



Instructional Annual Program Review and Planning Update Form Fall 2023

BACKGROUND:

Program review is an integral part of the campus planning process. As programs and areas monitor their progress on the current comprehensive four-year program review, changes in need and scope can be expected. This Annual PR Update form is designed to outline and request modifications to the current program review that occur between comprehensive four-year review cycles, as needed.

Examples of a requested change include new information such as action plans, outcomes modifications, personnel changes, technology needs, and capital expenditures requirements. As programs and areas monitor their progress on the previous comprehensive four-year program review, the form provides the basis to suggest a change in plans and processes to improve student success and institutional effectiveness.

DIRECTIONS:

This form shall be completed annually by **all** instructional programs.

- Instructional programs must submit their Annual Program Review Update form to their dean by 5pm on Monday, November 27, 2023.
- Deans will forward the completed form to the Program Review and Planning Committee Chairs by 5pm on Monday, December 4, 2023.
- Questions or concerns?
 - Committee contacts:
 - Co-chairs Mary Bogan (mbogan@fullcoll.edu) and Bridget Kominek (bkominek@fullcoll.edu)
 - Division representatives on the [Program Review and Planning Committee](#)
 - [Office of Institutional Effectiveness](#)

SUBMISSION:

Program: **Nutrition and Foods**

Division: **Natural Sciences**

Date: **10/1/2023**

We have reviewed our most recent self-study and **have not identified** any significant changes that necessitate resource requests for the upcoming academic year. *(Complete part 1 only)*

We have reviewed our most recent self-study and **have identified** significant changes that necessitate additional resource requests, which are attached in our submission. *(Complete parts 1 and 2)*

Principal Author Signature: Kristy Richardson

Printed Name: **Kristy Richardson**

Date: 11/29/2023

Dean Signature: Bridget Salzameda

Printed Name: **Bridget Salzameda**

Date: 11/29/2023

Part 1: Review of Data

Institution Set Standards (ISS)

1. Use the data provided by the Office of Institutional Effectiveness (OIE) to review your course completion and success rates and provide a comparison to the Institution Set Standards for course completion and success rates.

The Nutrition and Foods Department exceeds the Institution Set Standards for success (62.0%) and completion (74.1%) at both the program and course levels. At the program level, the Nutrition Average Success rate is 73.2% and the Average Completion rate is 85.3%. The Food Average Success rate is 66.9% and the Average Completion rate is 83.4%. Course average success and average completion rates are as follows:

NUTR 100 F - Careers in Nutrition and Foods: success 66.3%, completion 80.2%

NUTR 210 F - Human Nutrition: success 73.8%, completion 85.3%

NUTR 210HF - Human Nutrition Honors: success 93.5%, completion 95.7%

NUTR 230 F - Introduction to Medical Nutrition Therapy: success 52.6%, completion 73.7%

NUTR 220 F - Sports Nutrition: success 70.0%, completion 86.7%

FOOD 102 F – Introduction to Foods: success 74.3%, completion 91.4%

FOOD 110 F – Food Safety and Sanitation: success 59.3%, completion 76.7%

FOOD 130 F – Cultural Aspects of Food: success 85.0%, completion 95.0%

FOOD 160 F – Foods for Fitness: success 70.0%, completion 90.0%

2. If your program meets or exceeds the standard for completion and success, to what do you attribute your success? If your program does not meet this standard, please examine the possible reasons, and note any actions that should be taken, if appropriate.

The Nutrition and Foods programs exceed the Institution Set Standards for completion and success. Several factors contribute to this departmental success. We are faculty dedicated to student success and in supporting students of diverse backgrounds and unique needs. Our courses are offered in a variety of formats such as face-to-face, hybrid, and fully online in both full semester and 8-week sessions. These flexible scheduling options can accommodate students with work or family obligations, improving their chances of course success and completion. In all NUTR 100, NUTR 210, and NUTR 220 course sections we now utilize free Open Education Resource (OER) textbooks and free web-based diet analysis software. We believe making our courses a “no-cost” option significantly increases access for students who may not otherwise be able to purchase the course materials.

