

1. Assessment Plan - Four Column



PIE - Business - CS&DT: Nutrition & Food (NF) Unit

Narrative Reporting Year

2017-18

Contact Person: Carol Impara

Email/Extension: cimpara@mtsac.edu / Ext. 3035

Program Planning Dialog: The Nutrition and Foods program continues to be a successful program based on retention, success, and SLO data. The NF program is in the midst of adjusting to the new Foods Lab facilities and expanding NF outreach through campus events and club activities. The biggest impact to the program this year has been the move to the new BCT over Winter 2018.

Since there is no NF Coordinator, program planning has involved dividing duties among the four FT faculty. FT faculty formally and informally conference about the program throughout the year. Significant meetings included a meeting with Cal Poly Pomona on January 31, 2018, to review semester conversion, impacts on curriculum, and the acceptance of the AS-T; the Business Division Retreat on March 23, 2018; the NF Advisory Committee meeting on March 27, 2018; and PIE review in May 2018.

External Conditions, Trends, or Impacts: 1. Employment and Industry Outlook:

"Employment of dietitians and nutritionists is projected to grow 15 percent from 2016-18, much faster than the average for all occupations." (Bureau of Labor Statistics, <https://www.bls.gov/>) This increase is projected to occur due to: 1) aging population (baby boomer retirements); 2) poorer public health due to increases in obesity and diabetes rates; 3) reimbursement of nutrition services; 4) expansion of areas that dietitians work.

2. Legislation Impacting the Career of Dietitians and Dietetic Technicians:

- In response to Senate Bill 1440 (Padilla, 2010), the Academic Senates for the California Community Colleges and California State University developed TMC and C-ID descriptors for the top transfer majors. The Nutrition and Dietetics AS-T has officially debuted and is featured in the 2017-18 course catalog. It is currently accepted by four CSUs, including CSULB, an impacted program (the other CSUs are in northern California).
- As a result of Assembly Bill 2128 (Emmerson, Chapter 225, Statutes of 2008), effective January 1, 2009, graduates of a college degree program with major studies in food/nutrition, dietetics, food management, culinary arts, or hotel and restaurant services and who are Certified Dietary Managers (CDM) credentialed by the Certifying Board of the Dietary Managers Association, and who have received at least six hours of in-service training on the specific California dietary service requirements contained in CCR Title 22, are eligible for employment as a Dietetic Services Supervisors in a health care facility. Since the AS-T degree in Nutrition/Food Science/Dietetics is available at Mt. SAC, our graduates will be eligible to take CDM credentialing exam and seek employment as Dietetic Service Supervisors.

3. Preparation and Regulatory Influences on the Career of Nutrition and Dietetics:

Nutrition professionals recognized by accrediting agencies in the United States are Registered Dietitians (RDs, also known as RDNs - Registered Dietitian Nutritionists) and Dietetic Technicians, Registered (DTRs). RDN and DTR credentials are issued by the Commission on Dietetic Registration (CDR). The education of RDNs and DTRs is overseen by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). An RDN credential requires at least a bachelor's degree at a US regionally accredited university or college and required coursework in either a Coordinated Program (CP) or a Didactic Program in Dietetics (DPD) and completion of a dietetic internship. Students can become DTRs by either completing an ACEND-accredited Dietetic Technician program at a US regionally accredited university or college that provides at least 450 hours of

supervised practice while earning an associate's degree, or complete at least a bachelor's degree at a US regionally accredited university or college and required coursework for a Didactic Program (DPD) or Coordinated Program in Dietetics (CP). In addition, RDNs and DTRs must pass a national examination administered by CDR and complete continuing professional educational requirements to maintain registration.

ACEND and the Academy of Nutrition and Dietetics are in the process of requiring that students who enter internships by 2024 have achieved a Master's degree. In response to this requirement, colleges are beginning to phase out their bachelor's level DPD programs. For instance, CSULA abruptly converted its Coordinated Program to a Master's level program only. This transition will leave our students scrambling to determine if they must earn a Master's degree before becoming an RDN, or if they can become an RDN before 2024 with a bachelor's degree.

ACEND is in the process of updating a "Future Practice Model" that will redefine scope of practice for Associates, Bachelor's, and Master's degree recipients.

