years. Classes involving SFE have maximum limits of 20, and comfortably run with far fewer, due to the workload demands of coordinating with community preceptors and appropriate training sites. Program enrollment had significantly increased over the last few years, which allowed us to schedule classes once each year rather than every two years as in the past. Budgetary constraints demanded cuts to the class schedule throughout the college, resulting in a drop in enrollment. Diet 191 was cut in Spring 2019 due to low enrollment, which will hold up quite a few students from moving forward at a quick pace.

Diet 52 (Management) has been offered every other Spring in the past. With the past increase in our program size, we have put Diet 52 in the schedule every Spring semester.

To appeal to students in other geographical location we are considering offering a few DIET courses online, such as DIET 50, DIET 52, and FDNT/DIET 70.

## Dietetic Technology - FY 2017-18 (plus current FY Summer and Fall)

### 5.1 Student Headcounts The number of students enrolled in each Discipline at first census (duplicated headcount).

#### Santa Rosa Campus

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	6	86	101	2	79	102	7	93	102	6	66	

#### Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	0	0	0	0	0	0	0	0	0	0	0	

#### Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	0	0	0	0	0	0	0	0	0	0	0	

#### ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	6	86	101	2	79	102	7	93	102	6	66	



**ALL Locations** (Combined totals from ALL locations in the District)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	0.0%	87.2%	81.4%	0.0%	68.6%	82.1%	0.0%	76.2%	82.6%	0.0%	72.9%	

## 5.2b Average Class Size

Diet Tech class size has been on a steady incline with 2018-2019 slowing growth a little. We have begun marketing our programs again and hope to increase class size in our programs. Supervised Field Experience classes (Diet 106.1 and Diet 106.2) cannot possibly be bigger than 20 students for a lack of clinical settings in the area and because we are accredited for 20 students, so those courses pull down the average class size. But overall our class sizes continue to be working for us.

### Dietetic Technology - FY 2017-18 (plus current FY Summer and Fall)

**5.2b Average Class Size** The average class size in each Discipline at first census (excludes cancelled classes).

#### Santa Rosa Campus

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	0.0	21.8	19.7	0.0	19.2	19.8	0.0	20.0	19.0	0.0	17.0	

#### Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

#### Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

#### ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	0.0	21.8	19.7	0.0	19.2	19.8	0.0	20.0	19.0	0.0	17.0	





	<b>FTEF</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Ratio</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**ALL Locations** (Combined totals from ALL locations in the District)

<b>Dietetic Technology</b>		<b>X2015</b>	<b>F2015</b>	<b>S2016</b>	<b>X2016</b>	<b>F2016</b>	<b>S2017</b>	<b>X2017</b>	<b>F2017</b>	<b>S2018</b>	<b>X2018</b>	<b>F2018</b>	<b>S2019</b>
	<b>FTEF</b>	0.20	8.81	10.96	0.07	8.02	10.83	0.27	7.32	10.50	0.20	5.93	
	<b>FTEF</b>	0.00	0.74	1.00	0.00	0.74	1.09	0.00	0.73	1.02	0.00	0.55	
	<b>Ratio</b>	<b>0.00</b>	<b>11.99</b>	<b>10.94</b>	<b>0.00</b>	<b>10.91</b>	<b>9.97</b>	<b>0.00</b>	<b>10.04</b>	<b>10.32</b>	<b>0.00</b>	<b>10.78</b>	

## 5.4 Curriculum Currency

ALL DIET courses, both those required for a certificate or major program course and supporting courses, have been reviewed in the last 6 years or more recently, and changes, including added SLOs, have been submitted to and approved by CRC. Once every second cycle, our DT Advisory Committee reviews each course outline for required program courses during the semester or two before it will be taught to ensure currency according to the industry standards. There are plans to review at least half of the courses this coming year.

Class	Last Approved	SLOs
Diet 50	F2013	yes
Diet 52	F2013	yes
Diet 55	F2013	yes
Diet 55L	F2013	yes
Diet 57	F2013	yes
Diet 70	F2013	yes
Diet 99	F2013	yes
Diet 106.1	F2019	yes
Diet 106.2	F2019	yes
Diet 176	F2013	yes
Diet 253	S2013	yes

## 5.5 Successful Program Completion

Program requirements are regularly reviewed with students. Student progress is recorded on a "Student Education Plan", that helps the program coordinator keep track of student progress. Students who fail to appear on rosters for required certificate classes during the week prior to the start of a class are contacted to help ensure that they continue and complete the certificate program.

