



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

DIETARY MANAGER

**Wisconsin Indianhead Technical College
30-312-9 Technical Diploma**

2015
Program Review

and

Improvement Plan

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Dietary Manager

30-312-9 Technical Diploma

Program Overview

The Dietary Manager program will train students to manage food service personnel, food supplies, kitchen equipment, food production, and nutrition aspects of food service. This program provides skills beyond the level of dietary assistant. As dietary managers, graduates will be members of the dietetic team under the supervision of a registered dietitian. Students need to complete their occupational experience in a hospital, nursing home, or other pre-approved dietary setting. Students completing the Dietary Manager Occupational Experience course may need to complete site forms. Further information can be obtained from the instructor.

Campus:



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

*Ashland
*New Richmond
Rice Lake
*Superior

*via ITV (Interactive Television)

Student Profile

Dietary Manager students should be able to:

- Perform clerical tasks
- Plan and direct others in routine activities
- Communicate ideas verbally and in writing
- Follow procedures and maintain standards
- Accept responsibility
- Organize work rapidly
- Handle emergencies
- Be aware of new techniques and methods
- Pass a physical exam
- Walk and stand for long periods

Preparation for Admission

Students should strive to reach a comfort level in the following courses or skills:

- Family and Consumer Science, Home Economics, or Food Service Experience
- Health
- Basic math knowledge/skills
- Basic science knowledge/skills
- Oral and Written Communication

Program Outcomes

Employers will expect graduates of this program to:

- Use nutrition principles to plan, prepare, and evaluate menus to meet clients' dietary needs
- Apply basic principles of purchasing, receiving, storage, and inventory of food and supplies
- Collect nutritional assessment data using interviewing skills

Collegewide outcomes and indicators will also be addressed to develop personal awareness, career effectiveness, and professionalism. See page 5 of the college catalog for a list of collegewide outcomes and indicators.

Career Outlook

Dietary Manager graduates are in demand because of their ability to provide and assess nutrition care service. Opportunities for employment exist in many service industries including hospitals, long-term care facilities, school food service, assisted living facilities, correctional facilities, and similar food service operations. The positions available to students after graduation are:

- Certified Dietary Manager
- Dietary Manager
- Food Service Supervisor

This program is accredited by the Association of Nutrition and Foodservice Professionals (ANFP), and students are eligible to complete a certifying exam for registered dietary managers.

Curriculum

Number	Course Title	Credits
Occupational Specific Courses		
30312300	Dietary Manager	3
30312301	Dietary Manager Occupational Experience [▲]	1
		4
PROGRAM REQUIREMENTS		4

[▲] Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

Course Descriptions

30312300

Dietary Manager - Credits: 3

The Dietary Manager course is part of a two-course program approved by the Dietary Manager Association. Individuals who are interested in working as supervisors in the kitchens of hospitals and nursing homes will find this program worthwhile. Instruction includes normal nutrition, therapeutic nutrition, food production and service, human relations, institutional development, and data management.

30312301

Dietary Manager Occupational Experience - Credits: 1

The internship portion of the Dietary Manager program requires each student to work with a preceptor and the instructor in fulfilling 150 hours of on-the-job work experience. Actual work assignments will be individually determined based on the previous experiences of the student and the work site itself. An orientation session, mid-term meeting, and follow-up evaluation will be coordinated by the instructor. **COREQUISITE:** 30312300 Dietary Manager.

Graduate Employment Information

(WITC Graduate Survey Responses 2012-2013; for most recent data, go to witc.edu)

career vision

Number of graduates	1	Number employed	0	% employed in WITC district	0%
Number of responses	0	Percent employed	0%	Range of yearly salary	.*
Number available for employment	0	Employed in related field	0	Average yearly salary	.*

*Insufficient data to report.