4. NF Program Advisory Committee Recommendations:

All tasks were completed as set forth in the 2016-17 Advisory Committee Meeting. The Advisory Committee:

- Approved fund request to support Student Tutor IV for 2018-19 and to request a part-time, permanent Lab Technician.
- Approved fund request to attend conferences or other CPE professional development activities, such as NDEP, CAND, FNCE, or other nutrition related conferences or webinars.
- Approved fund request to improve or expand technology or equipment to support new programs or update existing programs, such as new software (particularly professional-level diet analysis software, such as ESHA) and fixing the cabinetry in the new BCT Foods Lab.
- Approved funds request for marketing.
- Recommended changing name of NF 30 to mirror CPP name; go for area D status for NF 28; continue pre-req in 4-year review of NF 12; submit Nutrition certificate to Chancellor's office as Certificate of Achievement.

5. Dearth of Internship and Work Experience Sites:

Students wishing to earn the RDN credential must be accepted to and complete a dietetics internship (DI) after completing their bachelor's level coursework and graduating from a DPD. DIs usually last one year and most are unpaid; in fact, most require some payment on the part of the student (a very small minority are paid positions). Getting accepted to these internships is very competitive. Half of dietetics students applying for a dietetics internship are not placed. Dietetics students are strongly urged to gain work or volunteer experience before applying for an internship to make them more competitive. Unfortunately, more hospitals and clinics are limiting the time that personnel can work as preceptors. Both dietetic internships and DTR internships report difficulty in finding sites for their interns.

Community college students who transfer into a DPD may be at a disadvantage if they transfer without having achieved volunteer or work experience. They may be faced with the need to cram volunteer and work experience hours around demanding upper division coursework. The competition for a declining number of internship sites means that students need help in accessing venues in which they can volunteer or gain work experience.

6. Consumer Price Index (CPI) for Food Continues to Rise:

Since 1990, grocery prices have risen steadily. The yearly budget allocation for instructional supplies needed to offer four sections of NF 20, two sections of NF 81, two sections of NF 82, supplemental food materials used in NF 28, NF 30, and a new course offered for the first time in Fall 2018, NF 40, needs to increase to reflect increasing food costs. According to the USDA's Food Price Outlook 2018 published in March (www.ers.usda.gov), the Consumer Price Index is up 1-2% from this time last year, with a particularly sharp spike in egg prices.

"In 2018, retail food prices are expected to rise between 0.5 to 1.5 percent... While fats and oils, fresh vegetables, pork, nonalcoholic beverages, and processed fruits and vegetables could potentially decline in price, prices for beef and veal, fresh fruit, poultry, eggs, and dairy are expected to increase... These forecasts are based on an assumption of normal weather conditions throughout the remainder of the year; however, severe weather or other unforeseen events could potentially drive up food prices beyond the current forecasts."

7. Culinary Arts Expansion:

The opening of the new BCT heralds the expansion of the Culinary Arts program and separation from the NF Foods Lab. Resources that were formerly shared, such as lab technician personnel, equipment, and supplies, were divided or purchased for the move. Having a dedicated Foods Lab has enabled the NF program to schedule labs on all days of the week. Instead of a hybrid NF 28, for instance, a traditional NF 28 was scheduled, which has boosted enrollment so that NF 28 will be offered each semester. In addition, a new course, NF 40 (Healthy American Cuisine), will be offered for the first time in Fall 2018.

8. CTE Data Collection:

The emphasis on CTE programs accurately tracking alumni who have earned a degree or certificate to determine if they are working in the field is increasingly necessary. However, lacking a robust system of data collection is troubling. The Foundation survey from 2012-13, used to set ISS standards, only accessed two NF students, and included data on a certificate that has since been discontinued. It is apparent that there is a need for CTE programs to aid the Research Department in collecting alumni data in order to yield an accurate assessment of the program's achievements.

Internal Conditions, Trends, or Impacts : 1. New Building:

The NF program moved into the new BCT and offered our first classes in Spring 2018. The new building includes a Foods Lab dedicated to the Nutrition and Foods program, enabling NF to offer more lab classes. Since NF does not have to schedule all lab classes on two or three days, we can offer more sections of the same lab throughout the year. More classes mean more resources are needed to support them, particularly ingredients, supplies, and personnel.

