![Lane Community College logo]

Section 1. Proposed Course Outline (A general statement of course content that informs class syllabus construction. Once approved, all sections of a given course must include this content, no matter which instructor teaches the course, or the mode of delivery. Divisions must include this new course outline in the Divisional Course Outline binder as required by COPPs.)

Course Number: **FN 235** Full Course Title for print catalog: Managing Food and Nutrition Services
Abbreviated Course Title for Banner: Mng.FoodandNutrition Services**.** (30 character limit)

Prerequisites: HRTM 265, CG 203
Co-requisites:
Grade Option: x Graded (with P/NP option) ☐ Pass/No Pass only

Number/Type Credits	Term Minimum Contact	Term Maximum Contact	11-Week Term Contact
_**3**_Lecture	30 hours (lecture credits x 10)	36 hours (lecture credits x 12)	33 hours (lecture credits x 11)
__ Lec/Lab	__ hours (lec-lab credits x 20)	__ hours (lec-lab credits x 24)	__ hours (lec-lab credits x 22)
__ Lab	__ hours (lab credits x 30)	__ hours (lab credits x 36)	__ hours (lab credits x 33)
3 **Total credits (sum)**	30 **Total hours (sum)**	36 **Total hours (sum)**	33 **Total hours (sum)**

Course Description (300 character limit): This course focuses on developing food service management skills within an institution. The content is designed to prepare students for their cooperative education experience, the dietary manager credentialing examination, and their professional careers.

Course Outcomes and Proficiencies	**Assessments Planned**
What will the student **know** or **be able to do** at the end of the course?	What evidence will demonstrate that students have achieved course outcomes?
What **attitudes** related to the subject will the student hold?	(assessment tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams, or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)
Upon successful completion of this course, the student will:	**How each outcome will be assessed:**
Check Meal Service for Food Quality, Portion Size, and Diet Accuracy	Study Questions, Case Studies, Exams
Implement Continuous Quality Improvement Procedures for Foodservice Department	Study Questions, Case Studies, Exams
Manage the Preparation and Service of Special Nourishments and Supplemental Feedings	Study Questions, Case Studies, Exams
Evaluate Food Acceptance Surveys	Study Questions, Case Studies, Exams
Use Appropriate Resources to Modify Standard Menus to Suit Client Needs	Study Questions, Case Studies, Exams
Develop and Maintain Employee Time Schedules and Assignments	Study Questions, Case Studies, Exams
Define Personnel Needs and Job Functions	Study Questions, Case Studies, Exams

Interview and Select Employees	Study Questions, Case Studies, Exams
Develop Skills to Manage Department Personnel	Study Questions, Case Studies, Exams
Implement Required Changes in Foodservice Department	Study Questions, Case Studies, Exams
Prepare, Plan, and Conduct Department Meetings	Study Questions, Case Studies, Exams
Present Work Procedures and Plans	Study Questions, Case Studies, Exams
Teach Employees	Study Questions, Case Studies, Exams
Justify Improvement in the Department Design and Layout	Study Questions, Case Studies, Exams
Meet Goals and Priorities for Department	Study Questions, Case Studies, Exams
Represent Department at External Meetings	Study Questions, Case Studies, Exams
Participate in Regulatory Agency Surveys	Study Questions, Case Studies, Exams
Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Regulations	Study Questions, Case Studies, Exams
Conduct Routine Maintenance Inspection of Equipment	Study Questions, Case Studies, Exams
Instruct Employees in Equipment Use and Maintenance for Sanitation	Study Questions, Case Studies, Exams
Organize Work Flow and Use of Equipment	Study Questions, Case Studies, Exams
Manage Revenue Generating Services	Study Questions, Case Studies, Exams
Write Detailed Specifications for Capital Purchases	Study Questions, Case Studies, Exams
Supervise the Purchase of Food and Supplies	Study Questions, Case Studies, Exams
Monitor/Review Cost of Menus Against Budget and Guidelines	Study Questions, Case Studies, Exams
Implement Cost Effective Procedures	Study Questions, Case Studies, Exams
Administer Salary and Wage Adjustment for Employees	Study Questions, Case Studies, Exams

Course Content by Major Topics

What topics will be presented? What are the main activities of the course? What are the central themes?
(See sample at http://www.lanecc.edu/cops/format3.htm.)

Topics:

Week 1: Meal Service and Special Nourishments

Week 2: Quality Improvement, Surveys, and Modifying Menus

Week 3: Staffing, Interviewing, Managing Personnel, and Resume writing

Week 4: Implementing Changes**,** Dept. Meetings, Work Procedures, and Listening

Week 5: Teaching Employees and Design Improvements

Week 6: External Meetings and Safety and Sanitation Compliance

Week 7: Equipment Maintenance and Work Flow

Week 8: Purchasing

Week 9: Revenue Generation

Week 10: Budget Guidelines, Wage Adjustment, and Implementing Procedures

Section 2. Proposal Information

Course Developer:	Type of Proposal	Type of Course:
Beth Naylor	x New course	☐ Lower Division Collegiate (transfer)
Date: Fall 2012	Currently 199 or 299	x Professional/Technical (required or elective)
Catalog year to take effect:	☐ Experimental Course	☐ Developmental, numbered below 100
2011-2012___	☐ 199 Special Studies	
2013-2014__x_	☐ 299 Trends	
	☐ Revised course (If increasing credits, use credit change form)	
	☐ Reactivated course with no change	
	☐ Reactivated course with changes	

Rationale:

How does this proposal further the goals of the program or department? The dietary manager certificate pathway has certain competencies that have to be covered in coursework which is overseen by the Association of Nutrition and Foodservice Professionals. This course is being developed to cover those competencies which are not currently covered in other culinary or dietary manager classes.

