Instructional Annual Program Review and Planning Update Form Fall 2024

## 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.**

## SUBMISSION:

**Program:**

Nutrition and Foods Department

**Principal Author(s):**

Kristy Richardson

**Dean:**

Bridget Salzameda

**Submission Date:**

11/27/2024 2:13:37 PM

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| Electronically signed by Kristy Richardson on 11/27/2024 11:02:54 AM |

**Manager Signature:**

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| Electronically signed by Bridget Salzameda on 11/27/2024 2:13:37 PM |

# Part 1: Review of Data

## Use the data provided by the Office of Institutional Effectiveness (OIE)--[available in August 2024](https://fullcolledu-my.sharepoint.com/:f:/g/personal/dberumen_fullcoll_edu/Ejn54PAVVhJLqimOjiLWBBYBPkPdoZEFZxZtScvvyibo6A)--to review your program completion and success rates and compare them to the Institution Set Standards for course completion and success rates. Then, answer these questions:

1. **Where your program meets or exceeds the college-wide standard for completion and success, to what do you attribute your success?**

The Nutrition and Foods program meets or exceeds the Institution Set Standards for completion (74.0%) and success (62.0%) for all races/ethnicities, except Native Americans and Pacific Islanders.

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 s oftware. 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.

Some of the 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.

1. **Where 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 program does not meet the Institution Set Standards for completion and success for Native American and Pacific Islander students. Enrollment for Native American and Pacific Islander students was low, with only one Native American and two Pacific Islander students.

1. **Compare your data analysis in questions 1 and 2 to the review of data in your 2023 Annual Program Review update (available on the** [**Program Review and Planning Committee**](https://committees.fullcoll.edu/program-review/) **website). Are there significant changes? Do you notice any patterns from year to year?**

When comparing data from 2022-2023 to the data from 2023-2024, our department experienced significant improvement in completion and success for Black/African American students. Completion rose from 66.7% to 83.6% and success rose from 48.9% to 63.9%.

Although Native American completion and success fell from 100% to 0%, enrollment was only one student in 2022-2023 and one student in 2023-2024.

# Part 2: Additional Resource Request Reasoning and Support

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

**We have reviewed our most recent self-study and have identified significant changes that necessitate additional resource requests.**

**For programs that have identified significant changes that necessitate additional resource requests, answer the following questions for each separate resource request:**

1. **Briefly describe your resource request.**

The Nutrition and Foods (N&F) Department is requesting resource allocation for equipment, personnel, supplies, and honorariums to support our program needs. These resources directly or indirectly affect student recruitment, learning, retention, and achievement in both our Food Lab Courses and the new CTE Dietary Manager (DM) 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.”

1. Equipment Request (Food Laboratory Remodel)

The N&F Department requests one-time funding to renovate the FC Food Laboratory to meet industry, accessibility, and California safety standards and make the N&F programs competitive with other local campuses. We will use Strong Workforce/Perkins funds for construction costs, and we are requesting funds for the following equipment:

• Cabinets, countertops, and backsplash for kitchen area ($175,000)

• 8 electric cooktops with ovens ($50,000)

• 8 sinks ($50,000)

• 5 microwaves ($10,000)

• 1 wall monitor 85" including wall bracket ($2,000)

• Camera system ($2,000)

• 8 rolling desks ($6,000)

Total: $295,000

2. Supplies Request (Textbooks)

The Nutrition and Foods Department is requesting resource allocation toward supply needs for textbook. Our department uses free online textbooks for a few of our lecture courses, but we haven’t been able to switch to free online textbooks for our laboratory courses. Our department plans to purchase class copies for 4 lab classes so students can borrow them for the semester from the library through the Hornets Lending Program. We are requesting Program Review funds for the following courses/textbooks:

• $7,200 (FOOD 102)

• $4,100 (FOOD 130)

• $450 (FOOD 160)

• $400 (FOOD 170)

Total: $12,150

3. Supplies Request (Promotional Materials)

The Nutrition and Foods Department is requesting resource allocation toward supply needs for promotional materials (pens, stress balls, etc.). Our department participates in numerous outreach events throughout the year, and we need materials to promote our department and programs at these events. We are requesting funds for promotional materials in a total amount of $5,000.