While it has been thrilling to move into the Foods Lab "on time," and the Lab is generally admired, some major structural issues were discovered after classes had started. The electrical and gas line regulation has been sporadic and necessitated unscheduled downtime and great innovation on the part of the FT lab instructor. In addition, it was discovered that the above-counter cabinetry was made in such a way that it constituted an injury hazard for students. The cabinets are both too low and too deep for efficient student use as they do not have sufficient headroom allowance. The counters installed in units one through five are too low. New counters should be installed in order to raise the work surfaces to standard height (36 inches). Unit six is supposed to accommodate students in wheelchairs. The unit needs to be redesigned to meet ADA standards. Changes should include removing the range and installing a cooktop and a wall oven. The sink in unit six is not ADA accessible due inadequate knee clearance. The plumbing and garbage disposal need to be modified. In effect, unit six is not compliant with ADA regulations.

2. Student Enrollment:

Unfortunately, enrollment continues to decline.

2014-1015: 2516

2015-2016: 2283

2016-2017: 2061

Given our high rates of retention and success, we do not feel that this is a reflection of our teaching, but endemic to the campus and colleges in general. However, we need to place more emphasis on driving enrollment.

3. Staffing:

The NF program currently utilizes one half of one FT Food Lab Technician and relies upon student tutors to assist students in the Foods Lab and to help with program outreach. These student workers are paid through Division or Perkins funds, depending on the time of the year. The restrictions on duties associated with Perkins funding limits the variety of tasks that can be performed to keep the lab sanitary and functional. Given our plans to increase enrollment and expand lab offerings, we foresee more

FT help will be needed to support the labs.

Critical Decisions Made by Unit: 1. Curriculum:

The program-level SLO review that was completed in June 2017 showed us that students are achieving skills needed to succeed in their courses. Significant curriculum changes were not deemed necessary. The following curriculum decisions were made this past year:

To revise NF 28 to meet Area D as well as Area E requirements, and to strengthen its focus on cultural competence.

To rename NF 30 to indicate that it is an introductory course and to reflect its articulation with Cal Poly Pomona.

To submit the Nutrition Certificate through the Chancellor's office as a Certificate of Achievement so it is displayed on a student's transcript.

2. Nutrition and Foods Club:

The decision was made to continue to support the Nutrition and Foods Club to provide volunteer, networking, and leadership opportunities for students.

3. Online course offerings:

In the face of declining on-campus enrollments, the decision was made to increase online course offerings. 2017-18 was the first year that NF 12 was offered online. For Fall 2017, 9 online sections were scheduled. For Spring 2018, 11 online sections were scheduled.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: 1. Student Achievement.

The NF Program continues to meet or exceed college standards for retention and success.

Retention data:

2013-2014 - 86%

2014-2015 - 88%

2015-2016 - 86%

2016-2017 - 90%

Success data:

2013-2014 - 72%

2014-2015 - 75%

2015-2016 - 73%

2016-2017 - 86%

2. Faculty Professional Development is a goal of the college. These activities keep the program up to date.

- Nutrition and Dietetics Educators and Preceptors (NDEP) Area 1 Meeting, March 8-10, 2018

- Five faculty attended California Academy of Nutrition and Dietetics meeting, May 3-5, 2018

- Three faculty attended Los Angeles District, Promoting Diverse Perspectives in Nutrition, April 14, 2018

- Attended variety of on-campus POD activities, including Department Chair Training, Incorporating Videos into Your Courses, PIE Training, Introduction to Canvas, Migrating your Course to Canvas.

- Two NF faculty will attend the Online Teaching Conference in Anaheim, June 18-20, 2018

- One faculty will attend IDEA World Nutrition & Behavior Change Summit, June 29-30, 2018

Notable Achievements for Theme B: To Support Student Access and Success: 1. Student Outreach, Support, and Preparation for Transfer Achievements.

Dietetics students require access to volunteer or work experience and opportunities to exercise their leadership, communication, and networking skills.

NF Club

- Held 9 NF Forum events to inform students of transfer and career opportunities.
- Held 6 NF Club Officer Meetings to plan club activities and events.
- Oversaw student participation in the Fall Student Health Fair, National Nutrition Month, Cal Fresh, and Destress events.