What assessment evidence supports this proposal? The curriculum is currently in a coop seminar course which does not fit coop's model for seminar. Therefore, the curriculum will be moved to a new course number.

How do you know there is a demand for this course? This course will be mandatory for culinary students to take who are participating in the dietary manager certificate pathway.

Section 3. Curriculum Equity (http://www.lanecc.edu/cops/curric.htm)
To promote an environment where all learners are encouraged to develop their full potential, this course will support Lane's Curriculum Equity policy in the following way(s):

- Online discussions will encourage interaction between individuals regardless of race, gender, age, religion, disability, national origin, marital status, or class background.
- Case studies, images, and other online material will include examples from culturally and ethnically diverse individuals.

Section 4. For revised courses only: PREVIOUS Catalog/Course Information:

Course Number: _____ Course Title in Banner: _____ (30 characters maximum)

Full Course Title in print catalog:

Prerequisites:

Co-requisites:

Grade Option: ☐ Graded (with P/NP option)　　☐ Pass/No Pass only

Number/Type Credits	Term Minimum Contact	Term Maximum Contact	11-Week Term Contact
__ Lecture	__ hours (lecture credits x 10)	__ hours (lecture credits x 12)	__ hours (lecture credits x 11)
__ Lec/Lab	__ hours (lec-lab credits x 20)	__ hours (lec-lab credits x 24)	__ hours (lec-lab credits x 22)
__ Lab	__ hours (lab credits x 30)	__ hours (lab credits x 36)	__ hours (lab credits x 33)
__ **Total credits (sum)**	__ **Total hours (sum)**	__ **Total hours (sum)**	__ **Total hours (sum)**

Course Description:

What will change? ☐ Course Number　☐ Title　☐ Course Description　☐ Credit hours　☐ Contact hours

Section 5. Support Courses (New Professional/Technical course proposals must complete.)
Professional/Technical courses are tracked within programs for purposes of Carl Perkins funding and budgetary planning. Indicate all degree or certificate programs for which this course will be required.

Program	Division
Dietary Manager Pathway	Health Professions, Culinary

Section 6. Overlap Courses　(New course proposals must complete.)

While overlap of course materials is not necessarily a flaw, duplication of course materials may lead to inefficient use of college resources. If there is overlap, the faculty of overlapping courses must agree on the extent of overlap and attach a rationale explaining its necessity.

Indicate all departments/courses that this course may overlap. Division Dean of existing course enters one of two options at right. Note: N/A is not an option.

Options:
1. No overlap.
2. Approved: overlap is acceptable. Rationale attached.
3. Disapproved: reasons attached.

Division	Course Number / Title	% Overlap	Option	Division Dean of existing course (Signature required for all options)	Date

Section 7. Qualification to fulfill degree requirements (complete all relevant forms, available at http://www.lanecc.edu/currsched/index.html and send to Mary Brau for the Degree Requirements Review Committee):
☐ Form(s) applying for the following degree requirement status have been attached. (Only check this box when forms have been completed and attached.)

AAOT, ASOT-Bus, OTM:

☐ Arts & Letters

☐ Social Sciences

☐ Science /Computer Science

☐ Mathematics

AAOT:

☐ Cultural Literacy Option

AAS, 1-year and 2-year certificates:

☐ Human Relation

Section 8. Library Impact Statement

Under accreditation standards, Library consultation is essential for new programs, new courses and for substantively revised courses when the revisions entail any change in library use.

What assignments will require the use of library and information resources?

The library may occasionally be used to search its catalog (including Summit books) and research databases. Our division's liaison may also be used for help in ordering books for the library's collection.

Each academic area has a Liaison Librarian (http://www.lanecc.edu/library/services/liaison.htm). Contact the designated librarian to discuss the library needs of your course. Please allow the librarian at least one week to assess library resources.

To be completed by Liaison Librarian:
☐ Library resources are adequate to support this proposal.
☐ Additional resources are needed but can be obtained from current funds.
☐ Significant additional Library funds/resources are required to support this proposal.

Liaison Librarian	Date

Section 9. Divisional Approval (To be completed by Division Chair and Administrative Assistant)

Human, Physical, and Financial Resources:
☐ Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding:

X No additional instructional resources (staff, materials, services or facilities) are needed to offer this course. Explain:

Required Certifications:

X We have developed minimum course certification standards according to the COPPs procedure "Instructor Qualifications: Credit," to be filed with ASA upon course approval.
X We have completed faculty certification form(s) for faculty qualified to teach this course, to be filed with ASA and Human Resources upon course approval.

Fees:
☐ We have completed fee rationale and fee request forms to be submitted to ASA upon course approval, in compliance with the COPPs procedure, "Fees: Special"
☒ No special fees will be required for this course.

Divisional Recommendation:

☒ The Division Chair and Administrative Assistant have reviewed this course proposal and kept a copy for divisional files.

☒ Faculty review of this course was completed within the division on 11/25/12 (date).

X Pass   ☐ Do Not Pass

Administrative Assistant/Coordinator	Date

Academic Dean	Date

Section 10. College Approval

Curriculum Committee Chair	Date	Executive Dean for Academic Affairs	Date
Curriculum Approval Committee hearing:	Date	Vice President for Academic & Student Affairs	Date