800.243.9482

witc.edu

2015-2016

81

TEAM MEMBERSHIP

ACADEMIC PROGRAM REVIEW PROFILE

Program Number & Name		
Dietary Manager 30-312-9		
Program Academic Dean	Title/Location	Phone and e-mail
Dori Marty	Associate Dean, Con Ed New Richmond	Ext. 4207 Dori.marty@witc.edu
Team Lead(s)	Title/Location	Phone and e-mail
Dori Marty	Associate Dean, Con Ed New Richmond	Ext. 4207 Dori.marty@witc.edu
Team Members	Title/Location	Phone and e-mail
Marla Prytz	Dietary Manager Instructor Rice Lake	Marla.prytz@witc.edu
Jodi Saliny	Admissions Advisor Ashland	Ext. 4339 Jodi.saliny@witc.edu
Susan Lockwood	Divisional Dean, Public Safety New Richmond	Ext. 4252 Susan.Lockwood@witc.edu
Dave Draeger	Director of Dietary and Dining Services/Spring Valley Health and Rehabilitation Center	715.778.5545 X236 DaveD@svhcs.org

Program Information:		
Capacity (new students admitted/year):		6-10 every other year
Number of Faculty:	FT: 0	PT: 1
Statewide Curriculum:	Yes? X	No?
Number of Technical Studies Courses in each of the following delivery modes: (there may be duplication for courses offered in multiple modes)		
	<i>Classroom:</i>	0
	<i>Online:</i>	0
	<i>ITV/IP:</i>	2
	<i>In Person/Web Blended:</i>	0

Program Accredited by:	Association of Nutrition and Foodservice Professionals (ANFP)
Date of Last Accreditation	2014
Date of Next Accreditation	2024
Is a visit required? If so, when is the next visit?	No
Program Licensed by:	Association of Nutrition and Foodservice Professionals (ANFP)
Date of Last Licensing:	11/11/2010
Date of Next Licensing:	1/25/2016
Is a visit required? If so, when is the next visit?	No
Please list other program memberships:	NA

Note: The accreditation, licensing, and membership information listed above will be listed in the annual WITC Fact Book.

SELF-STUDY REPORT

SELF-STUDY SUMMARY REPORT

Program Information	
Program Name: Dietary Manager	Team Chair: Dori Marty
Academic Dean: Dori Marty	Divisional Dean: Susan Lockwood
Process Used to Complete the Self-Study	
Meeting format (in-person, IP, conference calls etc.)	In-person
Number of meetings	1
How was the self-study handled? (as a group, assigned to individuals to report back to group, etc.)	Small group with email follow up as needed.
Additional comments:	The Dietary Manager program has only two classes and has been running every other academic year.
Summary of Findings	
As you completed this self study section of the program review, what areas "stand out" in your program? Please explain.	The Dietary Manager program occupational experience portion and mode of delivery needs to be looked into further.
What has surprised you? Please explain.	There are many students who start the program and do not complete. There are very few who elect to take the ANFP Certification exam.
List two or three of the items identified through your self-study that you will focus on to make improvements to your program.	<p>Explore delivery mode options for the program.</p> <p>Work with the instructor to attract new advisory committee members.</p> <p>Create a plan to assist students with the occupational experience portion of the program.</p>
When/where in your program will you implement these improvements?	<p>Ongoing discussion with the instructor to explore new delivery mode options.</p> <p>Send out invitations eight weeks before the next advisory committee meeting to include new members.</p> <p>Work with the instructor/students on the occupational experience.</p>
What methods (direct or indirect) will you use to assess the success of this implementation?	Both direct and indirect methods will be used to assess successful implementation.

What new outcomes or benchmarks do you hope to achieve through these recommended changes?	Higher program retention and completion rates. Quorum attendance met at the Advisory Committee meetings.
Additional comments:	

SELF-STUDY CATEGORY RESULTS

Program and Category			
Program: Dietary Manager Category: Review of Most Recent Improvement Plan			
PLUSES (Strengths)		DELTAS (Opportunities)	
Original self-study team was well diversified. New Curriculum was updated and put into WIDS.		Action items were not followed through on the improvement plans.	
Select one PLUS item and explain the root cause:	ANFP required updating of the program curriculum. Program instructor was more involved in original self-study.		
Select one DELTA item and explain the root cause:	Change in supervision from Academic Affairs to Continuing Education. Part time instructor with limited time to work on improvement plan.		
What items in this category MUST be addressed on our improvement plan?	Review action items related to program enrollments.		
What items in this category MIGHT be addressed on the improvement plan?	Makeup of the self-study team.		
What items in this category may be considered a BEST PRACTICE OR INNOVATION?			
Team Rating			
Please indicate by an (X) the team rating of your program on this category.			
<i>All areas need improvement</i>	<i>Some areas meet expectations, but most areas need improvement</i>	<i>All areas meet expectations —few areas need improvement</i>	<i>Exemplary—all areas exceed expectations—use as a model for other programs</i>
	x		
Additional Comments: (optional)			