NF Work Experience

The number of work experience students doubled over the past year, and sites expanded from two to six. At least one student enrolled in Mt SAC primarily to complete work experience.

Partnering with Counseling

-NF counseling liaison Patricia Maestro conducted Fall counseling sessions in the local faculty offices. She also presented at a Nutrition Club event and created personal transfer profiles for the Careers in Nutrition students.

2. Curriculum.

Revising and expanding course, certificate, and degree offerings ensures that courses are up-to-date and applicable.

- AS-T in Nutrition and Dietetics is now offered and accepted by four CSUs.
- Nutrition Certificate units were expanded to reflect curriculum changes and will be sent through the Chancellor's office as a Certificate of Achievement.
- NF 28 is seeking Area D status
- Online offerings were expanded.

2015-16: 15 sections

2016-17: 16 sections

2017-18: 20 sections

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: 1. Funding.

The NF Program regularly seeks Perkins funding to support and expand program offerings. Funding amounts have fallen in recent years. NF received \$14,135 Perkins Grant for 2012-13; ;\$31,505 Perkins Grant for 2013-14; \$15,575 Perkins Grant for 2014-15; \$12,536 Perkins Grant for 2015-16; \$6,100 Perkins Grant for 2016-17; \$12,398 for 2017-2018.

2. Staffing.

Knowledgeable and committed staff ensure that students receive the best possible learning experience. In past years, the NF Program had a very lopsided FT:PT ratio of 25:75. With the hiring of our new full time faculty member, Christina Cammayo, who started Fall 2016, the ratio has corrected to 50:50.

- Ran adjunct faculty search and interviewed five applicants, hiring one to teach Spring 2018.
- Student tutors GERALYN Naguit, Christian Torres and Miguel Quiroz provide valuable assistance in the Foods Lab and in updating the NF database.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: 1. Industry and Transfer Partners.

The Mt. SAC NF Program requires strong partnerships to ensure that students acquire the education and skills they need to successfully transfer.

- Held a productive, well attended, annual NF Advisory Committee meeting (March 27, 2018). Welcomed new members to the Advisory team from Cal Poly Pomona, WIC, and CSULA, as well as returning partners. This year the Advisory Committee discussed and approved Perkins grant requests; suggested name change to NF 30 to improve enrollment; approved the NF certificate to become a Certificate of Achievement; and approved continuing pre-requisites.
- Improved communication with transfer partners and gained contacts by attending the NDEP (Nutrition and Dietetic Educators and Preceptors) conference, the Orange Coast College Advisory Committee, the CSU Long Beach Dietetics Advisory Committee, and the Cal Poly Pomona Dietetics Advisory Committee.
- The outreach by the Work Experience Coordinator has been very beneficial to the NF program in this area.

2. Faculty Involvement on Campus.

The NF Program is deeply embedded in campus activities and is active in campus leadership positions, including reassigned time. - Served as Distance Learning Coordinator and Assistant Distance Learning Coordinator - Served as Curriculum Liaison (winter only) - Served as department Academic Senate Representatives - Served as Business Division Representative on EDC - Served on Curriculum and Instruction Committee - Served on Outcomes Committee - Served on SLOs Style Guide Taskforce - Served on Textbook Affordability Taskforce - Served on Excess Units Taskforce - Served on Employee Wellness Committee - Served on Employee Wellness Fair Task Force - Served on Lecture/Lab Parity Committee - Served on Hiring Committee (new Culinary Faculty) - Led the Faculty Association CTE Award Committee

3. Service to the Campus Community.

The NF program shares our expertise in nutrition with the campus community to improve the health of Mt SAC employees, students, and prospective students.

- Student Health Center Health Fair (October 4, 2017)
- PRIDE Center Nutrition presentation (November 2, 2017)
- Veterans in COUNS 2 Nutrition and Fitness Presentation with K.C. Kranz (December 4, 2017)
- Health Science Campus Visit – High School Outreach event sponsored by Articulation Office (March 16, 2018)
- National Nutrition Month (NNM) Presentation for Student Health Services and NNM booth (March 22, 2018)
- Healthy Cooking Workshop in the Foods Lab on May 17, 2018.

