

# Peralta Community College District

## UNIT PLAN UPDATE Template ~ September 2009

Each discipline will complete this form to update the unit plans developed in 2008. These will be reviewed at the college level and then forwarded to the district-wide planning and budgeting process. The information on this form is required for all resource requests – including faculty staffing requests – for the 2010-11 budget year.

### I. OVERVIEW

		<b>Date Submitted:</b>	Nov. 18, 2009
<b>Discipline</b>	Allied Health Programs – Nutrition & Dietetics	<b>Dean:</b>	Dr. Rebecca Kenney
<b>Department Chair</b>	Helenka Livingston		
<b>Mission/History</b> <i>Brief, one paragraph</i>	<p>Nutrition has been part of Merritt College since its inception in 1965. Currently, Nutrition and Dietetics provides courses for transfer to a four year institution, self-enrichment for the life long learner as well as three certificates and one degree via three distinct programs. The Dietary Manager/Dietetic Service Supervisor Program was established as a Certificate of Achievement in 1971 and was elevated to a Certificate of Completion in 2005. Merritt College was awarded reapproval of the DSS program with the State Dept of Public Health in 2008 after incorporating multiple new standards and requirements. On the national level, the Dietary Manager Association has approved our program through the year 2011. In 1999 a new Dietetic Technician Program was Developmentally Accredited by the Commission on Accreditation of Dietetic Education/ American Dietetic Association (CADE/ADA) with subsequent approval of an Associate of Science Degree by the State. Application for regular accreditation (through self study and site visit) was made in 2003-4 with accreditation granted in December 2004. A PAR (Program Assessment Report) was submitted April 2009 as part of the ongoing accreditation process. A status is pending however, Merritt College received notice that a completed application was received with all mandatory requirements submitted. A Certificate of Achievement in Dietetic Technology was added to accommodate students with prior degrees. The third program, a one semester (7 unit) Certificate of Achievement in Dietary Assistant was implemented to provide entry-level training for dietetics paraprofessionals.</p> <p>Additionally, the Nutrition and Dietetics offers 3 transfer courses to the universities and these courses may also be taken for self-enrichment and knowledge in Human Nutrition, Survey of Career options in the field of Nutrition and Dietetics, and the third university transfer course just added Fall 2008, Nutrition and Weight Management. Nutrition has partnered with Health Education to co-create the new Health and Wellness the 1 unit course received approval from curriculum committee. Currently a one unit health/physical fitness is not required to obtain an AS degree in the Peralta District and with the financial status of the State, new courses are not being supported at this time.</p> <p>Our three tiered program is unique in California. Our DM/DSS program is the only one in the Bay Area and the only DMA approved program in the state. Our DT program is one of only three in Northern California. Nutrition and Dietetics is a magnet program in the Peralta Community College District.</p>		

## II. EVALUATION AND PLANNING

Please review the program review data and the CSEP review criteria and complete the following matrix.

<b>Annual Trend Baseline Data</b>					
<b>Year</b>	<b>Annual FTES</b>	<b>%FTES growth</b>	<b>FTEF in program</b>	<b>FTES /FTEF</b>	<b>Comments</b>
<b>2008/09</b>	76.42	18%	5.36	14.49	Annual FTES increased by 18% from last year. More chairs were made available so classes were able to hold 50-55 students.
<b>2007/08</b>	65	-3%	5.32	12.21	Major change from 2005 -2007 was move to D-Building with limited chairs in classrooms.
<b>2006/07</b>	67.12	-14%	4.75	14.31	
<b>2005/06</b>	77.68		5.29	14.68	

	Fall						
	2004	2005	2006	2007	2008	CODE	Comments
<b>Quantitative Assessments</b>							
1. Enrollment (duplicated)	360	366	320	347	379		Increase in enrollment of 18% from 2006 & 7. From 2004. A small but significant increase of 5% enrollment.
2. Sections (master sections)	17	17	14	17	17		Sections are constant.
3. FTEF	2.61	2.65	2.27	2.49	2.49		Faculty/student ration consistent to last year. Once again, in the past classrooms lacked adequate seats which limits class size.
4. FTES	37.25	39.41	32.66	28.39	36.01		
5. FTES/FTEF	14.27	14.84	14.39	11.40	14.49		
7. Program Cost (Cost methodology is under development. Please complete the remaining items. This step to be completed later.)							

