

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives

A. The Dietetic Technician, Registered Program

The mission of the Dietetics program is to provide students with the knowledge, attitudes and skills needed to function as competent entry-level Dietetic Technicians. The goals of the program are:

- Provide a curriculum of sequential coursework that gradually and consistently builds student knowledge in dietetics and coordinates classroom learning with appropriate classroom experience.
- Prepare students with the skills and the knowledge to sit for the registration exam for Dietetic Technicians and employment in the profession.
- Establish and maintain a symbiotic relationship with dietetic professionals and healthcare institutions in the community.

Achievement of these goals is monitored through a multi-faceted, on-going process that includes the following stakeholders: administration, faculty, preceptors, students, graduates, employers and Advisory Committee.

An important aspect of the program is the practical experience. Students are placed in long-term care facilities, acute care hospitals and community settings. After completing designated coursework in preparation for the practical experience, students can observe and practice current principles of dietetic practice.

2. Catalog Description

A. The Dietetic Technician program

The Dietetic Technician program provides education in the field of dietetics, nutrition and management. The program prepares students for management positions in food service establishments, restaurants, nursing homes and:

Hospitals, HMO's or other health-care facilities, educating patients about nutrition and administering medical nutrition therapy as part of the health-care team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers and correctional facilities, overseeing everything from food purchasing and preparation to managing staff, to patient education.

Agriculture promotion and education, assisting farms and health co-ops with marketing, product development and nutrition education projects.

Sports nutrition and corporate wellness programs, educating clients about the connection between food, fitness and health.

Food and nutrition-related business and industries, working in communications, consumer affairs, public relations, marketing, product development or consulting with chefs in restaurants and culinary schools.

Private practice, working under contract with health-care or food companies, or in their own business. DTRs may provide services to foodservice or restaurant managers, food vendors and distributors or athletes, nursing home residents or company employees.

Community wellness and public health settings, teaching, monitoring and advising the public and helping improve their quality of life through healthy eating habits.

The degree program will be approved by the Accreditation Council of Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) and the Association of Nutrition and Foodservice Professionals (ANFP).

Graduates of this program are eligible to take the registration exam given by the Accreditation Council of Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) to become a Dietetic Technician Registered (DTR) and the credentialing exam from the Association of Nutrition and Foodservice Professionals (ANFP) to become a Dietary Service Supervisor (DSS).

Admission is limited by the availability of clinical sites and other factors. Students must make separate application to this program. Applicants must be eligible for college-level courses and have a C or better in one year of high school algebra and chemistry or the equivalent.

3. Program Requirements

The Dietetic Technician Program requires:

- Complete all course requirements in the Dietetic Technician curriculum.
- Maintain an overall GPA of 2.5 or better.
- Maintain a least a **C** grade in all program courses.
- Students who receive more than one (1) **D** or **F** grade in a DIT course will be dismissed from the Dietetics Program.

The Dietetic Technician program provides the following qualifications for Dietetic Technician registration eligibility:

- Associate degree from a U.S. regionally accredited college
- Successful completion of an ACEND accredited didactic DT (Dietetic Technician) program
- Completion of 450 hours of supervised practice within an ACEND accredited DT program

DT Program graduates can become registered when they have fulfilled the following:

- Completed all program requirements for the DT Major, including passing all required courses with a "C" or better and successfully documenting completion of all ACEND competencies for entry level DTRs
- Received a verification statement of requirement completion
- Passed the [CDR Registration Exam](#) for Dietetic Technicians

4. Background and Rationale

- A. In 2010, there were 3 sections of Nutrition offered at Monterey Peninsula College. Today, there are 6 sections, 2 of which are online sections and a new class will be added to the Marina Campus in the Spring of 2014. These classes have maintained a steady enrollment and are popular classes.
- B. Currently, the college offers ALL but 3 courses needed to provide a two-year transfer major in Nutrition and Dietetics. By adding the following courses an AA/AS in pre-Nutrition and Dietetics can be provided.

