

Revised 05/08/2009

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Associates in Dietary and Food Service Management

Initiating Unit or Individual: SEHM/COB & Allied Health

Contact Person's Name: Julie A. Doyle, Ellen Hanneline e-mail: doylej@ferris.edu, hanneline@ferris.edu

phone: x 2385, x 2269

Date or Term of Proposal Implementation: Fall 2010

X Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor

- Group I - B – New minors or concentrations
- Group II - A – Minor curriculum clean-up and course changes
- Group II - B – New Course
- Group III - Certificates
- Group IV – Off-Campus Programs

VPAA
 FEB 2 2010
 PROVOST

Group/Individual	Signature	Date	Vote/Action *
Program Faculty	<i>Julie Doyle</i>	11/23/09	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Faculty	<i>[Signature]</i>	11-25-09	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Head	<i>[Signature]</i>	11-25-09	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee	<i>[Signature]</i> Anita Fagerman	12-20-09	<input checked="" type="checkbox"/> Support <input checked="" type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Dean	<i>[Signature]</i> *CCC Concerns Addressed Satisfactorily! No Further Action Be Done	1/13/10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee	<i>[Signature]</i>	1/25/10	<input checked="" type="checkbox"/> Support 8-0 <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Senate	<i>[Signature]</i>	2/2/10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Academic Affairs	<i>[Signature]</i>	3/4/10	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support

* Support with Concerns or Not Support must include a list of specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

To be completed by Academic Affairs <u>4-9-10</u>		
President (Date Approved)	Board of Trustees (Date Approved)	President's Council (Date Approved)

FORM A CONT.

1. Proposal Summary

(Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights. Additional rationale may be attached.)

Because of growth in both acute and long-term care facilities there is a large need for individuals trained to provide nutrition services. These individuals would be primarily responsible for running the food service operation on a daily basis. They would also provide patient services under the supervision of a Registered Dietician. In the proposed program students will study basic nutrition, facilities design, menu planning, basic food production, sanitation procedures, purchasing, human resources and cost control as well as nutrition assessment and diet therapy. Students will be required to complete 400 hours of supervised clinical experience. Upon successful completion of the associates degree students will be eligible, and prepared, to take the certification exam for the Certified Dietary Manager (CDM) through the Dietary Managers Association (DMA).

2. Summary of All Course Action Required*

a. Newly Created Courses to FSU:

Prefix	Number	Title
CAHS	122	Nutrition
CAHS	261	Certification Prep
CAHS	222	Management of Patient Nutritional Care

b. Courses to be Deleted From FSU Catalog:

Prefix	Number	Title
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c. Existing Course(s) to be Modified:

d. Addition of existing FSU courses to program

Prefix	Number	Title
RFIM	101	Orientation to Hospitality Industry
RFIM	113	Sanitation and Safety
RFIM	115	Food and Labor Cost Control Systems
RFIM	211	Purchasing: Hospitality Industry
RFIM	127	Principles of Cooking & Baking
RFIM	292	Restaurant and Food Industry Internship
RFIM	214	Equipment, Layout & Design
MRIS	102	Medical Terminology
ACCT	201	Principles of Accounting
MGMT	301	Applied Management
CAHS	160	Nutrition for Healthy Living
Science		Scientific Understanding with lab
ECON	221	Principles of Economics
Cultural	Enrichment	Elective

MATH	117	Contemporary Mathematics
COMM	105	Interpersonal Communications
ENGL	150	English 1
ENGL	250	English 2
HCSA	335	Supervisory Prac HC Workers

e. Removal of existing FSU courses from program

Prefix	Number	Title
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3. Summary of All Consultations

Form Sent (B or C)	Date Sent	Responding Dept.	Date Received & by Whom
B	10/22/09	AFIS Department	10/24/09 Jim Woolen
B	10/22/09	Lang & Lit Department	10/24/09 Nathan Garrelts
B	10/27/09	Medical Records	10/29/09 Greg Zimmerman
B	10/27/09	Allied Health	10/27/09 Ellen Haneline
B	10/22/09	Mathematics Department	10/24/09 Kirk Weller
B	10/22/09	Management Department	10/24/09 David Steenstra
B	10/22/09	Humanities Department	10/24/09 Grant Snider
B	09/15/09	SEHM Department	9/17/09 Matt Pinter

4. Will External Accreditation be Sought? (For new programs or certificates only)

Yes No

If yes, name the organization involved with accreditation for this program.
 Dietary Managers Association <http://www.dmaonline.org/>

5. Program Check sheets affected by this proposal.
 None, new one developed.

Dietary Food Service Management End of Program Outcomes

The overall objective of the Dietary Food Service Management Program is to prepare graduates for employment within the healthcare industry . This program includes the opportunity to become certified as a CDM, Certified Dietary Manager. Graduates will work together with registered dietitians to provide quality nutritional care for clients in a variety of non-commercial settings.

To this end, students who complete the Dietary Food Service Management Program will possess the ability to:

- Gather and apply nutrition data and provide nutritional education to patients, clients, and caregivers.
- Provide food services to include meal service, preparation, service of special nourishments and supplemental feedings, and selective menus.
- Manage departmental personnel using effective communication, proper selection, adequate training, maintaining records, using acceptable disciplinary procedures and adhering to legal standards.
- Manage supplies, equipment use, sanitation, and safety using HACCP Guidelines and ensuring compliance regulations
- Manage production and business operations to include purchase specifications, cash activities and reports, budgets and cost-effective procedures.