<b>Qualitative Assessments</b>	Narrative
8. Community and labor market relevance Present evidence of community need based on Advisory Committee input, industry need data, McIntyre Environmental Scan, McKinsey Economic Report, etc. This applies primarily to career-technical (i.e., vocational programs).	<p>Graduates of our Dietary Manager (DM)/ Dietetic Service Supervisor (DSS) Program are qualified to manager a food service operation in a health care facility. Our program is approved by the State of California under the Department of Public Health <i>and</i> the National Dietary Manager’s Association (DMA). This allows our graduates to practice in California, where there are specific State regulations regarding food service operations in nursing facilities, but also across the country in other states. The Title 22 California Code of Regulations (CCR) section 72351 requires the Dietetic Service Staff be supervised by a registered dietitian or a full time dietary service supervisor with oversight by the registered dietitian. Title 22 CCR section 72351 (b) requires that dietary service are managed by either a Dietetic Service Supervisor or Certified Dietary Manager when a full time Registered Dietitian is not employed.</p> <p>Job trend data in the State of California as seen below for the Food Service Managers will see a 14.3% and the First-Line Supervisors/Mangers of Food Preparation on the whole will see a 14.3% to 18.8% increase in the “demand”. This will equal 6,500 to 13,000 more jobs. See data from <a href="http://www.labormarketinfo.edd.ca.gov/">www.labormarketinfo.edd.ca.gov/</a> which noted that from 2006-2016 estimated employment national needs will rise from 350,000 to 368,000, +5% (<a href="http://www.bls.gov">www.bls.gov</a>) however, this reflects more general restaurant than the specialized health care industry. Our graduates are qualified to manage operations listed in this category.</p>

	<p>Graduates from the Dietetic Technology Program according to the Employment Development Department in California should expect to see a growth of 14.3% or an additional 600 jobs from 2006 to 2016. The US Bureau of Labor Statistics projected 2006-16 employment change for the Dietetic Technician to be “Faster than average” which translates into a 14-20% increase in jobs.</p>
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9. College strategic plan relevance	
<p>Check all that apply</p> <p><input type="checkbox"/> New program under development</p> <p><input checked="" type="checkbox"/> Program that is integral to the college’s overall strategy</p> <p><input type="checkbox"/> Program that is essential for transfer</p> <p><input checked="" type="checkbox"/> Program that serves a community niche.</p> <p><input type="checkbox"/> Programs where student enrollment or success has been demonstrably affected by extraordinary external factors, such as barriers due to housing, employment, childcare etc.</p> <p><input checked="" type="checkbox"/> Other: Program is well known locally as well as statewide- draws students with BS degrees in alternative majors looking for a career in dietetics.</p>	

Action Plan Steps to Address CSEP Results

Please describe your plan for responding to the above data. Consider curriculum, pedagogy/instructional, scheduling, and marketing strategies. Also, please reference any cross district collaboration with the same discipline at other Peralta colleges.

<p>10. ACTION PLAN -- Include overall plans/goals and specific action steps.</p> <p>1. Provide timely and succinct dissemination of information to potential students by impacting those entering into our programs and supporting retention of students to ultimately increase number of graduates in the DM/ DSS, DA and DT Programs.</p> <ul style="list-style-type: none"> <li>• Advertise our programs to health care facilities in the larger bay area with mailings of program information</li> <li>• Nutrition and Dietetics will expand its internet presence attached to Merritt College Main Website to meet accreditation requirements in providing information essential to students. This is the primary method of disseminating program information to prospective candidates. Plan to upgrade web page to be more interactive and provide more detailed information such as including the posting of Student Learning Outcomes on the web.</li> <li>• Program Directors personally answer student questions in a timely fashion via email or voicemail addressing individual student concerns considering our Nutrition Programs from a wide variety of backgrounds including students with previous BS/BA degrees in other disciplines than Nutrition, students returning to college after large absence, employees in healthcare trying to advance their training, students newly entering the college arena.</li> <li>• Meet with college counselors to review details of program requirements, provide them with new program brochures, differences in Nutrition Programs to have them accurately present information to prospective students.</li> </ul> <p>2. Provide proper training to students in food science/ production/ food service systems/ and nutrition and disease as mandated by State and national accrediting agencies by:</p> <ul style="list-style-type: none"> <li>• Continue with plans to construct Food Science lab in the new science/allied health building</li> <li>• Supply and equip food science lab with industrial kitchen equipment</li> <li>• Expand use of guest speakers: chefs, representatives of the professional organizations/ industry and off site field trips as encouraged by CDPH as Food Service Lab on site construction is not completed.</li> <li>• Using the appropriate facilities to train hands on approach to food production, safety and sanitation, etc. would enable</li> </ul>
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more of our courses to transfer to the university Collaborate with Laney Culinary to share Food Service Industrial Laboratory