SELF-STUDY CATEGORY RESULTS

Program and Category			
Program: Dietary Manager Category: WITC Program Statistics			
PLUSES (Strengths)		DELTAS (Opportunities)	
ITV Format allows enrollments at all campuses.		Statistics show this is an every other year program. Occupational experience portion of the curriculum is not always completed thus negatively impacting completion and graduation rates.	
Select one PLUS item and explain the root cause:	Ability to gain the maximum number of enrollments.		
Select one DELTA item and explain the root cause:	Students do not have the time or resources to complete the occupational portion.		
What items in this category MUST be addressed on our improvement plan?	How to assist the students in completing the occupational portion of the program.		
What items in this category MIGHT be addressed on the improvement plan?	Frequency and mode of instruction should be addressed.		
What items in this category may be considered a BEST PRACTICE OR INNOVATION?	ITV format allows enrollment at all campuses.		
Team Rating			
Please indicate by an (X) the team rating of your program on this category.			
<i>All areas need improvement</i>	<i>Some areas meet expectations, but most areas need improvement</i>	<i>All areas meet expectations —few areas need improvement</i>	<i>Exemplary—all areas exceed expectations—use as a model for other programs</i>
x			
Additional Comments: (optional)			

SELF-STUDY CATEGORY RESULTS

Program and Category			
Program: Dietary Manager Category: Curriculum			
PLUSES (Strengths)		DELTAS (Opportunities)	
Curriculum has been updated to meet the Association of Nutrition & Food Service Professionals guidelines. Competencies, curriculum and course outcome summaries have all been updated and translated into a WIDS format.		Because we are using ANFP curriculum learning plans and assessments must be strictly adhered to. We may not be offering the program in a manner in the format that meets the students' needs.	
Select one PLUS item and explain the root cause:	Dori Marty worked with the WITC Curriculum Specialist to update the curriculum, competencies, and course outcome summaries.		
Select one DELTA item and explain the root cause:	WITC is required to follow the ANFP curriculum.		
What items in this category MUST be addressed on our improvement plan?	Format needs to be addressed.		
What items in this category MIGHT be addressed on the improvement plan?			
What items in this category may be considered a BEST PRACTICE OR INNOVATION?			
Team Rating			
Please indicate by an (X) the team rating of your program on this category.			
<i>All areas need improvement</i>	<i>Some areas meet expectations, but most areas need improvement</i>	<i>All areas meet expectations —few areas need improvement</i>	<i>Exemplary—all areas exceed expectations—use as a model for other programs</i>
	x		
Additional Comments: (optional)			

SELF-STUDY CATEGORY RESULTS

Program and Category			
Program: Dietary Manager Category: Assessment of Student Learning			
PLUSES (Strengths)		DELTAS (Opportunities)	
Program outcomes were developed. Pass rate on the National Certification examination – 100% in October 2013.		Assessment strategies were not developed because WITC must adhere to the ANFP curriculum.	
Select one PLUS item and explain the root cause:	Dori Marty created the program outcomes.		
Select one DELTA item and explain the root cause:	Standardized curriculum that WITC must follow with no room for creativity by the instructor.		
What items in this category MUST be addressed on our improvement plan?			
What items in this category MIGHT be addressed on the improvement plan?			
What items in this category may be considered a BEST PRACTICE OR INNOVATION?			
Team Rating			
Please indicate by an (X) the team rating of your program on this category.			
<i>All areas need improvement</i>	<i>Some areas meet expectations, but most areas need improvement</i>	<i>All areas meet expectations —few areas need improvement</i>	<i>Exemplary—all areas exceed expectations—use as a model for other programs</i>
		x	
Additional Comments: (optional)			

SELF-STUDY CATEGORY RESULTS

Program and Category			
Program: Dietary Manager Category: Advisory Committees			
PLUSES (Strengths)		DELTAS (Opportunities)	
		The advisory committee cannot commit to attending a meeting.	
Select one PLUS item and explain the root cause:			
Select one DELTA item and explain the root cause:	Within this field there is a lot of job turnover. Part time instructor does not have time to recruit new advisory committee members.		
What items in this category MUST be addressed on our improvement plan?	The program active advisory committee.		
What items in this category MIGHT be addressed on the improvement plan?			
What items in this category may be considered a BEST PRACTICE OR INNOVATION?			
Team Rating			
Please indicate by an (X) the team rating of your program on this category.			
<i>All areas need improvement</i>	<i>Some areas meet expectations, but most areas need improvement</i>	<i>All areas meet expectations —few areas need improvement</i>	<i>Exemplary—all areas exceed expectations—use as a model for other programs</i>
x			
Additional Comments: (optional)			