Overall program retention and completion rates have remained steady and are significantly above District average.

The number of Certified Dietary Manager certificates and Diet Tech AS degree graduates has significantly increased over the past 5 years.

Our DT program grads are offered well paid, benefitted positions. In addition, several enrolled students are offered employment in the field prior to completion of the program, while others are continuing with employment that requires certificate completion as a condition of continued employment. At least 50% of the current student cohort are continuing for the DT major and are not seeking current employment. Some students completing the certificate are currently employed in foodservice positions where the certificate is valued but not required for employment. This year job opportunities in Sonoma County for CDM and DTR has increased to about five per month.

## 5.6 Student Success

Average student retention has increased to 95.4% (Table 5.6a).

Average student success has increased to 92%. (Table 5.6b)

Overall average GPA of students in the DIET program is approximately 3.68.

### Dietetic Technology - FY 2017-18 (plus current FY Summer and Fall)

**5.6a Retention** The percentage of students receiving a grade of A,B,C,D,CR, or I in each Discipline (duplicated headcount).

#### Santa Rosa Campus

Dietetic Technology				100.0%	91.1%	88.1%				0.0%	95.5%	

#### Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
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Dietetic Technology	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
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**Other Locations** (Includes the PSTC, Windsor, and other locations)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

**ALL Locations** (Combined totals from ALL locations in the District)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	100.0%	95.4%	88.1%	100.0%	91.1%	88.1%	100.0%	90.3%	93.2%	0.0%	95.5%	

**5.6b Successful Course Completion** The percentage of students receiving a grade of A,B,C, or CR in each Discipline (duplicated headcount).

**Santa Rosa Campus**

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	100.0%	92.0%	84.2%	100.0%	91.1%	88.1%	100.0%	83.9%	93.2%	0.0%	89.6%	

**Petaluma Campus** (Includes Rohnert Park and Sonoma)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

**Other Locations** (Includes the PSTC, Windsor, and other locations)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

**ALL Locations** (Combined totals from ALL locations in the District)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	100.0%	92.0%	84.2%	100.0%	91.1%	88.1%	100.0%	83.9%	93.2%	0.0%	89.6%	

**5.6c Grade Point Average** The average GPA in each Discipline (UnitsTotal / GradePoints).

**Santa Rosa Campus**

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	3.80	3.68	3.25	4.00	3.63	3.58	3.25	2.97	3.59	0.00	3.48	

**Petaluma Campus** (Includes Rohnert Park and Sonoma)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

**Other Locations** (Includes the PSTC, Windsor, and other locations)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

**ALL Locations** (Combined totals from ALL locations in the District)

Discipline	X2015	F2015	S2016	X2016	F2016	S2017	X2017	F2017	S2018	X2018	F2018	S2019
Dietetic Technology	3.80	3.68	3.25	4.00	3.63	3.58	3.25	2.97	3.59	0.00	3.48	

## 5.7 Student Access

- Students in the Diet Tech program come from a variety of ethnic backgrounds and a significantly broad age range. In 2015-2016, 47.6% of DT students were white, 37.6% were Hispanic, and percentages of other ethnicities are continuing to rise. The majority of students are female, almost 78%. Many DT students are over 20 years of age.

### Dietetic Technology - FY 2017-18 (plus current FY Summer and Fall)

#### 5.7a Students Served - by Ethnicity The number of students in each Discipline at first census broken down by ethnicity (duplicated headcount).

##### ALL Locations (Combined totals from ALL locations in the District)

Dietetic Technology	Ethnicity	2015-16	Percent	2016-17	Percent	2017-18	Percent	2018-19	Percent
	White	85	47.2%	98	59.4%	100	50.8%	52	37.4%
	Asian	3	1.7%	0	0.0%	1	0.5%	2	1.4%
	Black	9	5.0%	3	1.8%	9	4.6%	5	3.6%
	Hispanic	69	38.3%	50	30.3%	53	26.9%	55	39.6%
	Native American	0	0.0%	5	3.0%	5	2.5%	6	4.3%
	Pacific Islander	0	0.0%	1	0.6%	0	0.0%	0	0.0%
	Filipino	1	0.6%	0	0.0%	0	0.0%	1	0.7%
	Other Non-White	13	7.2%	5	3.0%	13	6.6%	3	2.2%
	Decline to state	0	0.0%	3	1.8%	16	8.1%	15	10.8%
	<b>ALL Ethnicities</b>	<b>180</b>	<b>100.0%</b>	<b>165</b>	<b>100.0%</b>	<b>197</b>	<b>100.0%</b>	<b>139</b>	<b>100.0%</b>

**5.7b Students Served - by Gender** The number of students in each Discipline at first census broken down by gender (duplicated headcount).

