

1. Assessment Plan - Four Column



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

Narrative Reporting Year

2018-19

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Program Planning Dialog: The Nutrition and Foods program continues to be a successful program based on retention, success, and degree awards. The NF program addressed some issues in the new Foods Lab facilities and expanded NF outreach through campus events and club activities.

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 an ad hoc meeting with Jamaika Fowler on September 24, 2018, to review the composition of the Dietetics AS-T and earning Area D status for NF 28; the NF Advisory Committee meeting on February 21, 2019; NF program meeting March 14, 2019; and PIE review in late April 2019.

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

"Employment of dietitians and nutritionists is projected to grow 15 percent from 2016-26, 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). In addition, other disciplines accept the AS-T.

- 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, internships are beginning to require a Master's degree in order to apply. 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 2017-18 Advisory Committee Meeting. The Advisory Committee:

- Approved fund request to support Student Tutor V for 2019-20.
- Approved fund request to attend conferences or other CPE professional development activities, such as NDEP, CAND, FNCE, or other nutrition related conferences, seminars, classes, workshops, or webinars.
- Approved fund request to improve or expand technology or equipment to support new programs or update existing programs, such as new software or food science equipment.
- Approved funds request for marketing.
- Approved funds to make one unit in the Nutrition and Foods Lab ADA compliant by installing a wall oven and cooktop.
- Approved funds to replace sinks (install larger sinks) and countertops (raise countertops) in the Nutrition and Foods Lab.
- Continue pre-req in 4-year review of NF 20 and 91; recommended designing new Sports Nutrition Lab and adding to certificate.

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 to be offered for the first time in 2020, NF 40, needs to increase to reflect increasing food costs. According to the USDA's Food Price Outlook 2019 updated April 25, 2019 (<https://www.ers.usda.gov/data-products/food-price-outlook/>), the Consumer Price Index is up 1.5-2.5% from this time last year. The 20-year average shows about 2% gain in prices per category per year.

"In 2019, price growth may continue to remain low at the grocery store. Food-at-home prices are expected to rise between 0.5 and 1.5 percent...Several products could continue to see lower prices, including pork, other meats, eggs, fats and oils, and processed fruits and vegetables. Beef and veal, poultry, fish and seafood, sugars and sweets, nonalcoholic beverages, and other foods are all expected to increase ...Dairy products and cereal and bakery products are expected to increase at rates greater than their 20-year historical averages. In addition to commodity prices, prices for other factors of production may influence retail food prices in 2019. Electricity and diesel costs, as well as many other costs associated with food production, transport, and retail sales, are expected to rise, placing upward pressure on prices."

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 two NF 28 classes will be offered each semester. In addition, a new course, NF 40 (Healthy American Cuisine), will be offered for the first time in 2020.

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. Foods Lab Usage:

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. 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.

2015-2016: 2283

2016-2017: 2061

2017-2018: 1898

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 their duties. 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 help will be needed to support the labs.

Critical Decisions Made by Unit: 1. Curriculum:

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 revise NF 40 to meet Area E requirements.

To design a new Sports Nutrition Lab, to be added to the Nutrition Certificate.

To continue NF 20 and NF 91 (four-year review).

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. Online offerings increased from 16 in 2016-17 to 23 in 2017-18.

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%

2017-2018 - 90%

Success data:

2013-2014 - 72%

2014-2015 - 75%

2015-2016 - 73%

2016-2017 - 86%

2017-2018 - 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 7-9, 2019
- Two faculty attended California Academy of Nutrition and Dietetics meeting, April 16-18, 2019
- SCAN (Sports, Cardiovascular, and Wellness Nutrition) Symposium "Navigating the Path to Wellness" April 26-28, 2019
- POCR (Peer Online Course Review) training, April 2019
- POCR Refresher course, April 2019
- Society for Nutrition Education and Behavior (SNEB) Webinars: about 22 hours over the course of the year
- Attended variety of on-campus POD activities, including Department Chair Training, Incorporating Videos into Your Courses, PIE Training.
- Two NF faculty will attend the Online Teaching Conference in Anaheim, June 17-19, 2019
- One NF faculty will attend the Institute for Natural Resources (INR) seminar on Obesity, Diet, & Behavior in Monrovia, May 9, 2019

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 6 NF Club general meetings and speakers to inform students of transfer and career opportunities.
- Held 2 NF Club Officer Meetings to plan club activities and events.
- Oversaw student participation in booths and food demos at the Student Health Fair, International Student Welcome Carnival, National Nutrition Month, Mountie Fresh, and Destress Fest events.
- Oversaw student preparation and delivery of workshops to Parents in College Club.