3. Faculty and Program Directors need to maintain currency as required by accreditation and program approvals.
  - Program directors/faculty to attend training on reaccreditation process, attend conference and workshops to stay abreast of new standards, laws and regulations, new research as well as practices/trends in the field.
  - Continue to communicate with the State regarding new laws/regulations impacting food and nutritional services in licensed facilities and with accrediting bodies such as CADE (Commission on Dietetic Educations) and CDR (Commission on Dietetic Registration).
4. New Course Success:
  - Advertise the new university transfer course in Weight Management
  - Hold the implement of the new Health Education 1 unit course until the State is in a growth mode in the college educational arena
  - Online course was extremely successful and course filled on the first day of registration. Will develop the second safety and sanitation course for online use by Spring 2011
5. Prepare for Program Assessment Report (PAR) required for the CADE/ADA accreditation process for Dietetic Technology Program due April 2009.
  - implementing SLOs
  - survey grads, employers, preceptor and current students
  - obtain direction from the Merritt College Nutrition Advisory Board
  - implement program improvement
  - attend meetings/lectures at national exposition/conference
6. Check feasibility of collaborating with the WIC agencies- upgrade Nutr 200A/B series to truly train students for a specific job classification within WIC.
7. Continue discussions with healthcare facilities, community programs and agencies regarding
  - student internships/supervised practice
  - site visits
  - potential employment
  - develop a job search reference resource
  - Online Nutrition job companies (currently agreed to be speakers in Nutr 1 course)
8. Utilize latest classroom technologies for teaching Nutrition & Dietetics:
  - Purchased two more computers to expand computer lab in Nutrition Office and replace the two laptops that were stolen
  - Regular and systematic upgrading of office computers
  - Obtain *usable* Internet access into D-133 & D-132 used in Nutr Course Instruction
  - Instructors utilizing Google groups and other online student access ports
9. Support student learning and encourage retention by supporting the hire of a permanent Instructional Assistant & lab assistant to provide tutoring, especially those who are ESL and speak Spanish as a primary language.
10. Partner with other community colleges in California and the State of California to coordinate educational expectations for the DSS degree.
11. Consider feasibility of implementing a self assessment exam or a screening tool for students entering the nutrition program to increase retention and student success when students are prepared with strong educational foundations.

**Additional Planned Educational Activities**

<b>11. Health/safety/legal issues:</b>	Due to the required close supervision of students in health care and community sites dealing directly with food safety, sanitation and medical care of patients governing bodies do have limitations on the number of students allowed in the supervised practice courses.
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**Student Learning Outcomes (SLOs)  
2008/09**

<b>12. Have you completed Student Learning Outcomes (SLO's) for all your courses?</b>	YES ___ X ___	NO ___
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**12a. If you answered no to question 12 then, what percentage have you completed?**

<b>13. What are you assessing this year? Please attach your assessment results and action plan. List needed resources in Section III of Unit Plan.</b>	___ X ___ course outcomes ___ X ___ program outcomes ___ institutional learning outcomes
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<b>BUDGET</b>			
Budget Categories	Allocated 08/09	Expended 08/09	Requested 09/10
<b>Fund 1</b>			<b>\$1,600 (Program Accreditation fees)</b>
<b>Fund 14</b>			
<b>Fund 17</b>	\$500	\$689	\$500
<b>Measure A</b>			
<b>VATEA</b>	\$2254	\$4873	<b>8,500</b>
<b>Total</b>	\$2754	\$5562	<b>\$10,600</b>