**ALL Locations** (Combined totals from ALL locations in the District)

Dietetic Technology	Gender	2015-16	Percent	2016-17	Percent	2017-18	Percent	2018-19	Percent
	Male	47	26.1%	36	21.8%	48	24.4%	25	18.0%
	Female	133	73.9%	127	77.0%	148	75.1%	113	81.3%
	Unknown	0	0.0%	2	1.2%	1	0.5%	1	0.7%
	<b>ALL Genders</b>	<b>180</b>	<b>100.0%</b>	<b>165</b>	<b>100.0%</b>	<b>197</b>	<b>100.0%</b>	<b>139</b>	<b>100.0%</b>



**5.7c Students Served - by Age** The number of students in each Discipline at first census broken down by age (duplicated headcount).

**ALL Locations** (Combined totals from ALL locations in the District)

Dietetic Technology	Age Range	2015-16	Percent	2016-17	Percent	2017-18	Percent	2018-19	Percent
	0 thru 18	1	0.6%	0	0.0%	7	3.6%	2	1.4%
	19 and 20	40	22.2%	29	17.6%	14	7.1%	11	7.9%
	21 thru 25	55	30.6%	58	35.2%	71	36.0%	42	30.2%
	26 thru 30	32	17.8%	25	15.2%	41	20.8%	37	26.6%
	31 thru 35	21	11.7%	20	12.1%	11	5.6%	15	10.8%
	36 thru 40	6	3.3%	16	9.7%	22	11.2%	17	12.2%
	41 thru 45	15	8.3%	8	4.8%	7	3.6%	7	5.0%
	46 thru 50	0	0.0%	1	0.6%	4	2.0%	5	3.6%
	51 thru 60	10	5.6%	8	4.8%	19	9.6%	1	0.7%
	61 plus	0	0.0%	0	0.0%	1	0.5%	2	1.4%
	<b>ALL Ages</b>	<b>180</b>	<b>100.0%</b>	<b>165</b>	<b>100.0%</b>	<b>197</b>	<b>100.0%</b>	<b>139</b>	<b>100.0%</b>

**5.8 Curriculum Offered Within Reasonable Time Frame**

ALL required DIET courses are offered at least once every four semesters, allowing students to complete the Certified Dietary Manager certificate within this timeframe. All required courses for the Dietetic Technician Major are offered at least once every four semesters, allowing students to complete this major within this same timeframe, though the additional general education requirements for the associate degree make it more likely that some DTR students will take longer than 4 semesters to complete.

For over 10 years, the following course rotation information has been available to help program students complete the Certified Dietary Manager Certificate in a timely manner:

The Health Sciences Department recognizes that students need to plan ahead to coordinate work and school schedules. We intend to offer the Certified Dietary Manager courses on the following schedule:

FALL 2019	DIET 50	DIET 57
	FDNT 10	FDNT 10
	DIET 55 and DIET 55L	DIET/FDNT 70
	DIET/FDNT 70	DIET 52

FALL 2020

DIET 50  
FDNT 10  
DIET 55 and DIET 55L  
DIET/FDNT 70

SPRING 2021

DIET 57  
FDNT 10  
DIET/FDNT 70  
DIET 52

DIET 99 is offered as students complete required preparation for field experience. Students must complete FDNT 10 or other comparable nutrition course prior to enrolling in DIET 57.

For those continuing for the DT Associate degree major, the following additional DIET courses are offered

DIET 106.1: Fall only (or scheduled as needed for students to complete required SFE hours only)  
DIET 106.2: Spring only (or scheduled as needed for students to complete required SFE hours only)  
DIET 176: Spring only  
DIET 191: Spring only

## 5.9a Curriculum Responsiveness

Diet Tech course curricula are regularly reviewed by the Dietetic Technology Advisory Committee, which is composed of a variety of professionals from the industry including both acute care and long term care healthcare, school foods, dietary consulting, and four year transfer institutions, among others. Of the current 15 Diet Tech Committee members and meeting attendees, 10 are industry representatives who are not SRJC instructors. On average there are about 15 attendees at committee meetings.