Contributors to the Report: Jean Metter

- Carol Impara
- Sandra Weatherilt
- Christina Cammayo

Related Documents:

[2018 High School Health Science Presentation.jpg](#)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Campus Promotion and Outreach - Illuminate the role of food and nutrition in the health and well being of individuals and society through teaching and outreach to the campus community, and market the NF program to students as a potential major.</p> <p>Status: Active</p> <p>Goal Year(s): 2018-19, 2019-20, 2020-21</p> <p>Date Goal Entered (Optional): 11/15/2018</p>	<p>In Progress - Marketing and Outreach to Students and the Campus Community</p> <p>Describe Plans & Activities Supported: Community outreach materials</p> <p>Lead: Sandra Weatherilt</p> <p>On-Going Funding Requested (if applicable): 1000</p> <p>Type of Request: Marketing</p> <p>Planning Unit Priority: Medium</p> <p>What would success look like and how would you measure it?: Criteria for success will include the number of events that the NF program participates in. The NF faculty and club presented nutrition-themed talks, manned booths for different</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 50</p> <p>Though we were not funded for this area, we did participate in a variety of community engagement activities during 2017-18. (List them here.) (05/07/2018)</p> <hr/> <p>Reporting Year: 2016-17</p> <p>% Completed: 25</p> <p>For 2016-7, the NF faculty and club presented two nutrition-themed talks, manned booths for five different outreach events, and sponsored seven Nutrition Forum presentations. In addition, an NF faculty representative served on the Employee Wellness Committee, which sponsored several presentations and reviewed corporate wellness websites for use by the campus community. (06/26/2017)</p> <p>: This is an on-going activity that does not really have a completion date. These activities have been most beneficial for the five students who were officers in the NF Club, and for students who wanted to know more about the nutrition program. Preparing and presenting nutrition talks to an audience was an excellent activity, as it built skills that future dietitians must have. Having a</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
-------------------	-------------------------	---

outreach events, and sponsored Nutrition Forum presentations. In addition, an NF faculty representative served on the Employee Wellness Committee, which sponsored several presentations and reviewed corporate wellness websites for use by the campus community.

Documentation Attached?: No

Related Documents:
[2018 High School Health Science Presentation.jpg](#)

Full Funding Requested - Marketing Materials to Advertise the NF Program and Boost Enrollment

Describe Plans & Activities Supported: A comprehensive outreach strategy to boost enrollment. Includes professional, themed design of brochures, flyers, and notices to counseling, CSUs and the campus in order to present Nutrition and Foods as a vibrant program.

Lead: Carol Impara

On-Going Funding Requested (if applicable): 1000

Type of Request: Marketing

Planning Unit Priority: High

What would success look like and how would you measure it?: Enrollment would increase. A variety of brochures and flyers would be designed and disseminated.

Documentation Attached?: No

career-themed booth was more questionable, especially at a high school. It is unclear if doing outreach at high schools is beneficial to this program. (06/26/2017)

<p>Transfer and Articulation - Prepare students to enter accredited Didactic Programs in Dietetics and Food Science and Technology degree</p>	<p>In Progress - Support to Track Nutrition/Food Science/Dietetics Transfer</p> <p>Describe Plans & Activities</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 75</p> <p>We did receive funds for a student worker in 2017-18, who helped update the NF database. There are currently 80</p>
--	--	--