4. Other Request (Guest Speaker Honorariums)

The Nutrition and Foods Department is requesting resource allocation toward honorariums for guest speakers. The NUTR 100 – Careers in Nutrition and Foods course has several guest speakers each semester. We are requesting Program Review funds for honorariums for 20 guest speakers per year at a rate of $50/speaker for a total of $1,000.

1. **Is this request related to an essential safety need?**

Yes

**Please explain how this resource will help your program meet an essential safety need.**

The current state of the laboratory presents several safety hazards. For example, we need safe flooring and countertops, which both currently fail to meet California safety standards. We also 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).

**For each separate resource request, complete this chart with details of the request:**

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel |  |
| Facilities | $175,000 (Cabinets, countertops, and backsplash for kitchen area)  $50,000 (8 electric cooktops with ovens)  $50,000 (8 sinks)  $10,000 (5 microwaves)  $2,000 (1 wall monitor 85" including wall bracket)  $2,000 (Camera system)  $6,000 (8 rolling desks)  Total Facilities Request = $295,000 |
| Supplies | $12,150 (Textbooks)  $5,000 (Promotional Materials)  Total Supplies Request = $17,150 |
| Computer Hardware |  |
| Computer Software |  |
| Training |  |
| Other | $1,000 (Guest Speaker Honorariums) |
| **Total Requested Amount:** | $313,150 |

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| **Is the funding requested ongoing or one-time funding?**  One-time funds |
| **Is the funding requested for**[**enrollment and reengagement activities?**](https://ie.fullcoll.edu/wp-content/uploads/sites/27/2024/05/ER-2.0-Program-Review-Guide.pdf)  Yes |

**For each separate resource request:**

1. **Briefly describe your resource request.**

5. 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.

Since the last time we hired a full-time faculty member, we have started teaching more dual enrollment courses, added several new courses, and started a CTE program. We typically offer 2-3 sections of dual enrollment each semester. The new courses we have added include FOOD 110, FOOD 120, NUTR 100, NUTR 210H, NUTR 220, NUTR 230, and NUTR 295. The CTE program we added is the Dietary Manager (DM) Certificate Program, and this program needs a dedicated faculty member who specializes in this field and can serve as the faculty advisor for the program. NUTR 295 is a new internship course that is required for the DM program, and this course is available to all interested students to provide valuable real-world experience. This course requires a wide network of partnerships, and a dedicated faculty member would be able to build this network and develop strong partnerships for the students in the internship course.

6. 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 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 110 hours over the 12-month period for a total of $6574.

7. Personnel Request (Student Hourly Worker for Outreach)

The Nutrition and Foods Department is requesting resource allocation toward personnel needs for a student hourly worker. Our department is small, which limits our ability to participate in outreach opportunities. The roles and responsibilities of the student worker would include, but are not limited to:

• Representing the Nutrition and Foods Department at on-campus outreach events to promote degrees and certificates

• Developing and revising marketing materials as needed.

• Posting on Nutrition and Foods social media accounts.

• Creating and updating e-mail list of students working toward Nutrition and Foods degrees and certificates.

• Sending e-mail communications to Nutrition and Foods students to keep them informed about important events.

• Working under supervision of Nutrition and Foods faculty.

• Performing other duties as assigned.

The Nutrition and Foods Department requests student hourly pay at a rate of $19/hour for approximately 160 hours over the 12-month period, plus the 8.2% benefit amount ($250), for a total of $3290.

1. **Is this request related to an essential safety need?**

No

**Why must this resource request be processed now rather than during the Fall 2025 comprehensive self-study?**

5. 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.

6. As an ANFP-Approved program, we are required to designate a faculty member to act as the program coordinator.

7. Our department is small, which limits our ability to participate in outreach opportunities.

**How will this additional resource allocation specifically enhance your program’s services, activities, processes, etc. to continue or improve student learning and achievement?**

5. 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.