In addition to Advisory Committee review, California State Department of Public Health (CDPH) surveyors review our program and all curriculum on a regular basis, requiring changes related to demands in the healthcare industry. In preparation for initial accreditation and ongoing every 10 years after full accreditation, the Accreditation Council for Education in Nutrition and Dietetics also reviews the program and all curricula for the Dietetic Technician students, including required non-CFS classes (notably, Physiology, Counseling, Anthropology, etc.).

At this time, all curriculum has been reviewed and approved both by California DPH reviewers and SRJC Curriculum Review Committee.

Diet curricula was developed so that students with more than one career path would share some core classes. This not only maximizes class efficiency but also exposes students to multiple career options and future colleagues with related interests. For example, CDM, DTR, Nutrition and Dietetics Majors as well as general

education students have taken FDNT 75: Principles of Foods. Hospitality, CDM, and DTR students combine in Food Production Management. Students with a variety of interests have enrolled in Management Training Techniques, though the major focus is on management for a variety of foodservice settings.

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

There are currently no Diet Tech courses that articulate with the high school curricula. There has been some investigation into articulating DIET 50 with courses offered through the high school culinary programs.

## **5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)**

The Certified Dietary Manager Certificate is not a transfer major or certificate.

Courses required for the Dietetic Technician major align with some required lower division coursework at major CSU campuses. SRJC has obtained articulation agreements with various CSU's, including San Francisco State University, Chico State, Fresno State and Sacramento State as follows:

FDNT/DIET 70: Intro to the Profession

FDNT 10: Elementary Nutrition

FDNT 75: Principles of Foods

DIET 50: Safety and Sanitation

Both FDNT 10, Elementary Nutrition and FDNT 75, Principles of Foods, have been accepted by the CSU's Lower Division Transfer Program (LDTP).

In addition, non-Diet Tech and/or Food and Nutrition courses that are required for the Dietetic Technician Major, such as Psych 1A, align with those that articulate with required courses for the Bachelor's level, four year degree.

To ensure as much continued transferability as possible for our students who choose to continue for a four year degree in the field of nutrition or dietetics, we have a member of our Advisory Committee from UC Davis, a common transfer institution for students from SRJC.

## **5.11a Labor Market Demand (Occupational Programs ONLY)**

The California Employment Development Department Occupational Projections of Employment for Sonoma County provides the following information for Food Service Managers, a major occupational title for students completing the Certified Dietary manager Certificate or the Dietetic Technician Major:

For Food Service Managers and Supervisors, about 31 job openings are projected per year (the most recent data found was from 2014).

There are no similar programs between Sonoma County and Alameda County.

Employment of Dietitians and Nutritionists is projected to grow 15 percent from 2016 to 2026, much faster than the average for all occupations. The role of food in preventing and treating diseases, such as diabetes, is now well known.

At this time, our DTR program is the only one between Merritt College in Oakland and the Canadian border.

## **5.11b Academic Standards**

There is only one section of each of the Diet Tech classes, so discussion and comparison among different instructors for a particular course is not relevant. In evaluating instructors, assignments and exams are reviewed to assess the level of difficulty and applicability to development of entry level skills for students in the program. To date there has been a very open, honest discussion with a shared goal of student success among instructors in the Diet Tech program.

## 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	Santa Rosa	01	06	Market the CDM and Diet Tech programs to SRJC students and to Sonoma County residents.	Increase the number of students enrolling in our CDM and Diet Tech classes.	2020-2021	Program marketing presentation was created and sent to all the nutrition instructors to post in their online classes for their students.
0002	Santa Rosa	02	06	Update many Diet Tech Course Outlines of Record.	Make necessary program/curriculum changes through the Curriculum Review Committee.	2020-2021	This project has been completed.

## 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	Santa Rosa	01	06	Market the CDM and Diet Tech programs to SRJC students and to Sonoma County residents.	Increase the number of students enrolling in our CDM and Diet Tech classes.	2021-2022	CDM and DT Program Coordinators' time and marketing resources through the PR Department. Applied for SWP+CTEA-Perkins funding to produce a program marketing video.
0003	Santa Rosa	01	01	Meet with SLO coordinator to revise and refine SLOs for programs	Update classes in the programs and have clear objectives related to the new competencies and new CDM program.	2021-2022	Program Coordinators' time.