Several courses in our department have Embedded Tutors. Our students are provided with the opportunity to attend regularly scheduled out of class peer facilitated sessions to review, clarify, and further their understanding of course concepts. The skills students acquire while participating in tutoring not only help them succeed in their nutrition class, but also help them to succeed in other classes by enforcing positive study habits.

Furthermore, our department faculty are dedicated to developing and implementing equity-minded course pedagogy. Some examples of these practices include culturally and racially inclusive curriculum, offering late assignment submission policies, giving early, low-stakes assessments, providing early and frequent intervention for students at risk of failing, and providing flexible meeting options with the instructor, including both in-person and virtual appointments.

Institutional Student Learning Outcomes (ISLOs)--Global Awareness ISLO.

1. Describe your program's participation in assessment of Institutional Student Learning Outcomes (ISLO's). Specifically, how does your CSLO attainment, for the courses that are mapped to the Global Awareness ISLO, compare to Fullerton College's ISLO attainment?

Overall for the ISLOs, 90.79% of the Nutrition and Foods students assessed in Fall 2022 and 82.39% of the Nutrition and Foods students assessed in Spring 2023 met expectations.

For the ISLO: Communicate clearly and appropriately for a variety of purposes and audiences, 91.89% met expectations.

For the ISLO: Analyze and synthesize data/information in a variety of forms (numerical, textual, graphic) for the purpose of interpretation, problem-solving, and decision-making, 88.23% met expectations.

For the ISLO: Analyze the interconnectedness of racial, cultural, political, social, economic, and environmental issues from multiple perspectives and recognize the individual agency and collective responsibility necessary for positively influencing those systems, 88.12% met expectations.

For the ISLO: Articulate personal values and goals as well as explain the skills, mindsets, and behaviors necessary to achieve wellbeing and professional success, 88.23% met expectations.

2. Does the SLO data show significant achievement gaps among demographic groups in your program? If so, where are the gaps and what steps can your program take to shrink them? If not, to what do you attribute your success in minimizing the achievement gap?

The SLO data show a significant achievement gap for African American students with 75.68% meeting expectations. There do not appear to be significant achievement gaps among other demographic groups.

To shrink the achievement gap our department faculty recently started implementing equity-minded course pedagogy. Some examples of these practices include culturally and racially inclusive curriculum, offering late assignment submission policies, giving early, low-stakes assessments, providing early and frequent intervention for students at risk of failing, and providing flexible meeting options with the instructor, including both in-person and virtual appointments. We plan to share these practices with our adjunct faculty so more of our students can benefit.

Our department is gradually starting to offer more in-person sections as enrollment in our on-campus courses improves. Offering more courses in-person will help students who are more successful in face-to-face courses.

Our department is also starting to offering more embedded tutoring in our courses to improve student success by providing more out-of-class support for students.

Part 2: Additional Resource Request Reasoning and Support

For each separate resource request, complete steps A, B, and C.

Step A: Briefly describe the request.

Step B: Answer the following questions:

1. Is it imperative that this resource request be processed now rather than during the next comprehensive program review? Why?
2. How will this additional resource allocation specifically enhance your program's services, activities, processes, etc. to continue or improve student learning and achievement?
 - Is the resource request personnel-related? If so, please provide evidence to justify the requested positions such as retirements, program growth or curricular demands, full-time/adjunct ratios, etc.
3. How will this additional resource allocation help you serve the college mission or strategic initiatives, and/or your program's goals for improvement, as stated in your last program review?

The Nutrition and Foods Department is requesting resource allocation for personnel, facilities, equipment, and training to support our program needs. These resources directly or indirectly affect student learning and achievement in both our Food Lab Courses and the new CTE Dietary Manager Certificate program. Our requests also align with the Fullerton College Mission to advance "student learning and achievement by developing flexible pathways for students from our diverse communities who seek educational and career growth, certificates, associate degrees, and transfer."