SELF-STUDY CATEGORY RESULTS

Program and Category			
Program: Dietary Manager Category: Equipment and Facilities			
PLUSES (Strengths)		DELTAS (Opportunities)	
Instructional equipment is up to date and allows us to offer it at multiple sites.		We do not have adequate knowledge of the occupational sites.	
Select one PLUS item and explain the root cause:	WITC continually keeps the equipment up to date.		
Select one DELTA item and explain the root cause:	Students find their own occupational site. Instructor does not do site visits.		
What items in this category MUST be addressed on our improvement plan?	Occupational site visits.		
What items in this category MIGHT be addressed on the improvement plan?			
What items in this category may be considered a BEST PRACTICE OR INNOVATION?			
Team Rating			
Please indicate by an (X) the team rating of your program on this category.			
<i>All areas need improvement</i>	<i>Some areas meet expectations, but most areas need improvement</i>	<i>All areas meet expectations —few areas need improvement</i>	<i><u>Exemplary</u>—all areas exceed expectations—use as a model for other programs</i>
	x		
Additional Comments: (optional)			

SELF-STUDY CATEGORY RESULTS

Program and Category			
Program: Dietary Manager Category: Staff Development and Program Innovation			
PLUSES (Strengths)		DELTAS (Opportunities)	
Instructor is a member of the ANFP, American Dietetic Association and Wisconsin Dietetics Association. Program is accredited by ANFP.		Utilization of ILP and goals for adjunct faculty.	
Select one PLUS item and explain the root cause:	WITC continued the accreditation through ANFP.		
Select one DELTA item and explain the root cause:	We don't provide professional growth opportunities for our adjunct instructors.		
What items in this category MUST be addressed on our improvement plan?	Goal setting and evaluation of instructor.		
What items in this category MIGHT be addressed on the improvement plan?			
What items in this category may be considered a BEST PRACTICE OR INNOVATION?	Program accreditation through ANFP.		
Team Rating			
Please indicate by an (X) the team rating of your program on this category.			
<i>All areas need improvement</i>	<i>Some areas meet expectations, but most areas need improvement</i>	<i>All areas meet expectations —few areas need improvement</i>	<i>Exemplary—all areas exceed expectations—use as a model for other programs</i>
	x		
Additional Comments: (optional)			

SELF-STUDY CATEGORY RESULTS

Program and Category			
Program: Dietary Manager Category: Collaboration Across the College			
PLUSES (Strengths)		DELTAS (Opportunities)	
Collaboration with Student Services on offering new student orientation two weeks prior to the start of the first class. Career Specialists, Counselors, and Admission Representatives have a good understanding of the program requirements. Marketing has been done in the Continuing Education catalog and postcard have been created and mailed out in the spring of each year.		Collaboration is difficult with other academics programs because it does not fit with them. Continuing Education offerings have not been pursued.	
Select one PLUS item and explain the root cause:	Marketing the program has been done in the Continuing Education catalog to expand the audience.		
Select one DELTA item and explain the root cause:	Dietary Manager does not fit into any of the other academic programs. At Milwaukee Technical College Dietary Manager is part of the Dietetic Technician Associate Degree program.		
What items in this category MUST be addressed on our improvement plan?	Collaboration with other academic programs should be looked at.		
What items in this category MIGHT be addressed on the improvement plan?	Continuing Education offerings.		
What items in this category may be considered a BEST PRACTICE OR INNOVATION?	Marketing the Dietary Manager program in the Continuing Education catalog.		
Team Rating			
Please indicate by an (X) the team rating of your program on this category.			
<i>All areas need improvement</i>	<i>Some areas meet expectations, but most areas need improvement</i>	<i>All areas meet expectations —few areas need improvement</i>	<i>Exemplary—all areas exceed expectations—use as a model for other programs</i>
	x		
Additional Comments: (optional)			