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>programs to become well qualified entry level Registered Dietitians and food scientists.</p> <p>Status: Active</p> <p>Goal Year(s): 2016-17, 2017-18, 2018-19</p> <p>Date Goal Entered (Optional): 09/01/2016</p>	<p>Supported: The NF program's student database was lodged in Lotus Notes. We continue to need a student worker to monitor movement and expansion of the database. We also need a plan to move the database from Lotus Notes to another accessible source.</p> <p>Lead: Carol Impara</p> <p>On-Going Funding Requested (if applicable): 4000</p> <p>Type of Request: Staffing</p> <p>Planning Unit Priority: Medium</p> <p>What would success look like and how would you measure it?: An expanded and updated database and a robust LinkedIn account. In 2016-7, we have 58 members (alumni) in the Mt. SAC Nutrition and Foods Group LinkedIn page. In 2017-8, we have 79 members (alumni) in the Mt. SAC Nutrition and Foods Group LinkedIn page. For 2018-19, a new database location is needed.</p> <p>Documentation Attached?: Yes</p> <p>Related Documents:</p> <p>LinkedIn Group Screen Shot.docx</p> <p>LinkedIn Group 2018.JPG</p>	<p>members in the LinkedIn group. However, the move from Lotus Notes to Outlook interrupted program use of the NF database, since it had been lodged there. There is currently a need to find a new home for the NF database. (05/07/2018)</p> <hr/> <p>Reporting Year: 2016-17</p> <p>% Completed: 25</p> <p>A Mt. SAC NF LinkedIn account has been created and 58 members have accepted the invitation to join. In addition, nearly 100 students were added to the NF database. (06/26/2017)</p>
<p>Industry Requirements and Trends - Stay abreast of current requirements and trends in the education and training of nutrition, dietetics, and food science professionals.</p> <p>Status: Active</p> <p>Goal Year(s): 2016-17, 2017-18, 2018-19</p> <p>Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - ESHA Software Describe Plans & Activities</p> <p>Supported: ESHA Software licenses</p> <p>Lead: Carol Impara</p> <p>One-Time Funding Requested (if applicable): 10000</p> <p>Type of Request: Instructional Supplies</p> <p>Planning Unit Priority: Medium</p> <p>What would success look like and how would you measure it?:</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>ESHA software has not been purchased yet. (05/07/2018)</p> <hr/> <p>Reporting Year: 2016-17</p> <p>% Completed: 0</p> <p>We have not received this software yet. (06/26/2017)</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans	
------------	------------------	--	--

Installation of ESHA software in one of the computer labs in the new BCT.
Documentation Attached?: Yes
Related Documents:
[ESHA Costs.docx](#)
In Progress - Conference, Travel, and Professional Development Funds
Describe Plans & Activities Supported: Conference and Travel Funds
Lead: All NF Faculty
On-Going Funding Requested (if applicable): 5000
Type of Request: Professional Development
Planning Unit Priority: High
What would success look like and how would you measure it?: Each FT NF faculty member will attend at least one conference or workshop to improve her teaching, mentoring, or discipline-specific knowledge.
Documentation Attached?: No

Reporting Year: 2017-18
% Completed: 100
 NF faculty received conference and travel funds from a variety of sources, including POD, Perkins, and the division. (05/07/2018)

Reporting Year: 2016-17
% Completed: 25
 Last year, NF Faculty attended a variety of nutrition and teaching related workshops and conferences. They are listed in the Notable Achievements section. (06/26/2017)

: Results of this professional development are immediate. After NDEP, NF 1 lectures and activities were updated to reflect changes in ACEND accreditation. After attending the Online Teaching Conference, faculty revised their online courses to include video conferencing and improve accessibility. (06/26/2017)

<p>Quality Facilities - Plan, design, construct, and maintain quality physical facilities that meet nutrition, dietetics, and food science students' needs and accommodate future program expansion. Status: Active Goal Year(s): 2016-17, 2017-18, 2018-19 Date Goal Entered (Optional): 06/01/2017</p>	<p>Full Funding Requested - New above-counter cabinetry in the Foods Lab Describe Plans & Activities Supported: The cabinets installed above the counters in the Foods Lab are too low and deep. They represent a safety hazard since students can easily hit their heads on the cabinet edges. New cabinets should be more shallow and higher to avoid injuries during class. Lead: Jean Metter One-Time Funding Requested (if applicable): 45000 Type of Request: Non-Instructional</p>	
---	--	--

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

Equipment

Planning Unit Priority: High

What would success look like and how would you measure it?: New above-counter cabinetry that meets safety standards will be installed in the Foods Lab.

Documentation Attached?: Yes

Related Documents:

[2018 cabinet issue Student washing dishes 2.jpg](#)

[2018 cabinet issue Student washing dishes.jpg](#)

[2018 Corner Hazard 3.jpg](#)

[2018 Foods Lab Head Bump \(Alyiah\).jpg](#)

[2018 Incident Report A. Nelson 3-15-18.pdf](#)

Full Funding Requested - Install counters in the Foods Lab of standardized height to minimize back and leg stress.