NUTF 2	Introduction to Nutrition, Dietetics and Food	1
NUTF 3	Nutrition Issues	1
NUTF 10	Food Science	2
NUTF 11	Food Science and Safety Laboratory	1

Then it was noticed with just three MORE courses an AS Dietetic Technician Program may also be a possibility.

NUTF 30	Modified Diets	2
NUTF ?	Medical Nutrition Therapy for the DTR	3
NUTF 20	Community Nutrition	3

However, after research it was found that for a Dietetic Technician to be Registered they will need.

- Associate degree from a U.S. regionally accredited college (like MPC)
- Successful completion of an ACEND accredited didactic DT (Dietetic Technician) program
- Completion of 450 hours of supervised practice within an ACEND accredited DT program

DT Program graduates can become registered when they have fulfilled the following:

- Completed all program requirements for the DT Major, including passing all required courses with a "C" or better and successfully documenting completion of all ACEND competencies for entry level DTRs
- Received a verification statement of requirement completion from the Program Director
- Passed the [CDR Registration Exam](#) for Dietetic Technicians

Thus, for MPC to provide an effective Dietetic Technician program it is recommended to become accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

From the Academy of Nutrition and Dietetics' website: The Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly known as the Commission on Accreditation for Dietetics Education (CADE) is the Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as registered dietitians (RD) or dietetic technicians, registered (DTR). ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs.

ACEND is recognized by the [United States Department of Education](#) as a Title IV gatekeeper. This recognition affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. ACEND is also a member of the [Association of Specialized and Professional Accreditors](#) (ASPA) and abides by its code of good practice.

ACEND Accreditation Standards serve as the basis for each education program's evaluation. A program undergoing accreditation assesses its strengths and challenges based on ACEND's Accreditation Standards and describes its plans for improvement in a document called a "self-study report." The report is reviewed by a team of peer reviewers that includes an educator and a practitioner. An ACEND Board member and a staff member assist the team in its review. The team also visits the program to participate in a series of focused interviews, meetings, observations and tours. These activities provide information to validate the contents of the self-study report and further evaluate the program. The team writes its own report to document its findings and to objectively address key areas of ACEND's standards based on evidence provided by the program and gathered by the team. The ACEND Board of Directors reviews the team's report and uses it to arrive at a final accreditation decision.

For more information please see:

Criteria E. Compliance 20. Licensing or Accreditation Standards

Criteria D. Adequate Resources 17. Financial Support Plan

ACEND Accreditation Standards for Dietetic Technician Education Programs (attached)

Criteria B. Need

5. Enrollment and Completer Projections

6. Place of Program in Curriculum/Similar Programs

There are 4 Dietetic Technician Programs in California.

<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8474>

Orange Coast College, Los Angeles City College, Merritt College and Santa Rosa Junior College

Required Program Courses and Proposed Sequence for the Dietetic Technology Major

Semester	Course Number and Course Title	Units	Sem
Semester 1	FDNT 10*: Elementary Nutrition	3*	FSX
	DIET or FDNT 70: Introduction to Nutrition, Dietetics and Food Service	1	FS
	DIET 50: Sanitation and Safety	2	F
	FDNT 75: Principles of Foods	3	FS
	PHYSIO 58: Intro to Human Physiology	3	FSX
	English 1A or equivalent*	4*	FSX
Semester 2	DIET 57: Modified Diets (pre-requisite: FDNT 10)	3	S
	DIET 176: Applied Diet Therapy	2	S
	LIR 10* or 30*: Introduction to Information Literacy	1*	FSX
	COUN 91: Skills and Techniques in Human Services	3	FS
	PSYCH 1A*: General Psychology	3*	FSX
	Humanities, American Institutions, or American Cultures GE class*	3	FSX
Semester 3	DIET 55: Food Production Management	2	F
	DIET 55L: Food Production Management Lab	2	F
	DIET 106.1: Supervised Field Experience, Semester 1 (pre-requisites: DIET 50, DIET 57, DIET 176, 70 and COUN 91) Humanities, American Institutions, or American Cultures GE class*	4.5	F
	(Fulfillment of Math competency requirement for AA* if not already met) **	3*	FSX
		3*	FSX
Semester 4	DIET 52: Management Training Techniques		S-2 nd yr
	DIET 106.2: Supervised Field Experience, Semester 2 (pre-requisites: DIET 50, DIET 57, DIET 176, 70 and COUN 91)		S
	SPCH 60*: Communication		FSX
	ANTHRO 2* or 30*: Cultural Anthropology		FSX
	Humanities, American Institutions, or American Cultures GE class*		FSX
	Total	Total units	62 **