Assessment Plan

Graduates will pass the national credentialing examination at a rate equal to or greater than the national average.

www.dmaonline.org



Julie A Doyle
 <doylej@ferris.edu>
 12/23/2009 09:37 AM

To AnitaFagerman@ferris.edu
 cc Julie_Doyle@ferris.edu, Lianne_Briggs@ferris.edu,
 Annette_Keyt@ferris.edu, LynnaeSelberg@ferris.edu
 bcc

Subject Re: CCC Proposal Results: AY2009-2010 #08

Anita, we definately want to have this as a Fall 2010 Implementation!

To respond to the committees Q:
 The Proposal needs to address the concerns of the AFIS and Math Departments.

1. The concern/modification indicated by the Math Department is to clarify the math requirement on Form D (the check sheet).

The Math required to prepare these degree seeking students for certification as a Certified Dietary Food Services Manager are the learning outcomes of the MATH 117 course. As stated MATH 116 or MATH 115 would be accepted. Annette Keyt, Dept. Secretary will make the updated change to read the math requirements of ACT and HS pre requ's.

AIFS Concern:
 Since this is a partnership degree with the College of Allied Health, COB ASBSP accreditation is not necessary for this degree, as in other degrees in the COB.

I believe that this should take care of the concerns. If not, please let us know asap! We are very excited to be able to offer this degree in Fall 2010 as we have students already waiting.
 JD

AnitaFagerman@ferris.edu wrote:

>
 >
 >
 >
 > Hi All,
 >
 > Here's the final CCC vote on Proposal 8:
 >
 > Proposal AY2009-2010 #08 Associates in Dietary and Food Service
 > Management
 >
 > 4 - support; 2 - support with concerns; 0 - do not support.
 > Concerns:
 > The Proposal needs to address the concerns of the AFIS and Math
 > Departments.
 > The concern/modification indicated by the Math Department is to
 > clarify the math requirement on Form D (the check sheet).
 > The concern/modification indicated by the AFIS Department is to
 > address the COB Accreditation Requirements. The ASBSP standard for
 > accreditation of Associate Degrees for Business schools is located
 > at <http://www.acbsp.org/download.php?sid=15> Of specific focus is
 > how the Associates degree addresses curriculum elements of
 > Standard 6 listed on pages 27-30 involving Criterion 6.2
 > (Professional Component), Criterion 6.3 (General Education

1/13/2010 - See Dean Note - Form A
 Concerns = Fully addressed.

- > Component), and Criterion 6.4 (Business Major Component). The
- > Proposal should clarify these requirements are met.
- > Is the AFIS Department Form B note relevant regarding not enough credit
- > hours in the business core for ACBSP standards and an AAS degree
- > (needs 15, has 6)?
- > Should the proposal still note a Spring 2010 implementation?
- >
- > Anita



Anita Fagerman/FSU
12/21/2009 11:27 AM

To Annette Keyt/FSU@Ferris
cc
bcc

Subject Re: CCC Proposal Results: AY2009-2010 #08

History: This message has been replied to.

pst...Annette, when moving the Proposal on to the Dean and beyond just make the fall 2010 change in the proposal and that will address Jim Jones's implementation question.

Anita

-----Annette Keyt/FSU wrote: -----

To: Anita Fagerman/FSU@FERRIS
From: Annette Keyt/FSU
Date: 12/21/2009 08:27AM
Subject: Re: CCC Proposal Results: AY2009-2010 #08

Fall 2010 implementation.

Annette L. Keyt
Professional Golf Management
231 591 2380
Anita Fagerman/FSU

Anita
Fagerman/FSU

ToAnnette Keyt/FSU@Ferris

ccJulie Doyle/FSU@Ferris, Lianne B Briggs/FSU@Ferris, Lynnae Selberg/FSU@FERRIS

12/20/2009 07:59 PM

SubjectCCC Proposal Results: AY2009-2010 #08

Hi All,

Here's the final CCC vote on Proposal 8:

Proposal AY2009-2010 #08 Associates in Dietary and Food Service Management

4 – support; 2 – support with concerns; 0 – do not support.

Concerns:

The Proposal needs to address the concerns of the AFIS and Math Departments.

The concern/modification indicated by the Math Department is to clarify the math requirement on Form D (the check sheet).

The concern/modification indicated by the AFIS Department is to address the COB Accreditation Requirements. The ASBSP standard for accreditation of Associate Degrees for Business schools is located at <http://www.acbsp.org/download.php?sid=15> Of specific focus is how the Associates degree addresses curriculum elements of Standard 6 listed on pages 27-30 involving Criterion 6.2 (Professional Component), Criterion 6.3 (General Education Component), and Criterion 6.4 (Business Major Component). The Proposal should clarify these requirements are met.

Is the AFIS Department Form B note relevant regarding not enough credit hours in the business core for ACBSP standards and an AAS degree (needs 15, has 6)?

Should the proposal still have a Spring 2010 implementation?