**Additional Revenue: Grants, Private Sales, and Donations**

Name of Grant/Donation/Sale	Awarded/Generated 08/09	% Expended 08/09	Comments

PERSONNEL NEEDS 09/10									
Personnel DATA	CD Enrl F2008	Tot FTES F2008	Contract FTEF F2008	Ext Srv FTEF F2008	Tmp FTEF F2008	Total FTEF F2008	Contract %	FT/PT	FTES /FTEF
		379	36.01	1.33	0.00	1.16	2.49	53%	
Comments									
<i>Current</i>				<i>If filled</i>	<i>If not filled</i>	<i># FTE (faculty assigned)</i>			
Narrative: Are PT faculty available? Can FT faculty be reassigned to this program? Implications if not filled									
Faculty Staff Requests 2010-2011: Continue with current staffing plan									

FACULTY ETHNICITY F2008			
Ethnicity	# of Contract	# of Adjunct	Total
Asian		1	1
African American			
Filipino			
Hispanic/Latino			
Native American			
Other			
White	2	3	5
Unknown			
<b>Total</b>	<b>2</b>	<b>4</b>	<b>6</b>

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FACULTY GENDER FALL 2008			
Gender	# of Contract	# of Adjunct	Total
Male			
Female	2	4	6
Not Supplied			
<b>Total</b>	<b>2</b>	<b>4</b>	<b>6</b>

## RESOURCE NEEDS

### Equipment/Material/Supply/ Classified/Student Assistant Needs:

Please describe any needs in the above categories.

1. Advertisement with reproduction of brochure, development of web page video (need digital camera)/mailings with cost approximately \$2,500
2. Technological equipment needed to provide instruction in classrooms & Nutr Computer lab to improve student online test taking abilities: \$2,000
3. Food Production/ Food service Systems and Nutrition and Disease need have Food Science Lab with industry equipment to properly teach skills needed for employment in the industry per State CDPH. Any rental fees for Laney Culinary Institutional Kitchen to be used until Food Science lab is constructed in new Allied Health Building \$3,000
4. Supplies and reference resource for new Nutrition Weight Management course \$250
5. Adequate release time for program directors to maintain program approvals and accreditation. Dietary Manager program and Dietary Service Supervisor both will need program reapprovals in 2011.
6. To provide for tutoring and student retention - Instructional Assistant is needed \$3,000
7. Instructional supplies are necessary for in class experiments, to augment learning with DVD's and CDs, and properly organize and track students and graduates \$2,000.
8. Faculty/DT Program Director to attend conferences/workshops \$1,000 for continued accreditation and program approval
9. Director of Dietary Manger Program to attend national conference/exposition \$1,300
10. Mileage payment for site visitations \$950 for all 3 programs.
11. Use chefs and industry experts, guest speakers &/or take field trips to train students until new food science lab is constructed - \$850
12. Classified help is needed for assistance maintenance of program sites
13. Classified help is needed for new student recruitment/advertising
14. Instructional assistant is used in setting up lab courses

### Facilities Needs (Items that should be included in our Facilities master Plan) for Measure A funding:

Please describe any facilities needs.

Food Science Lab is needed for instruction in food service systems, food production, food science, safety and sanitation, and nutrition & disease. This would include equipment specified in the D-Building renovation now new science/allied health building such as:

Individual lab stations with gas/electric heating systems, sinks, deck ovens, dishwashing sinks, refrigeration/freezer, steamer, ice maker, demonstration teaching table, tools for each station such as: carts and pots/pans/ measuring utensils, knives, etc.

Temporary Food Science Lab unit until permanent is constructed

Food storage and dry/chemical storage areas

Computer Lab: Stations with computers within the Nutr Dept Office for students to mimic exam process that is computerized. Students to access medical and nutritional information on the Internet.

Secure system that protects our office equipment and supplies from theft.

Adequate storage areas for department tool/equipment.

Offices with areas for confidential meetings/conversations.