F= Fall; S= Spring; X= Summer; 2nd year = course offered only every other year = every 4th semester

* This course partially satisfies General Education requirement for Associate Degree.

** A minimum of 60 units is required for the Associate Degree award. If any requirement, such as math competency, is met without course completion, elective course(s) must be completed to meet the 60 unit minimum.

REQUIREMENTS FOR PROGRESSION IN THE PROGRAM

Students must complete placement tests for Math and for English and/or have satisfied the Associate degree requirement for both Math and English prior to being considered enrolled in the DT program.

All courses must be completed within the last five years and must be passed with a letter grade of "C" or higher. Progression in the program requires successful completion of all courses and prerequisites. Courses identified by the Program Coordinator as being equivalent or higher can be used to fulfill program requirements for the purposes of graduation and verification of DTR eligibility. Example: Physiology 1 can be substituted for Physiology 58, Speech 1A for Speech 60, LIR 30 for LIR 10.

Applicants who have completed required courses within the last five years will be given credit. Applicants who have completed required courses more than five years ago may request a waiver of program policy on the basis of current knowledge. Current knowledge may be demonstrated by:

1. Recent verified work experience in nutrition, food service or a closely related field.
2. Higher level courses completed within the last five years for which the required DT course was a prerequisite, e.g. completion of Psych 1A more than five years ago and completion of more advanced Psychology course within the last five years.

Upon completion of all program requirements, including completion and documentation of all ACEND Diet Tech competencies, students will receive a verification statement of program completion to document eligibility to sit for the CDR registration exam for DTRs, a requirement to work as a dietetic technician in the state of California.

8. Labor Market Information & Analysis (CTE only)

Employment of Dietetic Technicians is expected to grow by 14% to 19% from 2008–18, much faster than average for all occupations*.

*Source: www.bls.gov/oco/oco20052.htm#29-2051

<http://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSDetails.asp?searchCriteria=dietetic+technician&careerID=&menuChoice=&geogArea=0601000000&soccode=292051&search=Explore+Occupation> Please see Labor/Job Market Data

9. Employer Survey (CTE only)

CHOMP, Salinas Valley, Watsonville Community, Dominican Hospital, Hazel Hawkins,

10. Explanation of Employer Relationship (CTE only)

Example from Community College of Allegheny County in Pittsburgh, PA.

Dietary Service Supervisor students are required to complete one practicum experience: **Practicum 1—Food Service/Clinical Experience**. The same details apply regarding distance planning for site placement.

Practicum 1: 240 hours For Dietetic Technician and Dietary Service Supervisor students, this generally occurs over the summer following the first year in the program. For Pathway III students, Practicum 1 occurs during the first six weeks of the semester [3 weeks—Acute / 3 weeks—Long-term Care]

This practicum is completed in a hospital and long-term care facility and will include Food Service Mgmt and Clinical experiences. These are full-time experiences, requiring a 40-hour week that results in 240 internship hours over the six-week time period. ***An acute Care setting and a Long-Term Care facility will provide the most comprehensive experiences.***

Practicum 2: 240 hours For Dietetic Technician students, this occurs during the 2nd year of the program in conjunction with DIT-208, Community Nutrition, the sister course for this practicum. For Pathway III students, Practicum 2 occurs during the second six weeks of the semester [6 weeks of Community Nutrition] and involves only the practicum.