NF Work Experience

Interest in work experience is high, but number of students completing an NF work experience course dipped due to schedule conflicts. Five new sites were added but some sites closed to students due to management changes. The ups and downs of maintaining sites for work experience mirror the entire discipline's difficulty with finding and connecting with work sites in health care.

Partnering with Counseling, Support, and Participation in Guided Pathways

- NF counseling liaison Stacie Nakamatsu attended weekly Careers in Nutrition (NF 1) classes and created personal transfer profiles for the students. She also presented at a Nutrition Club event.
- Career Services Specialist Dawn Finley presented to NF 1 and also at an NF Club event.
- Resume specialist Darma Paden presented to NF 1.
- NF 1 maintains ties to Cal Poly Pomona, who has created a mentoring program called Adopt-A-Mountie. A student panel with ten alumnae presented at NF 1, and mentors join the class for their end-of-year potluck.

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 as well as for other disciplines.
- Nutrition Certificate units were expanded to reflect curriculum changes and were accepted by the Chancellor's office as a Certificate of Achievement.
- NF 28 is seeking Area D status
- New Sports Nutrition Lab planned.
- Online offerings were expanded.

2015-16: 15 sections

2016-17: 16 sections

2017-18: 23 sections

3. Affordable Educational Resources and Support.

After the USDA shut down SuperTracker, a free diet analysis program maintained by the government from 2011-2018, the NF program sought to purchase a diet analysis program for students to use for free to lower costs and increase success. The funding was secured, but testing of the diet program revealed it was difficult to use, slow, and had a database that did not include foods normally found in California. The NF program was able to locate a free, web-based diet program and designed a tutorial and sample assignments so faculty could make the transition to the new program. The NF program used the outstanding funds to purchase textbooks to share with students in class, therefore increasing student access. The NF program also determined that publisher websites were difficult for students to afford.

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; \$14,360 for 2019-20.

2. Staffing.

Knowledgeable and committed staff ensure that students receive the best possible learning experience. After many years of a very lopsided FT:PT ratio of 25:75, the ratio has corrected to 50:50.

- From a previous adjunct faculty search and interview of five applicants, the program hired two more. One taught Spring 2018 and one is scheduled for Fall 2019.
- Student tutors GERALYN Naguit, Christian Torres and Brent Shannon provide valuable assistance in the Foods Lab and in updating the NF database, creating tutorials, and conducting surveys.

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 (February 21, 2019). 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; approved curriculum changes; 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 outreach by the Career Services Specialist has been very beneficial to the NF program in this area.

2. Program Collaboration with Departments.

The NF Program maintains long-standing partnerships with other departments.

- Works collaboratively with Counseling, specifically our Counseling liaison, to fulfill Guided Pathways measures and encourage preparation for transfer.
- Works collaboratively with Kinesiology to prepare nutrition information materials for athletes.
- Works in conjunction with Student Health Center to provide talks and events under the umbrella of the Employee Wellness Committee.

3. 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

- 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 Hiring Committee (new Culinary Faculty) - Led the Faculty Association CTE Award Committee

4. 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.

- Employee Wellness Committee (member must come from Nutrition program)
 - Coordinate speakers through POD, general wellness, nutrition workshops, and stress reducing workshop.
 - Plan Mt. SAC Employee Wellness Program calendar – free exercise classes and use of the Exercise Science & Wellness Center exercise rooms.
 - Coordinate Walker Tracker events. Walker Tracker is a customizable walking challenge program where participants can track steps (activity), nutrition and sleep. Mt. SAC has now held four Walker Tracker events since 2018.
 - Organize the annual Employee Wellness Fair.
- Student Health Services Events
 - Annual Student Health Fair – October 2018
 - Happy Healthy Holidays - presentation with Student Health - November 20, 2018
 - National Nutrition Month – March 2019

- 2019 De-Stress Event – May 29th, 2019
- Step Up Your Food Game – presentation with Student Health - May 21, 2019

- Sports Nutrition Education Project (SNEP)
- Nutrition education flyers created with sports nutrition messaging. Roll-out planned for June to capture the incoming students for Fall 2019. The information/flyers will also be posted on the webpage.