Personnel Request (Full-time Tenure Track Nutrition and Foods Faculty)

Strategic Action Plan #1 for the Nutrition and Foods Department's last program review was to "hire one full-time tenure track faculty to fill the vacancy created by the retirement of one full-time faculty in Spring 2023." The faculty member retired in Spring 2022, which was 1 year earlier than anticipated. This indicates a strong need for approval of a fourth tenure track position to maintain stability of the Nutrition and Foods program and meet our growing program and department goals.

The department previously staffed four tenured positions, however, due to a recent retirement, we are currently short one position. The three full-time faculty are currently teaching overload (7.75 units total for fall 2023) due to the inability to find qualified and available part-time faculty. We also have a part-time instructor who is teaching over 10 units this semester due to an emergency where we were unable to find another qualified and available part-time instructor. In addition, adjunct faculty are unable to take on as many courses due to lab parity increasing the number of units for the lab courses.

It is difficult to find qualified part-time faculty as RDNs are preferred due to their level and breadth of education and experience. Many work in food service or medical facilities where their full time job hours conflict with teaching day time classes. In addition, many who have careers where they have concentrated in clinical or community nutrition may lack the skills and knowledge to teach food lab courses. By hiring a full-time tenure track instructor to replace the retiree, we can be assured that we have an instructor who has the level of skills, knowledge, and availability to meet the needs of the department in teaching nutrition courses as well as food lab courses. Students will also benefit from the consistent instructional quality and adequate support and mentorship, ultimately enhancing the overall learning experience and student success.

Personnel Request (PE Pay for Dietary Manager Certificate Program Faculty Advisor)

The Nutrition and Foods Department is requesting resource allocation toward personnel needs. Our department recently started a new Career Technical Education (CTE) Dietary Manager Certificate Program. Students who complete this certificate are eligible to sit for the Certified Dietary Manager (CDM) exam. The Certifying Board for Dietary Managers is the credentialing agency for the Association for Nutrition and Foodservice Professionals (ANFP). The Nutrition and Foods Department's Dietary Manager Certificate recently became an ANFP-Approved Program. As an ANFP-Approved program, we are required to

designate a faculty member to act as the program coordinator. The Nutrition and Foods Department will use the term Dietary Manager Certificate Program Faculty Advisor.

The roles and responsibilities of the Dietary Manager Certificate Program Faculty Advisor fall outside the regular contract workload for full-time faculty. Such activities and responsibilities include, but are not limited to:

- Developing, updating, and procuring program marketing brochure and flyer
- Distribution of brochures and flyers
- Plan and host advisory committee meeting each semester
- Update Nutrition & Foods website
- Planning, promoting and presenting orientation and information sessions for current and prospective DM students
- Develop and update field experience materials (e.g., activity tracking forms, evaluation forms, etc.)
- Creating and managing materials in DM “course” for DM students in Canvas
- Communication with prospective/current students
- Documentation of student, faculty, and facility information for ANFP
- Onboarding of program faculty (NUTR 230 and FOOD 120)
- Completion and submission of Annual Report
- Meetings with ANFP staff and/or other Program Directors
- Develop simulation and authentic field experience activities for NUTR 295 Nutrition and Foods Internship Course

The Nutrition and Foods Department requests professional expert pay at the current rate of \$59.76/hour for approximately 100 hours over the 12-month period for a total of \$5976.

Facilities Request (Food Laboratory Remodel)

The food laboratory, last updated in the 1970s, falls short in preparing our CTE students for the modern workforce, as it lacks exposure to contemporary facilities. In addition, the lab poses safety hazards and does not meet California safety standards. The lab was approved for a remodel during the 2014-2015 program review cycle, but then plans to build a Vocational STEM Building (under Measure J) for all CTE departments in Natural Sciences led to the remodel being cancelled. A new food laboratory was going to be housed in the Vocational STEM Building because Nutrition and Foods is one of the CTE programs in Natural Sciences. We are no longer getting the Vocational STEM Building and thus now require a remodel of the existing food laboratory.