Anita

Table of Contents

Item Description	Item
Proposal Summary and Routing Form	Form A
Curriculum Consultation Form - AFIS	Form B
Curriculum Consultation Form - Lang and Lit	Form B
Curriculum Consultation Form - Medical Records	Form B
Curriculum Consultation Form – Allied Health	Form B
Curriculum Consultation Form – Mathematics	Form B
Curriculum Consultation Form – Management	Form B
Curriculum Consultation Form – Humanities	Form B
Curriculum Consultation Form – SEHM	Form B
Flite Services Consultation Form	Form C
Proposed Dietary and Food Service Management Checksheet	Form D
CAHS 122 Management of Patient Dietary Needs NEW	Form E
CAHS222 Patient Services NEW	Form E
CAHS261 Dietary Manager Certification Preparation NEW	Form E
CAHS122 Management of Patient Dietary Needs NEW	Form F
CAHS222 Patient Services NEW	Form F
CAHS261 Dietary Manager Certification Preparation NEW	Form F

1. Name of degree, major, concentration, certificate, or minor. Briefly describe the curriculum plan/template.

Associates of Applied Science in Dietary Foodservice Management.

2. Target date for implementation.

Fall 2010

3. Briefly explain the rationale for this initiative. If the initiative involves customization of an existing program for delivery to an off-campus cohort group, also explain the nature of the proposed curricular customization. **With the increase of career opportunities in health care, acute and long-term care and rehabilitation facilities, graduates are needed to provide quality nutritional care. Students will learn to prepare healthy food, learn quality sanitation procedures and create menus for regular and modified diets. Students will complete 150 hours of supervised clinical experiences to meet the competency requirements of the Dietary Managers Association. Upon successful completion of the associates degree students will be eligible and prepared to take the certification exam for the CDM Certified Dietary Manager.**
4. Are there similar programs at other Michigan universities? If so, where? What is the enrollment in the other programs? No

There are no similar programs at any other Michigan universities.

5. Briefly explain any similarities of the proposed initiative (program objectives and/or curriculum) with already established FSU or KCAD programs:

The Dietary Foodservice Management degree would combine objectives and curriculum from both the Hospitality Programs in the Ferris State University College of Business and the College of Allied Health Sciences.

6. Briefly describe indicators of the employment market for students completing this initiative, including sources used for employment information/data.

According to multiple employment websites seen below, as well as the employment listings of the Dietary Managers Association, there is a great deal of demand for dietary managers. With Dietary Management Certification offered through the Dietary Managers Association, the students with dietary management schoolwork will be quite competitive when applying for these positions.

Employment Website	Total Dietary Manager Jobs	Total Certified Dietary Manager Jobs
www.simplyhired.com	85	14
www.monster.com	124	38
www.jobsearch.com	276	75
www.dmaonline.org	12	6

Also, the U.S. Department of Labor's Occupational Outlook Handbook 08-09 Edition states that dietetic and nutrition jobs will continue to grow "as fast as average," and it states that with certification and training job candidates will be competitive.

7. Briefly describe indicators of potential student interest/demand for the new initiative, including sources used for student market information/data. **Much of the demand for initiating such a degree has come for consultations with current Advisory Board members, alumni, industry professionals and College of Allied Health administrators and faculty. Individuals seeking certification in the dietary management area will be trained and qualified to administrate menus, food purchasing, and food preparation; and to apply nutrition principles, document nutrition information, ensure food safety, manage work teams and much more. The student demand will likely come from two important cohorts. Non-traditional students, who because of the down turn in employment opportunities, are seeking a degree with high employability, long term stability and short time for academic preparation (2 years). The demand for culinary expertise in healthcare is growing at a dramatic pace. Increasing numbers of executive chefs are entering the healthcare arena and seeking formal education in dietary management to synthesize talents in food preparation with an understanding of nutrition therapy, management and food safety. The second group is health care interested students that do not meet the nursing or other health care academic requirements but want to work in a health related field. These are often students that have experience through their career centers in high school with the health care field.**
8. To what extent will this initiative draw new students to FSU or KCAD? To what extent will it draw students from existing programs? **This degree has great potential to attract students that want a health area degree but do not want to work directly with patients or in healthcare administration. Rather than leaving FSU, this degree offers these students an opportunity for valuable employment in health care. Most dietary managers work in healthcare –nursing homes, rehab facilities, senior living communities, or hospitals. In healthcare settings, dietary managers often run food and nutrition departments typically working in tandem with Registered Dietitians and other members of the healthcare team. Since this will be the only program of its kind in the State of Michigan the opportunity to attract students to this unique degree, where employment opportunities are high and sustained, should be high.**
9. Approximately how many students are expected to enroll?
 _20 in the first year? __40 after three years?
10. At which FSU campuses/regional centers or other sites will the initiative be offered? **Main Campus, Big Rapids,**
11. Will Internet or other distance learning technology be used for course/program delivery? Describe. **Not in the initial development phase. Future online classes and Grand Rapids off site, may be offered.**

Complete questions 12, 13, 14 in consultation with department head/chair and/or dean.

12. Provide a rough estimate of the resources needed to implement the initiative:

	Start-up	After Three Years
Supply and expense	\$500	\$700*
Equipment	\$	\$
Full-time faculty	\$	\$
Overload/adjunct faculty	\$20,000**	\$20,000***
Other		

- * The cost of the Dietary Managers Association's annual certification maintenance fee and the 5-year program certification renewal fee.
- ** The cost of adjunct faculty assuming that courses are taught in the first year. If not, subtract \$3,150 for each course taught in subsequent years (Allied Health & COB).
- *** The cost of adjunct faculty if there are multiple sections of the courses per year, then the cost increases by \$3,160 per section (Allied Health & COB).