#### IV. ACADEMIC PERFORMANCE MEASURES AND EQUITY

Student Demographics: Ethnicity			
Ethnicity	Baseline Fall 04-07	Fall 08	College
African American	34%	36% (135)	36%
Asian	14%	15% (56)	16%
Filipino	9%	6% (24)	3%
Hispanic/Latino	13%	12% (47)	14%
Native American	1%	1% (2)	1%
Other	2%	2% (7)	2%
White	20%	21% (80)	21%
Unknown	6%	7% (27)	6%

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Student Demographics: Gender			
Gender	Baseline Fall 04-07	Fall 08	College Average
Female	79%	85% (306)	31%
Male	19%	15% (55)	69%
Not Supplied	2%	0% (1)	0%

Analysis
<p>1. What are you doing to increase access?</p> <ul style="list-style-type: none"> <li>▪ Student pamphlets notify students of Nutrition Programs</li> <li>▪ Advertise in printed schedule</li> <li>▪ Program Director participates in CTE strategic planning ad hoc committee</li> <li>▪ Provide an orientation meeting for all potential students to describe program requirements and answer questions</li> <li>▪ Meet with counselors annually to discuss program who can then steer interested students into our programs</li> <li>▪ Participate in career/health fairs</li> </ul>

<b>Student Retention Rate</b> <i>Students who do not withdraw or drop</i> <b>by Ethnicity</b>		
Ethnicity	Baseline Fall 04-07	Fall 08
African American	71%	76% (135)
Asian	82%	84% (56)
Filipino	87%	88% (24)
Hispanic/Latino	81%	79% (47)
Native American	88%	50% (2)
Other	70%	71% (7)
White	87%	91% (80)
Unknown	75%	93% (27)
<b>NUTR Average</b>	79%	82% (378)
<b>College Average: 72%</b>		

<b>Student Retention Rate</b> <i>Students who do not withdraw or drop</i> <b>by Gender</b>		
Gender	Baseline Fall 04-07	Fall 08
Female	79%	79% (1146)
Male	75%	76% (269)
Not Supplied	89%	89% (27)

<b>Analysis</b>
<p>1. If your disciplines retention rate is beneath the colleges rate, then why?  Retention rates are well above (10%) college rate and increased by 3% in this past year over the 04-07 average to 82%. This is in line with our Dietetic Technology Program goal to provide student support rated by students at a level “4” on a Leichardt scale of 1-5 when surveyed.</p>
<p>2. If your retention rate is below the college rate, then what are you doing to increase retention?  na</p>
<p>3. If your retention rate is above the college’s rate do you have any best practices to share?  Available to students through office hours or email, learn student’s name, show passion for discipline, listen to students and corporate input from surveys. Provide student assistance with student assistants in Nutrition Discipline office.</p>

Student Course Completion Rate (SCCR) <i>Students who receive grades A, B, C or Credit</i> by Ethnicity		
Ethnicity	Baseline Fall 04-07	Fall 08
African American	52%	52% 493
Asian	75%	75% (206)
Filipino	77%	77% (123)
Hispanic/Latino	69%	69% (194)
Native American	50%	50% (8)
Other	60%	60% (30)
White	80%	80% (291)
Unknown	67%	67% (87)
<b>NUTR Average</b>	67%	67% (1442)
<b>College Average: 60%</b>		

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Student Course Completion Rate (SCCR) <i>Students who receive grades A, B, C or Credit</i> by Gender		
Gender	Baseline Fall 04-07	Fall 08
Female	68%	68% (296)
Male	61%	69% (54)
Not Supplied	78%	71% (28)

<b>Analysis</b>
1. If your disciplines successful course completion rate (SCCR) is beneath the college rate, then why? Course completion is above college average
2. If your sccr is below the college rate, then what are you doing to increase it? na
<b>3. If your sccr is above the college's rate do you have any best practices to share?</b> Available to students through office hours or email, learn student's name, show passion for discipline, listen to students and corporate input from surveys. Provide student assistance with student assistants in Nutrition Discipline office. Prompt students in classes on expected progress (example: timeline for completing assignments), discuss and encourage successful study habits.