Describe Plans & Activities

Supported: The counters installed in units one through five in the Foods Lab are too low. New counters should be installed in order to raise the work surfaces to standard height (36 inches).

Lead: Jean Metter

One-Time Funding Requested (if applicable): 60000

Type of Request: Facilities

Planning Unit Priority: Medium

What would success look like and how would you measure it?: New counters that will raise the work surfaces in units one through five to standard height (36 inches) will be

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
-------------------	-------------------------	---

installed in the Foods Lab.
Documentation Attached?: No
Full Funding Requested - Configure Unit 6 workstation to be ADA-compliant in the Foods Lab.
Describe Plans & Activities Supported: Unit six in the Foods Lab is supposed to accommodate students in wheelchairs. The unit needs to be redesigned to meet ADA standards. Changes should include removing the range and installing a cooktop and a wall oven. The current sink is not accessible to individuals in wheelchairs due to the plumbing and garbage disposal protruding into the knee area and needs to be modified.
Lead: Jean Metter
One-Time Funding Requested (if applicable): 20000
Type of Request: Facilities
Planning Unit Priority: Medium
What would success look like and how would you measure it?: One of the workstations in the Foods Lab would be ADA compliant.
Documentation Attached?: Yes
Related Documents:
[2018 ADA compliant kitchen station.jpg](#)
[2018 ADA compliant cooktop.jpg](#)
[2018 ADA compliant sink.jpg](#)

<p>Instructional Support - Provide an exemplary educational experience to support student success utilizing high quality instructional technology, equipment, and supplies. Status: Active</p>	<p>In Progress - Part-Time, Permanent Lab Technician Describe Plans & Activities Supported: Part time, permanent lab technician Lead: Jean Metter</p>	<p>Reporting Year: 2017-18 % Completed: 100 We currently have one permanent part-time technician. We rely upon student tutors to fill in the additional time needed. Since student tutors' funding depends on line budget every year, we request a more secured source of</p>
---	--	---

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Goal Year(s): 2016-17 Date Goal Entered (Optional): 09/01/2016</p>	<p>On-Going Funding Requested (if applicable): 20000 Type of Request: Staffing Planning Unit Priority: High What would success look like and how would you measure it?: Hiring of lab technician Documentation Attached?: Yes Related Documents: JD Lab Tech Foods - Approved FEB 2014.pdf</p>	<p>Foods Lab help. (05/07/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 0 This position was requested last year. With the opening of the BCT next year, it is hoped that it would be higher priority. (06/26/2017)</p>
	<p>In Progress - Hourly Instructional Aides Describe Plans & Activities Supported: Hiring of three part time student instructional aides/workers. Two Student Worker IVs and one Student Worker V for 10-19 hours per week. Lead: Carol Impara One-Time Funding Requested (if applicable): 10000 Type of Request: Human Resources Planning Unit Priority: High What would success look like and how would you measure it?: Employment of three part time student workers. Documentation Attached?: No</p>	<p>Reporting Year: 2017-18 % Completed: 50 We employed student tutors who were instrumental in keeping our Foods Lab classes running smoothly. (05/07/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 25 We were well covered by our student tutors last year. (06/26/2017)</p>
	<p>In Progress - Increase Instructional Supply Budget to Address Increasing Food CPIs Describe Plans & Activities Supported: Higher funding for food and lab supplies Lead: Jean Metter On-Going Funding Requested (if applicable): 7000 Type of Request: Instructional Supplies, Lottery</p>	<p>Reporting Year: 2017-18 % Completed: 100 We did receive special lottery funds to fund the Foods Lab and NF program, which were greatly needed. (05/07/2018)</p> <hr/> <p>Reporting Year: 2016-17 % Completed: 0 We did receive extra funding for food last year. This is needed even more next year, as we plan to add four more lab sections. (06/26/2017)</p>

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

Planning Unit Priority: High

What would success look like and how would you measure it?:

Receiving additional funds to spend on food. Faculty can therefore plan recipes that fit the demands of the coursework.

Documentation Attached?: Yes

Related Documents:

[CPIforecast.xlsx](#)

[CPIforecast 2018.xlsx](#)