Estimate of Library Resources	x Adequate	Some new resources needed	Significant number of resources needed

13. Project the resources that could come from reallocation within the department or college and the new resources that would be required. **Allied Health does not have the capacity right now to reallocate any staff. However, Allied Health does have adjunct faculty who are interested in developing and teaching courses. New funds would need to be made available.**
14. Are there new space needs? If so, how much? How would the space be used? Has existing space been identified? If so, where? Is renovation/remodeling necessary? **Existing Food Service Labs and classrooms within West Commons will be used. Existing classrooms in Allied Health will be used for the three new courses that will need to be created .**

Is there professional accreditation for the program? Is it required or voluntary? Will accreditation be sought, and when? What will be the one-time and ongoing costs of accreditation? **Yes. Certification is not required but is recommended and can be obtained through the Dietary Managers Association (DMA). This certification is based on core coursework which covers the areas of foodservice management, human resources management, nutrition and medical nutrition therapy, and food safety/sanitation, with a minimum of 120 hours of classroom instruction and at least 150 hours of hands-on practice (internship) in dietary management.**

At least one year of data is necessary before certification application can be completed; however, the curriculum will be set up using the DMA approved-curriculum guidelines to make the certification process run more smoothly.

The initial program review fee is \$150.00, the 5-year program renewal fee is \$100.00, and the annual maintenance fee is \$200.00. The annual maintenance fee allows the program to have a school listing on the DMA website, Dietary Manager magazine subscription, quarterly DMA newsletters and promotional brochures at no extra charge.

15. Has there been preliminary discussion with other departments/colleges that will be involved in course/program delivery? If yes, what was the feedback?

Yes. Discussions have been made with the Dean of Allied Health in the development of this new degree. At this time three classes will need to be developed and taught by Allied Health faculty. The other classes are already in existence.

Ferris State University - College of Business
A.A.S. in Dietary and Food Service Management - 62 Credits
 Option 1 Traditional Student

FIRST YEAR

Fall Semester			Crs
RFIM	101		1
RFIM	113		3
RFIM	115		3
ENGL	150		3
CAHS	160		3
		TOTAL	13

Spring Semester			Crs
MRIS	102		1
RFIM	127		3
SC w/lab			4
CAHS	122		3
COMM	105		3
		TOTAL	14

SECOND YEAR

Fall Semester			Crs
RFIM	211		3
RFIM	214		3
ACCT	201		3
ENGL	250		3
MATH	117		3
		TOTAL	15

Spring Semester			Crs
Cultural Enrichment			3
MGMT	301		3
CAHS	222		3
HCSA	336*		4
ECON	221		3
		TOTAL	16

Summer Semester			Crs
RFIM	292		3
CAHS	261		1
		Total	4

* course number change effective Fall 2010



CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

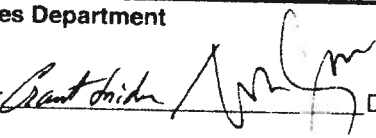
1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title Associates in Dietary and Food Service Management Degree

<p>Initiator(s): <u>Julie A. Doyle, Ellen Hanneline, Lianne Briggs</u></p> <p>Proposal Contact: <u>J. Doyle</u> Date Sent: <u>10/22/09</u></p> <p>Department: <u>SEHM</u> Campus Address: <u>WCO-106</u> (Please print)</p>
--

<p>Responding Department: <u>Humanities Department</u></p> <p>Chair/Head/Coordinator: <u>Grant Snider</u>  Date Returned: <u>11/13/09</u></p>
--

Based upon department faculty review on _____(date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

Existing Food Service Labs and classrooms within West Commons will be used.
 Existing classrooms in allied Health will be used for the three new courses that will be created. No additional prerequisites required that haven't already been built into the proposal.
 Overload/adjunct faculty requested at \$3,150 for each new course taught.
 Dietary Managers Associations annual certification maintenance fee and 5-year program certification renewal fee.

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Initiator(s): Julie A. Doyle, Ellen Hanneline, Lianne Briggs

Proposal Contact: J. Doyle **Date Sent:** 10/22/09

Department: SEHM **Campus Address:** WCO-106
(Please print)

Responding Department: Management Department

Chair/Head/Coordinator: David Steenstra  **Date Returned:** 10-26-09

Based upon department faculty review on _____ (date), we

- Support the above proposal.
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RE: Proposal Title Associates in Dietary and Food Service Management Degree

Initiator(s): Julie A. Doyle, Ellen Hanneline, Lianne Briggs

Proposal Contact: J. Doyle **Date Sent:** 10/22/09

Department: SEHM **Campus Address:** WCO-106
(Please print)

Responding Department: Language and Literature Department

Chair/Head/Coordinator: Nathan Garrelts **Date Returned:** 11-10-09

Based upon department faculty review on 11-10-09 (date), we

- Support the above proposal.
 Support the above proposal with the modifications and concerns listed below.
 Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

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RE: Proposal Title Associates in Dietary and Food Service Management Degree

Initiator(s): Julie A. Doyle, Ellen Hanneline, Lianne Briggs

Proposal Contact: J. Doyle **Date Sent:** 10/27/09

Department: SEHM **Campus Address:** WCO-106
(Please print)

Responding Department: Medical Records

Chair/Head/Coordinator: Greg Zimmerman

Date Returned: 11/3/09

Based upon department faculty review on 11/3/09 (date), we

- Support the above proposal.
 Support the above proposal with the modifications and concerns listed below.
 Do not support the proposal for the reasons listed below.