WITC QRP AND PERKINS DATA REVIEW

QRP SCORECARD

30-312-9 – Dietary Manager

WTCS State Indicator	2014				
	Total In Cohort	Total Achieved	Actual	WITC Threshold	WITC Target
C200 Course Completion	5	5	100%	52.8%	100%
C400 Special Populations Course Completion	2	2	100%	38.5%	100%
C600 Minority Course Completion	1	1	100%	NA	100%
F251 Fall to Spring Retention	8	0	0%	34.2%	100%
F651 One Year Graduation	8	0	0%	NA	100%
F851 Second Year Graduation	0	0	0%	29.4%	93.9%
I300 Job Placement - All Employment	0	0	0%	62.9%	100%
I600 Job Placement - Related Employment	0	0	0%	13.0%	100%
J500 Non-Traditional Gender	5	1	20%	NA	43.8%
J650 NTO Graduation	0	0	0%	NA	38.9%

WTCS State Indicator	2013			2012		
	Total in Cohort	Total Achieved	Actual	Total in Cohort	Total Achieved	Actual
C200 Course Completion	1	1	100%	12	12	100%
C400 Special Populations Course Completion	0	0	0%	1	1	100%
C600 Minority Course Completion	0	0	0%	1	1	100%
F200 Second Year Retention	11	8	72.7%	8	5	62.5%
F251 Fall to Spring Retention	0	0	0%	11	8	72.7%
F651 One Year Graduation	0	0	0%	11	8	72.7%
F851 Second Year Graduation	11	8	72.7%	0	0	0%
I300 Job Placement - All Employment	5	5	100%	3	3	100%
I600 Job Placement - Related Employment	5	4	80%	3	3	100%
J500 Non-Traditional Gender	1	0	0%	12	0	0%
J650 NTO Graduation	0	0	0%	9	0	0%

WTCS QRP SCORECARD ANALYSIS WORKSHEET

Program:		Dietary Manager 30-312-9		
Target Analysis				
Indicator	Actual	Threshold	Target	Best Practice or Innovation – Describe and include how this has contributed to your high actual results for this indicator.
C200 Course Completion	100%	52.8%	100%	Small cohort facilitates retention. Students need to complete the course to maintain their employment.
C400 Special Population Course Completion	100%	38.5%	100%	One on one attention between the instructor and the student. Instructor also gives the student alternative options to meet competencies.
C600 Minority Student Course Completion	100%	NA	100%	The small class sizes helps promote retention.
Threshold Analysis				
Indicator	Actual	Threshold	Target	Potential Action – Describe what action(s) could possibly be taken to improve this indicator and why it might work.
I300 Job Placement All Employment	0%	62.9%	100%	Instructor to encourage students to fill out the Graduate Follow up Survey. All are working already in the field and they don't see a need to fill out the form.
I600 Job Placement Related Employment	0%	13%	100%	Instructor to encourage students to fill out the Graduate Follow up Survey. All are working already in the field and they don't see a need to fill out the form.
J500 Program Nontraditional Gender		NA	43.8%	With a small cohort, we accept all students. We will review our marketing materials to make sure it is gender neutral.

FUTURE TRENDS AND EXTERNAL FACTORS

Program	Dietary Manager 30-312-9
Future Trends	
•	Lack of regulations in Wisconsin and Minnesota means less people will pursue training for Dietary Manager.
•	
Employment Trends	
Local	
•	There is no financial incentive to take the Dietary Manager training by employer. The lack of regulations means people are assigned tasks within the area of dietary manager.
•	
State	
•	The lack of regulations impacts how employers view dietary manager.
•	
External Factors	
•	Opportunities exists to partner with Gerontology program to embed the training.
•	The lack of regulations in Wisconsin and Minnesota makes this program more challenging here than other states.
•	

IMPROVEMENT PLAN

ACADEMIC PROGRAM IMPROVEMENT PLAN

PROGRAM: Dietary Manager 30-312-9					
Defined Outcome: Expand composition of advisory committee to achieve required quorum at meetings.	QRP Indicator #	Perkins Indicator #	Responsibility	Timeline	Resources
Action Plan/Action Items: <ul style="list-style-type: none"> • Review current list of advisees and confirm interest. • Invite a student to participate as a representative. • Include Student Services representatives at meetings. • Gather information on the best meeting times and locations from past or current advisory committee members. 			Program instructor and Associate Dean	Spring 2016	Time and administrative support
<p>Update: (A mid-year and year-end update will be required each year during implementation.)</p> <p>June 2016: Eight new advisory committee members were invited to the meeting, reviewed the current list, invited a student, and invited Student Services. Three members attended the meeting. For FY17, we will do a meeting doodle for the best meeting time to increase attendance.</p> <p>January 2017: Another advisory committee meeting will be scheduled for May 2017. A doodle calendar will be used to find the best date/time for the advisory committee member.</p> <p>June 2017: The Advisory committee meeting was held on May 10, 2017. The quorum was not met for the meeting. The invite list was expanded.</p> <p>January 2018: The certificate did not run for the 2017-2018 year. No advisory committee scheduled.</p>					