The current state of the laboratory presents several safety hazards. We need safe flooring and countertops, which both currently fail to meet California safety standards. We need cabinets and shelves because the old ones are rusty and have holes, compromising the structural integrity, creating pest access points, and posing risks of injury and foodborne illness ([CDPH, 2019](#)). We need hoods and adequate ventilation. The current ventilation is inadequate, which can lead to the accumulation of harmful fumes, vapors, and substances, endangering the health of students, staff, and faculty.

The Nutrition and Foods Department requests one-time funding for a remodel of the food laboratory. The Fullerton College Director of Facilities provided us with an estimate based on square footage, and the estimate was \$939,000. The FC Director of Facilities also helped us estimate some of the broken-down costs, which are listed below. This list is likely incomplete since the broken-down list does not add up to the full estimate.

- | | |
|-----------------------------------|-----------|
| • Foodservice Planning and Design | \$48,000 |
| • Abatement | \$30,000 |
| • Solid Concrete Flooring | \$35,000 |
| • Cabinets for Kitchen Area | \$160,000 |
| • Countertops | \$100,000 |

- Sinks with Plumbing \$12,000
- Hoods \$35,000
- Painting \$8,000
- Misc. (electrical, dry wall, etc.) \$30,000
- Contingency \$30,000
- Access Compliance Upgrades \$100,000
- IOR \$10,000
- DSA Fees \$8,000

Equipment Request (Slip-Resistant Mats for Food Laboratory)

While we wait for safe flooring to be installed in the food laboratory, it is imperative that we purchase slip-resistant mats for the lab units and demo station. Students are at risk of safety hazards if we don't purchase the mats. The cost of each slip-resistant mat is \$130 for the large mats and \$65 for the small mats. We have 6 lab units and 1 demo station, so we will either need a total of 8 large mats or 14 small mats. Our request totals \$910 for the slip-resistant mats.

Equipment Request (Composting Bins and Bags for Food Laboratory)

We are collaborating with the Horticulture Department to start composting our leftover food from the food laboratory classes. We will need 6 food waste basket bins (one for each lab unit), 1 trash can with an odor absorbing filter, and compostable bags for the basket bins and trash can. Our request totals \$300 for the composting equipment.

Training Request (Lab Safety Training for New Adjunct Faculty)

Regular and reliable faculty training is necessary to ensure and maintain a safe Food Lab environment for students, faculty, and staff. The Nutrition and Foods Department is requesting resource allocation to purchase online food lab safety courses for training of new adjunct faculty. All department faculty recently completed courses purchased through Open Sesame, described on its website as offering "the most comprehensive catalog of curated eLearning courses in a variety of formats and languages." The cost of each set of training courses per faculty amounted to approximately \$43. We anticipate needing four sets of courses for adjunct faculty to receive lab safety training next academic year. Our request totals \$130 for the lab safety training courses.

Step C: Complete this chart with details of the request:

Type of Resource	Requested Dollar Amount	Potential Funding Source It is only necessary to list potential funding forces if you are aware of specific grants/program funds appropriate to the request, such as Strong Workforce.
Personnel: Full-time Tenure Track Nutrition and Foods Faculty PE Pay for Dietary Manager Certificate Program Faculty Advisor for Required Advisory Committee Meetings and Other Roles and Responsibilities	N/A \$5976	N/A General Funding
Facilities: Updated Food Laboratory	\$939,000 <ul style="list-style-type: none"> • Please see above for a breakdown of some of the costs 	General Funding and Strong Workforce
Equipment: Slip-Resistant Mats and Composting Bins & Bags for Food Laboratory	\$1210 <ul style="list-style-type: none"> • \$910 for slip-resistant mats • \$300 for composting supplies 	General Funding
Supplies		
Computer Hardware		
Computer Software:		
Training: Lab Safety Training for New Adjunct Faculty	\$130	General Funding
Other:		
Total Requested Amount:	\$946,316	