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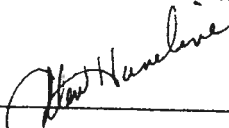
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Initiator(s): Julie A. Doyle, Ellen Hanneline, Lianne Briggs

Proposal Contact: J. Doyle Date Sent: 10/27/09

Department: SEHM Campus Address: WCO-106
(Please print)

Responding Department: Allied Health

Chair/Head/Coordinator: Ellen Haneline  Date Returned: 10/27/09

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3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title Associates in Dietary and Food Service Management Degree

Initiator(s): Julie A. Doyle, Ellen Hanneline, Lianne Briggs

Proposal Contact: J. Doyle **Date Sent:** 10/22/09

Department: SEHM **Campus Address:** WCO-106
(Please print)

Responding Department: Mathematics Department

Chair/Head/Coordinator: Kirk Weller *[Signature]* **Date Returned:** 10/30/09

Based upon department faculty review on _____(date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

Existing Food Service Labs and classrooms within West Commons will be used.
 Existing classrooms in allied Health will be used for the three new courses that will be created. No additional prerequisites required that haven't already been built into the proposal.
 Overload/adjunct faculty requested at \$3,150 for each new course taught.
 Dietary Managers Associations annual certification maintenance fee and 5-year program certification renewal fee.

→ The "note" should say MATH ACT score of 28 or higher ~~and~~ plus 1 year of HS algebra ~~and~~ with a C- or better

This aligns with the current MATH ACT requirement.

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

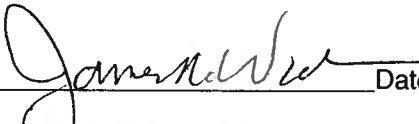
1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title Associates in Dietary and Food Service Management Degree

Initiator(s): <u>Julie A. Doyle, Ellen Hanneline, Lianne Briggs</u> Proposal Contact: <u>J. Doyle</u> Date Sent: <u>10/22/09</u> Department: <u>SEHM</u> Campus Address: <u>WCO-106</u> (Please print)
--

Responding Department: <u>AFIS Department</u> Chair/Head/Coordinator: <u>James Woolen</u>  Date Returned: <u>11/12/09</u>
--

Based upon department faculty review on 11/17/09 (date), we

- Support the above proposal.
- Support the above proposal with the modifications and concerns listed below.
- Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

Existing Food Service Labs and classrooms within West Commons will be used.
 Existing classrooms in allied Health will be used for the three new courses that will be created. No additional prerequisites required that haven't already been built into the proposal.
 Overload/adjunct faculty requested at \$3,150 for each new course taught.
 Dietary Managers Associations annual certification maintenance fee and 5-year program certification renewal fee.

1. Total credits in the Business Core do not meet ACBSP standards for 15 credits in the professional component of an AAS.
 2. The HRM class is listed as HSCA335 on Form A but as CASA335 on the check sheet. Probably just a typo.

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title Associates in Dietary and Food Service Management Degree

Initiator(s): Julie A. Doyle, Ellen Hanneline, Lianne Briggs

Proposal Contact: J. Doyle **Date Sent:** 9/15/09

Department: SEHM **Campus Address:** WCO-106
(Please print)

Responding Department: SEHM



Chair/Head/Coordinator: Matt Pinter **Date Returned:** _____

Based upon department faculty review on _____ (date), we

- Support the above proposal.
 Support the above proposal with the modifications and concerns listed below.
 Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

Existing Food Service Labs and classrooms within West Commons will be used.
Existing classrooms in allied Health will be used for the three new courses that will be created. No additional prerequisites required that haven't already been built into the proposal.
Overload/adjunct faculty requested at \$3,150 for each new course taught.
Dietary Managers Associations annual certification maintenance fee and 5-year program certification renewal fee.

FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. All returned forms should be included in the proposal. **FLITE must respond within 20 calendar days of receipt of this form to insure that the form is included in the final proposal.**

FAILURE TO RESPOND IS CONSIDERED AS SUPPORT OF THE CHANGE.

RE: Proposal Title: Associates in Dietary and Food Service Management

Projected number of students per year affected by proposed change: 25

<p>Initiator(s): <u>Julie Doyle, Ellen Hanneline, Lianne Briggs</u></p> <p>Proposal Contact: <u>Julie Doyle</u> Date Sent: <u>11/20/09</u></p> <p>Department: <u>SEHM</u> Campus Address: <u>WCO-106</u> (Please print)</p>

<p>Liaison Librarian Signature: <u>David A Scott</u> Date: <u>11-30-09</u></p> <p>Dean of FLITE Signature: <u>Deah M. Money</u> Date Returned: <u>12-1-09</u></p>

Based upon our review on 11-30-09 (date), FLITE concludes that:

- Library resources to support the proposed curriculum change are currently available.
- Additional Library resources are needed but can be obtained from current funds.
- Support, but significant additional Library funds/resources are required in the amount of \$_____.
- Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, programs, etc. Use additional pages if necessary.