This experience is designed primarily to focus on the delivery of nutrition services to community groups within the local Public Health Department, Cooperative Extension, American Heart Association, American Cancer Society, Outpatient Nutrition services, Corporate Wellness programs, WIC, schools, day care centers, Area Agency on Aging and/or Meals on Wheels. Typically, a student is affiliated with one site; however, there are circumstances when more than one site is needed.

Practicum 2 provides the students with the opportunity to participate in the delivery of nutrition education and food service in a community setting.

Example of Santa Rosa Junior College SUPERVISED FIELD EXPERIENCE (SFE): Goals, Requirements and Responsibilities

PURPOSE: Field experience is a valuable means for applying material covered in class to work situations outside the classroom. Through observations and “hands on” experiences, students will become more competent in the area studied and be able to share with the class various means of dietary management used in the field..Supervised Field Experience is for the educational benefit of the DT student only, and is not intended to meet the labor needs of the facility nor substitute for or replace the work of employees. (Fair Labor Standards Act)

GOALS:

1. To reinforce knowledge of the health care and non-health care nutrition and dietetics environments and the functioning of these services within the health care system and other agencies.
2. To provide opportunities for application of knowledge and skills and development of competencies expected of entry level Dietetic Technicians with a variety of clients in a variety of settings, including foodservice management, clinical nutrition, and health promotion in the community.
3. To introduce students to additional knowledge and skills as practiced by those currently employed in the fields of Nutrition and Dietetics.

STUDENT RESPONSIBILITIES:

1. General: As a Santa Rosa Junior College student enrolled in our Dietetic Technology Program, you reflect and will influence the ongoing relationship between your field sites and our college, program and students. In addition, your work performance influences your long-term employment potential! Therefore, your professional conduct at all field sites is expected; your questions to help ensure that each field experience meets its intended objectives are welcomed; and your constructive, professional feedback to your field preceptor, instructor and/or the program coordinator are appreciated.

2. Pre-placement clearances: Students are required to abide by the policies of the clinical facility and dietary department while at the field site. When in doubt, ask your field preceptor about any specific policies or interpretations of policy.

TB Test: Students are required to have proof of a screening test for TB, before starting SFE rotations.

Immunizations: Requirements vary by site, check with instructor PRIOR to beginning of SFE.

Physical Exam: Some Supervised Field Experience rotations require proof of a physical in the last year.SRJC Student Health Services (SHS): TB screening is available through SHS. Other required health screenings and immunizations may also be available through SHS. Check with SFE facility and then SHS for more details: www.santarosa.edu/for_students/student-services/student-health-services/

Background Check and Fingerprinting: Prior to beginning Supervised Field Experience in DIET 106.1 or DIET 106.2, all students must have a background check with Verify Students www.verifystudents.com Some rotations also require fingerprinting. See program coordinators for details.

3. Identification: You are required to carry/wear a SRJC identification card with your photograph on all Supervised Field Experience rotations.