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Related Documents:

[APPROVED - 19-20 Perkins Budget - NF - 041919 \(1\).xlsx](#)

<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>Report directly on Goal</p> <hr/> <p>In Progress - Marketing and Outreach to Students and the Campus Community</p> <p>Describe Plans & Activities Supported (Justification of Need): Community outreach materials</p> <p>Lead: Sandra Weatherilt</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 outreach events, and sponsored Nutrition Forum presentations. The NF program works with the Kinesiology department, MountieFresh, and other campus entities. An NF faculty representative</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 50</p> <p>Campus outreach is an on-going activity that NF participates in to give students volunteer experience and to improve the health of the community. We do not anticipate a "completion" date for this goal. (04/23/2019)</p> <hr/> <p>Reporting Year: 2018-19</p> <p>% Completed: 50</p> <p>The NF program continued to participate in and lead a variety of campus outreach activities benefiting the campus community, including new outreach to high school students and food insecure students. These activities included hosting high school students at the BCT Open House, demoing food for two Mountie Fresh events, co-presenting two talks and hosting three events with Student Health Services, and coordinating with Kinesiology to create informative flyers and a website for athletes about healthy eating. The Nutrition and Foods Club hosted six workshops or events, sponsored four speakers, and held regular meetings. As part of the Employee Wellness Committee, the NF program coordinated speakers, organized the annual Employee Wellness Fair, and promoted the Walker Tracker events. (04/23/2019)</p> <p>Related Documents: No-prep burrito bowl handout.pdf</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>	
	<p>served on the Employee Wellness Committee, which sponsored several presentations and campus activities.</p> <p>Type of Request: MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.</p> <p>Planning Unit Priority: Medium</p> <p>Documentation Attached?: Yes</p> <p>On-Going Funding Requested (if applicable): 1000</p> <p>Related Documents: No-prep burrito bowl handout.pdf SNEP-PRE POST.pdf</p>	<p>SNEP-PRE POST.pdf</p> <hr/> <p>Reporting Year: 2017-18 % 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>	
		<p>Reporting Year: 2016-17 % 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 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>
	<p>Request - Full Funding Requested - Marketing Materials to Advertise the NF Program and Boost Enrollment</p> <p>Describe Plans & Activities Supported (Justification of Need): 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. It would be useful to consult with an expert about ways to promote the program better.</p>	<p>Reporting Year: 2018-19 % Completed: 50</p> <p>The NF program designed and printed color flyers for dissemination at BCT Open House, Join a Club, and other campus events. We also advertised open classes in counseling and on the BCT marquee, and sent notices to Cal Poly Pomona. (04/23/2019)</p> <p>Related Documents: 2019 Course Overview.pdf NF 28 Flyer 1 (Jacinta).pdf</p>	

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Lead: Carol Impara
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.
Type of Request: MARKETING:
 Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.
Planning Unit Priority: Medium
Documentation Attached?: No
On-Going Funding Requested (if applicable): 2000
Related Documents:
[NF 28 Flyer 1 \(Jacinta\).pdf](#)

<p>Transfer and Articulation - Prepare students to enter accredited Didactic Programs in Dietetics and Food Science and Technology degree programs to become well qualified entry level Registered Dietitians and food scientists. Status: Active Goal Year(s): 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 Date Goal Entered (Optional): 09/01/2016</p>	<p>Report directly on Goal</p> <hr/> <p>In Progress - Support to Track Nutrition/Food Science/Dietetics Transfer Describe Plans & Activities Supported (Justification of Need): The NF program's student database has been transferred to a Google drive. We continue to need a Student Worker IV for 6 hours/week to monitor movement and expansion of the database and to run surveys for us. Lead: Carol Impara What would success look like and how would you measure it?: An</p>	<p>Reporting Year: 2018-19 % Completed: 50 The NF program actively updates and expands curriculum to maintain articulation. This past year, the program has applied for Area D as well as Area E status for NF 28, and achieved Certificate of Achievement status for the Nutrition Certificate, and launched the AS-T. (04/23/2019)</p> <hr/> <p>Reporting Year: 2018-19 % Completed: 50 Nutrition Forum names are now housed on a Google drive. A brief survey (Survey Monkey) was sent out to 216 alumnae who were students in 2015-2016, and we heard from 13 people (a 6% response rate). About 46% of respondents are enrolled in a 4-year dietetics program. There are now 96 in the LinkedIn account. (04/23/2019) Related Documents: Results and Takeaways from NF Program Survey 2018.docx LinkedIn 2019.PNG</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 75 We did receive funds for a student worker in 2017-18, who</p>
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	<p>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, we have 96 members. There are more than 230 students in the Nutrition Forum.</p> <p>Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: Yes</p> <p>On-Going Funding Requested (if applicable): 3800</p> <p>Related Documents: LinkedIn 2019.PNG Results and Takeaways from NF Program Survey 2018.docx</p> <p>Request - No Funding Requested - Help discovering OER or other free or low-price textbooks and web resources.</p> <p>Describe Plans & Activities Supported (Justification of Need): It is apparent that students are struggling to afford textbooks and other essential classroom materials. There is a lack of acceptable nutrition study material through established OER resources like Merlot and OpenStax. The NF program has located a free, web-based diet analysis program, but needs help finding affordable textbook alternatives that can be used for 4-year review (in other</p>	<p>helped update the NF database. There are currently 80 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>