**Ferris State University - College of Business
Associate of Applied Science
Dietary and Food Service Management - 62 Credits**

NAME: _____

ID#: _____

REQUIRED	COURSE TITLE - PREREQUISITES SHOWN IN BRACKETS ()		S.H.	GRADE
COMMUNICATION COMPETENCE - 9 Credits Required				
COMM		Select one of the following: COMM 105 or COMM 121	3	
ENGL	150	English 1 - (ENGL 074 or a min score of 14 on ACT or a min score of 370 on SAT)	3	
ENGL	250	English 2 - (ENGL 150 with a grade of C- or better)	3	
SCIENTIFIC UNDERSTANDING - 4 Credits Required				
Consult the Ferris website: www.ferris.edu/htmls/academics/gened/scicourses.html Select one course from the scientific understanding subject area - it must be a lab course.				
		Science Course w/Lab	4	
QUANTITATIVE SKILLS - 3 Credits Required				
*MATH	117	Contemporary Mathematics - (MATH110 w/ a grade of C- or better, or 19 on ACT or 460 on SAT)	3	
Note: If MATH ACT score is 24 or higher plus 1 year of HS algebra with a C- or better - subs a gen ed elective				
CULTURAL ENRICHMENT - 3 Credits Required				
Cultural Enrichment elective, consult the General Education category of the Ferris website: www.ferris.edu/htmls/academics/gened/gened.html				
		Cultural Enrichment Elective	3	
SOCIAL AWARENESS - 3 Credits Required				
ECON	221	Prin of Macroeconomics - (MATH 110 w/ a grade of C- or better or ACT of 19 or SAT of 460)	3	
MAJOR COURSES - 34 Credits - Required				
RFIM	101	Orientation to Hospitality Industry - (None)	1	
RFIM	113	Sanitation and Safety - (None)	3	
RFIM	115	Food and Labor Cost Control System - (None)	3	
RFIM	127	Principles of Cooking & Baking (None)	3	
RFIM	211	Purchasing: Hospitality Industry (None)	3	
RFIM	214	Equipment, Layout & Design (None)	3	
RFIM	292	Restaurant and Food Industry Internship (Department approval)	3	
CAHS	160	Nutrition for Healthy Living	3	
CAHS	122	Management of Patient Dietary Needs(CAHS160)	3	
CAHS	222	Patient Services (CAHS 122)	3	
CAHS	261	Dietary Manager Certification Preparation	1	
MRIS	102	Orientation to Medical Terminology	1	
HCSA	335	Supervisory Prac HC Workers	4	
BUSINESS CORE - 6 Credits Required				
ACCT	201	Principles of Accounting 1 (MATH 110 w/ a grade of C- or better, or 19 on ACT or 460 on SAT)	3	
MGMT	301	Applied Management (None)	3	
Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.				

2010 Fall

**NOTE: A 2.00 GPA is required for the major and a 2.00 cumulative GPA
is required for completion of the Restaurant & Food Industry Management degree.**

*Will accept MATH 115/116

NEW COURSE INFORMATION FORM

See Sample – Limit to Two Pages Please

Course Identification:

Prefix:	Number	Title
CAHS	222	Patient Services

Course Description:

This course will prepare students to provide nutrition education, participate in patient/client care conferences as well as understand the role of the dietary manager during regulatory agency surveys. CAHS 122 prerequisite.

Course Outcomes and Assessment Plan:

This course will prepare students to be able to:

- 1. Assist patients/clients to choose foods from selective menus**
- 2. Select and use nutrition education materials**
- 3. Adapt teaching to client educational needs**
- 4. Participate in patient/client care conferences**
- 5. Participate in regulatory agency surveys**

Outcome Statement	Assessment measurement	Desired Result
Student will be able to assist patients/clients in choosing selective menus	Role Play (Students will guide a peer volunteer in the appropriate choice of foods from a selective menu in a role playing situation)	80% of the students will be able to perform the task with acceptable accuracy
Students will be able to conduct nutrition education	Appropriate nutrition education materials to meet a selected patient's educational needs	80% of the students will select appropriate nutrition education materials
	Teaching plan to meet a selected patient's educational needs	80% of the students will develop an appropriate
	Simulated patient education session	80% of the students will be able to present a simulated patient education session
Students will be able to participate in a patient/client care conference	Presentation of simulated patient case	80% of the students will be able to accurately present a patient case study to peers
Students will be able to participate in regulatory agency surveys	Case study	80% of the students will be able to accurately identify violations of standards from given case study

Course Outline including Time Allocation:

Working with patients/clients in food selection (assessment of dietary requirements for patient/client; assessment of client's knowledge and needs; selection of appropriate resources; food substitutions; patient preferences) 18 hrs

Patient education (development of plan for nutrition education, identification of educational materials and resources; use of materials in teaching patients; development of teaching plan, conduct of teaching session) 18 hrs

Patient care conference (preparation; problem identification, communication and follow-up) 3 hrs

Regulatory Agency surveys (identification of applicable standards; analysis of standards; conduct of survey to identify lack of compliance; development of plan of correction) 6 hrs

NEW COURSE INFORMATION FORM

See Sample – Limit to Two Pages Please

Course Identification:

Prefix: Number Title
CAHS 261 Dietary Manager Certification Preparation

Course Description:

A comprehensive review of concepts related to nutritional data, diet plans and menus, food services, nutrition education, hiring and supervision of employees, personnel development and communication, professional interaction, management of supplies, equipment use, sanitation and safety, production management and management of business operations. Test taking techniques and preparation for the national certified dietary manager exam will be addressed. Students will have an opportunity to take practice examinations. Prerequisites: All required program courses completed prior to this course. Concurrent enrollment with RFIM 292. Typically Offered Summer.