6. The roles and responsibilities of the Dietary Manager Certificate Program Faculty Advisor 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

7. The roles and responsibilities of the student worker would include, but are not limited to:

• Representing the Nutrition and Foods Department at on-campus outreach events to promote degrees and certificates

• Developing and revising marketing materials as needed.

• Posting on Nutrition and Foods social media accounts.

• Creating and updating e-mail list of students working toward Nutrition and Foods degrees and certificates.

• Sending e-mail communications to Nutrition and Foods students to keep them informed about important events.

• Working under supervision of Nutrition and Foods faculty.

• Performing other duties as assigned.

**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.**

5. For the current semester, fall 2024, we offered four in-person/hybrid sections of NUTR 210 that all filled, so we plan to increase our in-person sections next fall. We also offered six online sections of NUTR 210, two of which were 1.5 sections, and all the online sections filled to enrollment limits. In addition, we offered two dual enrollment sections of NUTR 210. Enrollment in our food lab courses (FOOD 102, FOOD 130, FOOD 160, and FOOD 170) has been increasing since returning to in-person instruction, and we will be offering an additional section of FOOD 102 in the spring 2025.

Since the last time we hired a full-time faculty member, we have started teaching more dual enrollment courses, added several new courses, and started a CTE program. We typically offer 2-3 sections of dual enrollment each semester. The new courses we have added include FOOD 110, FOOD 120, NUTR 100, NUTR 210H, NUTR 220, NUTR 230, and NUTR 295. The CTE program we added is the Dietary Manager (DM) Certificate Program, and this program needs a dedicated faculty member who specializes in this field and can serve as the faculty advisor for the program. NUTR 295 is a new internship course that is required for the DM program, and this course is available to all interested students to provide valuable real-world experience. This course requires a wide network of partnerships, and a dedicated faculty member would be able to build this network and develop strong partnerships for the students in the internship course.

In fall 2025 we will be offering a new Sports Nutrition Certificate. The core courses for the certificate will include NUTR 210, NUTR 220, and FOOD 160, so the certificate will likely boost enrollment in these courses. In addition, we will be offering a new course in fall 2025 that will be part of the Sports Nutrition Certificate.

Our department is partnering with the Business Department on a Restaurant Entrepreneurship Certificate which should be approved for fall 2025. We will likely see further increases in enrollment in courses that are part of the certificate, such as FOOD 110 and FOOD 120.

We are working on curriculum in partnership with the Horticulture Department for a Plant-Based Nutrition and Sustainable Horticulture Certificate. We anticipate the certificate to be available for students in fall 2026. The core courses for the certificate will include FOOD 170 and NUTR 210, so the certificate will likely boost enrollment in these courses. In addition, we plan to add a farm-to-table course in the future.

We are planning to develop a new Food Science Certificate and AS degree to expand opportunities for our students to enter the nutrition and foods workforce. Hiring another full-time faculty member would decrease the workload on the current full-time faculty and free up time to work on this new curriculum.

**How will this additional resource allocation help you serve the college mission or strategic initiatives, and your program’s goals for improvement, as stated in your last self-study?**

5, 6, & 7. The Nutrition and Foods Department is requesting resource allocation for personnel to support our program needs. These personnel directly or indirectly affect student recruitment, learning, retention, 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.”

**For each separate resource request, complete this chart with details of the request:**

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel | Faculty |
| Facilities |  |
| Supplies |  |
| Computer Hardware |  |
| Computer Software |  |
| Training |  |
| Other | Personnel Requests  $???? (Full-time Tenure Track Nutrition and Foods Faculty)  $6,574 (PE Pay for Dietary Manager Certificate Program Faculty Advisor)  $3,290 (Student Hourly Worker for Outreach) |
| **Total Requested Amount:** | $9,864 |

|  |
| --- |
| **Is the funding requested ongoing or one-time funding?**  Ongoing funds |
| **Is the funding requested for**[**enrollment and reengagement activities?**](https://ie.fullcoll.edu/wp-content/uploads/sites/27/2024/05/ER-2.0-Program-Review-Guide.pdf)  Yes |