ACADEMIC PROGRAM IMPROVEMENT PLAN

PROGRAM:	Dietary Manager 30-312-9				
Defined Outcome: Courses are aligned with the ANFP guidelines.	QRP Indicator #	Perkins Indicator #	Responsibility	Timeline	Resources
Action Plan/Action Items: <ul style="list-style-type: none"> • Advisory committee reviews the curriculum. • Catalog pages are updated and current. • Students review webpages and make suggestions for improvement. • Other delivery formats are considered for applicability. • Curriculum is reviewed for new technologies – Where? When and how to incorporate including use of Blackboard. 			Program instructor and Associate Dean	Fall 2016	Time & administrative support
<p>Update: (A mid-year and year-end update will be required each year during implementation.)</p> <p>June 2016: In process. Action items to be addressed in Fall 2016.</p> <p>January 2017: The web page has been reviewed. The current delivery format is going to be continued to be used. Online delivery would require extra approval from ANFP. Working with the instructor on offering some support materials on Blackboard. process; Action items to be addressed in Fall 2016.</p> <p>June 2017: The web page is still current. The delivery format will continue as ITV. The instructor is looking into adding the classes onto Blackboard.</p> <p>January 2018: The information is current on the new WITC website. Still exploring other delivery options based on student interest.</p>					

ACADEMIC PROGRAM IMPROVEMENT PLAN

PROGRAM:	Dietary Manager 30-312-9				
Defined Outcome: Develop a plan to assist students with the occupational portion of the program.	QRP Indicator #	Perkins Indicator #	Responsibility	Timeline	Resources
Action Plan/Action Items: <ul style="list-style-type: none"> • Educate WITC Counselors and Admissions Advisors about the occupational portion of the program. • Collaborate with advisory committee members to identify occupational experience opportunities. • Counsel potential students on the need to have an occupational experience in place before the start of the program. • Discuss the potential of collaborating to include this course with another program such as; Gerontology. For currently employed students. 			Program Instructor & Associate Dean	Fall 2016	Time & administrative support
<p>Update: (A mid-year and year-end update will be required each year during implementation.)</p> <p>June 2016: To be addressed in Fall 2016.</p> <p>January 2017: Discussions have happened on how Gerontology students may benefit by taking the Dietary Manager courses. Potential students have been strongly encouraged to have their occupational experience in place before they start the program. This has been done at the registration phase and during the orientation.</p> <p>June 2017: Students are encouraged to have their occupational experience in place. There have been changes discussed by the State of Wisconsin which could require the Dietary Manager certificate for food service professionals in certain facilities.</p> <p>January 2018: Students are reminded to have their occupational experience in place. No requirements yet through the State of Wisconsin.</p>					

ACADEMIC PROGRAM IMPROVEMENT PLAN

PROGRAM:	Dietary Manager 30-312-9				
Defined Outcome: Increase Job Placement rate of students from 0% to 62.9%.	QRP Indicator #	Perkins Indicator #	Responsibility	Timeline	Resources
	I300				
Action Plan/Action Items: <ul style="list-style-type: none"> Follow up with students to fill out Graduate Follow Up report in a timely manner. Collaborate with other programs to have students add Dietary Manager Courses as electives. Work with advisory committee members to post job openings. Work with Employee Assistance staff to post job openings. 			Program Instructor and Associate Dean	Fall 2016 to Spring 2017	Time & Administrative support
<p>Update: (A mid-year and year-end update will be required each year during implementation.)</p> <p>June 2016: Work to begin in fall.</p> <p>January 2017: The instructor will follow up with graduates to encourage them to fill out the Graduate Follow Up report. Discuss has occurred with Gerontology to have Dietary Manager courses as electives. Students do not seem to have an issue finding employment especially since they need to be working in the field to even start the program.</p> <p>June 2017: The instructor will follow up with the graduating class to encourage them to fill out the Graduate Follow up report. There are no issues with students finding employment since all are working in the field.</p> <p>January 2018: The instructor will follow up with the graduating class to encourage them to fill out the Graduate Follow up report. There are no issues with students finding employment since all are working in the field.</p>					