Course Outcomes and Assessment Plan:

This course will prepare students to:

- 1. Identify areas of weakness**
- 2. Develop plan for review and mastery of information identified as weaknesses**
- 3. Practice test taking skills**

Outcome Statement	Assessment measurement	Desired Result
Students will identify areas of weakness	Practice examinations	100% of the students will identify areas of weakness
Students will develop review plan	Review plan	100% of the students will develop a plan to review previously learned material
Students will enhance their test taking skills	Practice certification exam	80% of the students will score higher on the second and subsequent practice exams than on the first attempt.

Course Outline including Time Allocation:

Evaluation of knowledge 5 hours
 Development of review plan 5 hours
 Test taking skills practice 5 hours

NEW COURSE INFORMATION FORM

See Sample – Limit to Two Pages Please

Course Identification:

Prefix:	Number	Title
CAHS	122	Management of Patient Dietary Needs

Course Description:

This course will prepare students to conduct dietary screenings and to develop appropriate dietary plans to meet the needs of the patient population.

Course Outcomes and Assessment Plan:

This course will prepare students to be able to:

1. Conduct routine nutrition screening
2. Identify nutrition problems and needs
3. Create nutrition care plan
4. Modify a diet to accommodate patient nutrition needs
5. Evaluate the effectiveness of nutrition care plan

Outcome Statement	Assessment measurement	Desired Result
Student will be able to conduct a routine nutrition screening to identify problems and needs	After conducting a nutrition screening interview with volunteer subject, the student will be able to identify nutrition problems and needs	80% of the students will successfully identify nutrition problems and needs after conducting interview
Given a health record, students will be able to identify nutrition problems and needs	After review of health record, student will be able to identify nutrition problems and needs	80% of the students will be able to identify nutrition problems and needs after review of a health record.
Students will be able to create a nutrition care plan	After identification of nutrition needs, student will be able to create a nutrition care plan	80% of the students will be able to create a satisfactory nutrition care plan
Students will be able to formulate a diet to accommodate patient nutritional needs	After having been presented with patient nutritional needs, student will formulate a diet to accommodate those needs	80% of the students will be able to satisfactorily formulate a diet to meet patient needs
Students will be able to evaluate the effectiveness of a nutrition care plan	Given a case study, students will be able to evaluate the effectiveness of a nutrition care plan	80% of the students will be able to correctly evaluate the effectiveness of a nutrition care plan

Course Outline including Time Allocation:

Nutrition screening (interview of patients, clients/caregivers for diet history; gathering information from medical record; documentation of findings; routine versus at risk patients,)-9 hrs.

Identification of nutrition problems and needs (including nutritional needs of various racial, cultural and religious groups; sensitivity to patient needs; food availability) -9 hrs

Nutrition care plan- 6 hrs.

Diet plans and menus (translation of nutrition care plan into menus; modification of menus to meet specific needs; control for calories, carbohydrates, proteins, fats and minerals; compliance with physician orders) -15 hrs.

Effectiveness of diet plans and menus- 6 hrs.

CREATE NEW COURSE
Course Data Entry Form

FORM F

Create New Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201008 Examples: 200801(Spring), 200805(Summer), 200808(Fall)
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r. See manual for clarification.

a. Course Prefix CAHS b. Number 122 c. Enter Contact Hours per week in boxes.
LECTure LAB INDEpendent Study – Check (x)
Practicum: Seminar:

d. Course Title: Management of Patient Dietary Needs (Limit to 30 characters/spaces.)

e. College Code: AH f. Department Code: CRHA

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: Variable X Fixed h. Minimum Credit Hours 3 i. Maximum Credit Hours 3

j. May Be Repeated for Added Credit: Check (x) Yes X No

k. Levels: Check (x) X Undergraduate Graduate Professional

l. Grade Method: Check (x) X Normal Grading Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) Yes X No

n. Equivalent course: Prefix Number See instructions on Replacement courses.

o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

This course will prepare students to conduct dietary screenings and to develop appropriate dietary plans to meet the needs of the patient population.

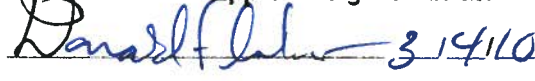
p. Term(s) Offered: Spring (See instructions for listing.) q. Max. Section Enrollment: 25

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. CAHS160

UCF Chair Signature/Date:

 1/25/10

Academic Affairs Approval Signature/Date:

 3/14/10

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: Date Completed: Entered: SCACRSE SCADETL SCARRES SCAPREQ

CREATE NEW COURSE
Course Data Entry Form

FORM F

Create New Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201008 Examples: 200801(Spring), 200805(Summer), 200808(Fall)
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r. See manual for clarification.

a. Course Prefix CAHS b. Number 222 c. Enter Contact Hours per week in boxes.
LECTure 3 LAB INDEpendent Study - Check (x)
Practicum: Seminar:

d. Course Title: Patient Services (Limit to 30 characters/spaces.)

e. College Code: AA f. Department Code: CBHA
Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: Variable X Fixed h. Minimum Credit Hours 3 i. Maximum Credit Hours 3

j. May Be Repeated for Added Credit: Check (x) Yes X No

k. Levels: Check (x) X Undergraduate Graduate Professional

l. Grade Method: Check (x) X Normal Grading Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) Yes X No

n. Equivalent course: Prefix Number See instructions on Replacement courses.