www.santarosa.edu/for_students/student_resources/cybear/

4. Transportation: Students are required to furnish transportation to and from the field experience facility.

5. Liability: Santa Rosa Junior College agrees to provide coverage by Workmen's Compensation and professional liability insurance while students are training at the assigned Clinical Agency.
6. Attendance: Students will sign a Memo of Understanding for the required number of hours of SFE for a course at the beginning of the term (semester) of enrollment. Late arrivals and/or early departures from the assigned site could adversely affect your course grade, your ability to complete the DTprogram requirements, and SRJC's long-term relationship with the facility.
 - a) You are expected to be in your facility on time and to stay for the assigned/agreed upon time.
 - b) If you must be absent for an excusable reason, call the facility as soon as possible prior to your scheduled time and let your preceptor or other designated contact know of your expected absence.
 - c) Report any change of schedule to the program coordinator as soon as possible.
 - d) Keep an accurate record of actual time spent in the field and at home with assignments. Preceptor will sign off on the time record throughout the rotation and at the conclusion of the rotation.
7. Dress: Dress code for field experiences will depend on the assigned site. Abide by the facility's standards regarding colors of clothing, street clothes vs. uniforms, etc. As is standard in food service, students must wear closed-toed, non-skid soled shoes, and must have a hair net or other hair restraint as required by the facility. No dangling jewelry or other accessories of this type may be worn.
8. Objectives: It is your responsibility to complete all of the objectives for the field experience. Report any problems at least two weeks prior to the completion of your rotation.
9. Reports: You will be required to complete a "Clinical Notebook" documenting work for each rotation, In addition, forms for each scheduled assignment must be completed and signed by the field site preceptor and RD (Program Coordinator or designee at the field site). Documentation of competency achievement, including work samples and self-assessment, must be kept in your student portfolio until the Program Coordinator verifies completion of all program requirements.
10. Learn and enjoy!!

ADDITIONAL INFORMATION FOR PRECEPTORS AND STUDENTS:

1. The first session should include, or be used exclusively, as a general orientation to the facility. At this time, all students beginning their rotation at the facility can be present at one time for more efficient use of preceptor (or employee designated by him or her) time.
2. Please allow the students **ACTUAL, PRACTICAL, HANDS-ON EXPERIENCE** as much as possible, as time and experience/competence of each student permits.
3. Clean, appropriate attire and hairnet when working in foodservice are requirements for each student. Students will check with each facility preceptor for additional specific instructions.
4. Students and preceptors will review their prepared lists of objectives BEFORE each field experience. Each will know what is to be accomplished during each session. If there is a conflict of interest, the preceptor's choice will take precedence. At the completion of each student rotation, preceptor will complete and sign "Dietetic Technician Competency Evaluation" form and meet with student to review the completed form.
5. Students will bring objective workbook and all finalized written work to the facility each meeting time. All written work must be neat, organized, and readable. Use ink or type/word processing. Completed work from Supervised Field Experiences will make up part of the student portfolio, reviewed at the time of the exit interview for the program for verification purposes.

SUPERVISED FIELD EXPERIENCE (SFE): Student Competency Evaluations

1. Written course objectives will be provided to both students and preceptors for each course. Student strengths and areas for improvement will be periodically identified to provide each student the

opportunity for further development or improvement during the field experience courses. These evaluations are intended to help ensure that students are maintaining a complete portfolio documenting

program progress and are prepared for entry-level work by the conclusion of the DT program.

2. At appropriate times in each rotation, usually midway, individual conferences will be held with students to discuss progress towards competency achievement (see “Documenting Competencies”, below). The course instructor will conduct student evaluations with input from field experience preceptors, student self-evaluation, and instructor evaluation.

3. A final evaluation will be written and signed by both instructor and student and placed in the student’s

file. An evaluation conference with each student for the purpose of discussing the supervised field experience evaluation will be conducted.

4. If the student fails to meet with the instructor for the evaluation conference, a copy of the evaluation will go in the student’s file noting that student did not meet with the instructor

11. List of Members of Advisory Committee (will form with #9 list)

12. Recommendations of Advisory Committee (will decide after meeting with facilities from #9 list)

Attachment: Labor/Job Market Data (CTE only)

Attachment: Employer Survey (CTE only)

Attachment: Minutes of Key Meetings

Criteria C. Curriculum Standards

13. Display of Proposed Sequence

Dietetic Technician - Associate of Science

First Semester

Course #	Course Name	Credits
NUTF 2	Introduction to Nutrition, Dietetics and Food	1
HOSP 67	Accounting for Hospitality Managers	1
NUTF 1	Nutrition	3
NUTF 3	Nutrition Issues	2
NUTF 10	Food Science	2
NUTF 11	Food Science and Safety Laboratory	1
HOSP 63	Hospitality Supervision	1.5
HOSP 65	Legal Issues in Hospitality	0.5
ANAT 5	Basic Anatomy and Physiology	4
	Total Credits	16