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words, are updated regularly and contain rigorous course material).
Lead: Carol Impara
What would success look like and how would you measure it?:
 Students in NF classes would have access to free or low price, affordable textbook and web resources for NF classes.
Type of Request: OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.
Planning Unit Priority: Low
Documentation Attached?: No

<p>Industry Requirements and Trends - Stay abreast of current requirements and trends in the education and training of nutrition, dietetics, and food science professionals. Status: Active</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2018-19 % Completed: 50 NF program faculty strive to stay updated in both discipline of nutrition and in requirements to work in the field of nutrition. This is an on-going goal that has no "completion" date. (04/30/2019)</p>
<p>Goal Year(s): 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - Conference, Travel, and Professional Development Funds Describe Plans & Activities Supported (Justification of Need): Conference and travel funds for conferences, workshops, webinars, seminars, or other professional development activity that would support discipline-specific knowledge, improve pedagogy (particularly online pedagogy, which is a goal of the program to increase), and trends in the career field. Lead: All NF Faculty</p>	<p>Reporting Year: 2018-19 % Completed: 50 NF faculty received conference and travel funding from a variety of sources, including Perkins, POD, and the division. NF faculty attended a variety of nutrition and teaching-related workshops and conferences this year, including NDEP (industry/education update and networking), CAND, Functional Foods, and SCAN (discipline updates), and OTC (online teaching pedagogy). (04/23/2019)</p> <hr/> <p>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)</p>

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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.
Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.
Planning Unit Priority: Medium
Documentation Attached?: No
On-Going Funding Requested (if applicable): 5000

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)

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, 2019-20, 2020-21
Date Goal Entered (Optional): 06/01/2017

Report directly on Goal

Request - Full Funding Requested - Install 36" counters in units 1, 2, and 3, the demo table, and the prep sink in the Foods Lab to minimize back and leg stress.

Describe Plans & Activities Supported (Justification of Need): All counters installed in the Foods Lab are at 34 inches tall, below standardized height. New counters should be installed in units 1, 2, and 3, the demo table, and the prep sink in order to raise the work surfaces to standard height (36 inches), which benefits students and instructors whose height is 5'8" or taller (most

Reporting Year: 2018-19
% Completed: 25
 In general, the program is pleased with the new BCT Foods Lab. However, the first months in the BCT Foods Lab had some challenges (electrical, equipment, layout) and changes are required to reduce injury hazards and ensure ADA compliance. (04/30/2019)

Reporting Year: 2018-19
% Completed: 0
 Nothing has been accomplished toward this goal. (04/30/2019)

Unit Goals

Resources Needed

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

men and many women). (Unit 6 should be made into the ADA compliant workspace and units 4 and 5 can remain lower in order to accommodate students under 5'8".) Several students, the Foods Lab technician, and the principal faculty instructor have complained of back pain after working in the Foods Lab. Many documents attest to the need for a countertop of at least 36" height. This is an industry standard and installation of lower countertops was an oversight that should be rectified.

Lead: Jean Metter

What would success look like and how would you measure it?: New counters that will raise the work surfaces in units 1, 2, and 3, the demo table, and the prep sink to standard height (36 inches) will be installed in the Foods Lab.

Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.

Planning Unit Priority: High

Documentation Attached?: Yes

One-Time Funding Requested (if applicable): 17000

Related Documents:

[Counter Height.docx](#)

[Countertop Cost Estimate.docx](#)

Request - Full Funding Requested - Configure Unit 6 workstation to be ADA-compliant in the Foods Lab.