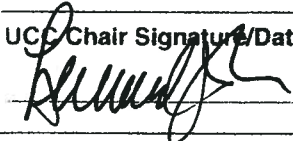
o. CATALOG DESCRIPTION - Limit to 75 words - PLEASE BE CONCISE.

This course will prepare students to provide nutrition education, participate in patient/client care conferences as well as understand the role of the dietary manager during regulatory agency surveys.

p. Term(s) Offered: Spring (See instructions for listing.) q. Max. Section Enrollment: 25

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. CAHS122

UCC Chair Signature/Date:

 11/25/10

Academic Affairs Approval Signature/Date:

 3/14/10

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE __ SCADETL __ SCARRES __ SCAPREQ __

CREATE NEW COURSE
Course Data Entry Form

FORM F

Create New Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201008 Examples: 200801(Spring), 200805(Summer), 200808(Fall)
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r. See manual for clarification.

a. Course Prefix CAHS b. Number 261 c. Enter Contact Hours per week in boxes.
LECTure 3 LAB INDEPENDENT Study - Check (x)
Practicum: Seminar:

d. Course Title: Dietary Manager Certification Preparation (Limit to 30 characters/spaces.)

e. College Code: AH f. Department Code: CRHA
Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: Variable X Fixed h. Minimum Credit Hours 1 i. Maximum Credit Hours 1

j. May Be Repeated for Added Credit: Check (x) Yes X No

k. Levels: Check (x) X Undergraduate Graduate Professional

l. Grade Method: Check (x) X Normal Grading Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) Yes X No

n. Equivalent course: Prefix Number See instructions on Replacement courses.

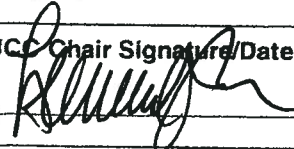
o. CATALOG DESCRIPTION - Limit to 75 words - PLEASE BE CONCISE.

A comprehensive review of concepts related to nutritional data, diet plans and menus, food services, nutrition education, hiring and supervision of employees, personnel development and communication, professional interaction, management of supplies, equipment use, sanitation and safety, production management and management of business operations. Test taking techniques and preparation for the national certified dietary manager exam will be addressed. Students will have an opportunity to take practice examinations.

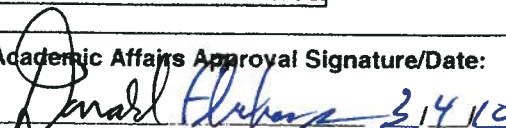
p. Term(s) Offered: Summer (See instructions for listing.) q. Max. Section Enrollment: 25

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. All required program course completed prior to this course. Concurrent enrollment with RFIM292.

UCP Chair Signature/Date:


1/25/10

Academic Affairs Approval Signature/Date:


2/14/10

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
 Basic Skill (BS) General Education (GE) Occupational Education (OC) G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ___ Date Completed: ___ Entered: SCACRSE ___ SCADETL ___ SCARRES ___ SCAPREQ ___

April 9, 2010

3m.2. Associate in Applied Science in Dietary Food Service Management

Moved by **Trustee Snead**, supported by **Trustee Tebo**, and **unanimously carried** that the Ferris State University Board of Trustees hereby approves the following Resolution:

RESOLUTION

WHEREAS, research involving the U.S. Department of Labor's Occupational Outlook handbook, the Dietary Managers Association's employment listings, as well as multiple employment websites reveals that there is high demand for employees with dietetic and nutritional training and certification, and that the demand for these employees will continue to grow; and,

WHEREAS, due to growth in both acute and long-term care and rehabilitation facilities, there is substantial need and an increase of career opportunities for individuals trained to provide quality nutritional services; and,

WHEREAS, the College of Business, partnering with the College of Allied Health Sciences, is proposing to offer an Associate in Applied Science in Dietary Food Service Management degree program; and,

WHEREAS, the opportunity exists to educate students that would be primarily responsible for running the food service operation with acute and long-term care facilities on a daily basis and provide patient services under the supervision of a Registered Dietician.

WHEREAS, the curriculum for the Associate in Applied Science in Dietary Food Service Management degree program has been reviewed and recommended for approval by the University Curriculum Committee, the Academic Senate and the Vice President for Academic Affairs; and,

WHEREAS, it is the University's intent to begin enrolling students in the Associate in Applied Science in Dietary Food Service Management degree program as of the Fall 2010 semester; and,

WHEREAS, Board of Trustees' approval is required to establish this new degree program, pursuant to Board-approved *Academic Affairs – Programming Responsibilities* policies, Section 3-201(1).

NOW THEREFORE BE IT RESOLVED that the Board of Trustees hereby approves the establishment of the Associate in Applied Science in Dietary Food Service Management degree program, as of the Fall 2010 semester.