Second Semester

MEDA 105	Medical Terminology	4
HOSP 53	Food and Beverage Service Management	3
HOSP 64	Customer Service	1
HOSP 79	Menu Planning & Presentation for Food Service Professionals	0.5
HOSP 180	Food Safety Certification	0.5
NUTF ?	Safety & Sanitation	1.5
NUTF 30	Modified Diets	2
PSYC 1	General Psychology	3
	Total Credits	15.5

Third Semester

CHEM 30A	Introductory Chemistry for Health Sciences	4
ENGL 1A	College Composition	3
HUMS 53	Counseling Techniques for the Paraprofessional	3
CSIS 1	Computer Information Systems	3
NUTF ?	Medical Nutrition Therapy for the DTR	3
	Total Credits	16

Fourth Semester

MATH 261	Beginning Algebra	4
SPCH 52	Communication in the Workplace	3
NUTF 20	Community Nutrition	3
NUTF ?	Dietetic Practice Seminar	1
NUTF ?	Dietetic Supervised Practice 1	5
	Total Credits	16

Summer

NUTF ?	Dietetic Practice Seminar	2
NUTF ?	Dietetic Supervised Practice 2	5
		7

Minimum Credits to Graduate: 70.5

- **Transfer Applicability (if applicable)**

Attachment: Outlines of Record for Required Courses

Attachment: Transfer Documentation (if applicable)

Criteria D. Adequate Resources

15. Library and/or Learning Resources Plan

16. Facilities and Equipment Plan

17. Financial Support Plan

Program Director is a full-time position

Accreditation Fees

ACEND

ANFP

18. Faculty Qualifications and Availability

ACEND Accreditation Standards for Dietetic Technician Education Programs Leading to the DTR Credential states:

Guideline 1.7

The program must have a designated director who

- a. Has earned at least a master's degree,
- b. Is credentialed as a registered dietitian or dietetic technician, registered by the Commission on Dietetic Registration,
- c. Has a minimum of three years professional experience post credentialing
- d. Is a full-time employee of the sponsoring institution as defined by the institution, or a full-time employee of another organization that has been contracted by the sponsoring institution, and
- e. Does not direct another ACEND-accredited dietetics education program.

15: Responsibilities of the Program Director

The director of the program must have the authority, responsibility and sufficient time allocated to manage it. The program director may have other responsibilities that do not compromise the ability to manage the program. Responsibilities and time allocation for program management are reflected in a formal position description for the program director and approved by administration.

Guideline 15.1

The program director must be responsible for assuring that all ACEND accreditation standards, policies and procedures are met; however, this can be achieved by managing or overseeing other individuals assigned to complete ACEND-related tasks. ACEND responsibilities should be included in the job description of the program director or the job description should state that the "program director is responsible for assuring that all ACEND accreditation standards, policies and procedures will be met."

Guideline 15.2

Program director responsibilities must include, but are not limited to the following:

- a. Development of policies and procedures for effectively managing all components of the program and to ensure fair, equitable and considerate treatment of prospective and enrolled students (such as program admission, retention and completion policies).
- b. Student recruitment, advisement, evaluation and counseling
- c. Maintenance of the program accreditation, including timely submission of fees, reports and requests for major program changes
- d. Maintenance of the program's student records, including student advising plans and verification statements; verification statements must be kept indefinitely
- e. Maintenance of complaints about the program received from students or others, including disposition of the complaint
- f. On-going review of program's curriculum to meet the accreditation standards
- g. Communication and coordination with program faculty, preceptors and others involved with the program
- h. Facilitation of processes for continuous assessment of program and student learning outcomes.

Criteria E. Compliance

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
 - ACEND Standards (DTR)
 - ANFP Standards (DM)
 - California Health Law (DSS)
21. Student Selection and Fees