Describe Plans & Activities

Supported (Justification of Need):

Reporting Year: 2018-19

% Completed: 0

Nothing has been accomplished toward this goal. (04/30/2019)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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One unit in the Foods Lab should accommodate students in wheelchairs. The NF program suggests that Unit 6 be modified 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 with knee clearance 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 also needs to be modified. Examples of ADA compliant workstations are attached.

Lead: Jean Metter

What would success look like and how would you measure it?: One of the workstations in the Foods Lab would be ADA compliant.

Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.

Planning Unit Priority: High
Documentation Attached?: Yes
One-Time Funding Requested (if applicable): 10000

Related Documents:
[ADA Equipment Request.docx](#)
[ADA Station Examples.docx](#)

<p>Instructional Support - Provide an exemplary educational experience to support student success utilizing high quality instructional technology, equipment, and supplies.</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2018-19 % Completed: 50 The curriculum of the Foods Lab classes is dependent on accessing foods and ingredients that allow students to experience and practice the subject matter. An exemplary</p>
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<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Status: Active Goal Year(s): 2016-17, 2017-18, 2018-19, 2019-20 Date Goal Entered (Optional): 09/01/2016</p>	<p>Report directly on Goal</p> <hr/> <p>In Progress - Hourly Instructional Aides Describe Plans & Activities Supported (Justification of Need): Hire two part time student instructional aides/workers to work in lab classes. Two Student Worker Vs at 19 hours per week each, all on Division funds. Perkins has been very generous to us, and we appreciate using student tutors in our Lab classes. They demonstrate techniques and mentor students one-on-one in the lab classroom. However, there are important non-student tutor roles that students perform for us, such as specialized equipment and facility maintenance and regular cleaning to maintain safety and sanitation standards. Getting funding from both sources has made us toggle between time sheets and duties for the same student worker. This is doable but inconvenient and there is fear that we would make a mistake. We attach Perkins document which we used to do our calculations. Lead: Carol Impara What would success look like and how would you measure it?: Employment of two part time student workers, all on Division funds. Type of Request: STAFFING: Requests</p>	<p>experience means that the Foods Lab is funded adequately and on an on-going basis. Students taking Foods Lab classes benefit from individualized help from student tutors. Student workers also help keep the lab clean, and provide needed help with program outreach and database maintenance. (04/30/2019)</p> <hr/> <p>Reporting Year: 2018-19 % Completed: 25 With the expansion of our lab classes, we have become even more reliant on student help for our permanent Lab Technician and for the program. This year, the student tutors and workers helped us analyze diet analysis programs, survey alumnae, demonstrate cultural foods, host high school students, plan outreach demos and activities, and keep the Foods Lab running and clean. (04/30/2019)</p> <hr/> <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>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High
Documentation Attached?: Yes
One-Time Funding Requested (if applicable): 17800
Related Documents:
[APPROVED - 19-20 Perkins Budget - NF - 041919 \(1\).xlsx](#)
In Progress - Increase Instructional Supply Budget to Address Increasing Food CPIs
Describe Plans & Activities Supported (Justification of Need):
 Increased yearly funding for food and lab supplies that is not reliant on one-time, "special fund" lottery awards. The number of courses using the Foods Lab has increased and, with NF 28 in contention to earn Area D as well as Area E credit, we hope to increase enrollment in this area. Current annual funding level of \$8320 has not increased in ten years, despite annual CPI increases of 2% per year. The potential of not receiving special funds each year puts expansion plans at risk.
Lead: Carol Impara
What would success look like and how would you measure it?:
 Receiving sufficient funds to spend on food for twelve or more lab classes per year. Faculty can therefore plan recipes that fit the demands of the coursework and expand lab offerings.
Type of Request: LOTTERY:
 Instructional materials that are designed for use by pupils and their

Reporting Year: 2018-19
% Completed: 25
 We received extra funds to support Foods Lab classes next year. We find that the costs of food are rising every year. These yearly bonuses are much appreciated, but cannot be considered supplemental any longer. It is essential we access more food funds for our classes. (04/30/2019)

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)

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)

Unit Goals

Resources Needed

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

teachers as a learning resource and help pupils acquire facts, skills, or opinions or to develop cognitive processes.

Planning Unit Priority: High

Documentation Attached?: Yes

On-Going Funding Requested (if applicable): 12000

Related Documents:

[CPI forecast with 20 year average.xlsx](#)

[Estimated Food Cost 2019.docx](#)