Eastern Illinois University
New/Revised Course Proposal Format
(Approved by CAA on 4/3/14 and CGS on 4/15/14, Effective Fall 2014)

Banner/Catalog Information (Coversheet)

1. ____New Course or _X____Revision of Existing Course

2. **Course prefix and number:** _____NTR 4940_____

3. **Short title:** _____Food Service Management_____.

4. **Long title:** _____Food Service Management_____

5. **Hours per week:** _3__ Class ___0__ Lab _____3__Credit

6. **Terms:** _x__ Fall ___ Spring ___ Summer ___ On demand

7. **Initial term**: _x__ Fall ___ Spring ___ Summer Year: _____2022____

8. **Catalog course description:** _Application of management functions and leadership abilities within the food service industry.

9. **Course attributes: N/A**

    General education component: _____

    ___ Cultural diversity ___ Honors ___ Writing centered ___ Writing intensive ___Writing active

    ___ Department Capstone as Senior Seminar

10. **Instructional delivery**
    Type of Course:

    _x__ Lecture ___ Lab ___ Lecture/lab combined ___ Independent study/research

    ___ Internship ___ Performance ___ Practicum/clinical ___ Other, specify: _____

    Mode(s) of Delivery:

    _x__ Face to Face _X__ Online ____ Online Synchronous _x__ Online Asynchronous

    ___ Study Abroad

    _x__ Hybrid, __40% online, 60% F2F

11. **Course(s) to be deleted from the catalog once this course is approved:** ___N/A_____

12. **Equivalent course(s):** ____N/A_____

    a. Are students allowed to take equivalent course(s) for credit? ___ Yes ___ No

13. **Prerequisite(s):** ___HTM 3784, BUS 3010_____

    a. Can prerequisite be taken concurrently? ___ Yes _x__ No

b. Minimum grade required for the prerequisite course(s)? __C_

c. Use Banner coding to enforce prerequisite course(s)? _x__ Yes ____ No

d. Who may waive prerequisite(s)?

____ No one ____ Chair __x_ Instructor ____ Advisor ____ Other (specify)

14. Co-requisite(s):___N/A_____

15. Enrollment restrictions

a. **Degrees, colleges, majors, levels, classes which <u>may</u> take the course:** _All____

b. **Degrees, colleges, majors, levels, classes which may <u>not</u> take the course:** _None_____

16. Repeat status: _x__ May not be repeated ____ May be repeated once with credit

17. Enter the limit, if any, on hours which may be applied to a major or minor: _3__

18. Grading methods: _x__ Standard ____ CR/NC __ Audit ____ ABC/NC

19. Special grading provisions: _____N/A_____

____ Grade for course will <u>not</u> count in a student's grade point average.

____ Grade for course will <u>not</u> count in hours toward graduation.

____ Grade for course will be removed from GPA if student already has credit for or is registered in:
_____

____ Credit hours for course will be removed from student's hours toward graduation if student already has credit for or is registered in: _____

20. Additional costs to students:
Supplemental Materials or Software _____N/A_____

Course Fee _X__No ____ Yes, Explain if yes

21. Community college transfer:

____ A community college course may be judged equivalent.

_x__ A community college may <u>not</u> be judged equivalent.

Note: Upper division credit (3000+) will <u>not</u> be granted for a community college course, even if the content is judged to be equivalent.

Rationale, Justifications, and Assurances (Part I)

1. _x__ Course is required for the major(s) of __BS in Nutrition and Dietetics.__

    ___Course is required for the minor(s) of

    ___Course is required for the certificate program(s) of

    _x_ Course is used as an elective __MS in Nutrition and Dietetics and BS in Hospitality and Tourism__

2. **Rationale for proposal**: This course revision provides an update to the 2022 ACEND accreditation standards with specific revisions to the course description and objectives.

3. **Justifications for (answer N/A if not applicable)**

    Similarity to other courses: Various management functions and leadership tenets are discussed in other courses across campus; however, this course focuses on the application of those functions specifically to the food service environment.

    Prerequisites: A foundational knowledge of the management functions presented in BUS 3010 and food production in a restaurant-type environment as presented in HTM 3784 is critical for success in this course.

    Co-requisites: None

    Enrollment restrictions: None

    Writing active, intensive, centered: N/A

    Capstone as Senior Seminar: N/A

4. **General education assurances (answer N/A if not applicable)**

    General education component: N/A

    Curriculum: N/A

    Instruction: N/A

    Assessment: N/A

5. **Online/Hybrid delivery justification & assurances (answer N/A if not applicable)**

    Online or hybrid delivery justification: This course will be offered online, with the flexibility of being offered in person or with the hybrid format. Other classes in the program have been offered in the online format successfully, and the faculty will have the appropriate experience and training to deliver quality courses in either modality.

    Instruction: Lectures from the face-to-face courses may be recorded and posted online for students to view. Other online components (e.g., tutorials, videos, discussions) will be included. All faculty who deliver this course online are/will be OCDi (or appropriate equivalent) trained.

    Integrity: The integrity of the course will not be compromised by offering an online mode of delivery. The online version of the course will utilize the same PowerPoint lectures (with slides regularly complemented by audio/video aids) and exams will include the same content and allotted time (e.g.,

Respondus Lockdown browser can be enabled). Academic integrity of written work will be preserved and monitored for originality and authenticity with the most current technology available.

Interaction: At the discretion of the faculty, provisions and requirements would vary but generally will utilize Email, chat rooms, discussion boards, assignment drop boxes, telephone, and on-line office hours. Students will participate in online discussion boards through their own posts in response to their peer students and to the instructor. In addition to responding to students' posts, the instructor will monitor discussion board posts to ensure that a respectful, professional, and academic tone is maintained.

<u>**Model Syllabus (Part II)**</u>

1. **Course number and title** _____ NTR 4940 Food Service Management _____

2. **Catalog description** _____ Application of management functions and leadership abilities within the food service industry._

3. **Learning objectives**

    Upon completion of this course, all students will
    a. Apply management theories to the development of programs or services. (KRDN* 4.1, WR1, GLG a-d)
    b. Evaluate a budget/financial management plan and interpret financial data. (KRDN 4.2, CT5, QR3, GLG a-d)
    c. Apply the principles of human resource management to different situations (KRDN 4.4, RC1, GLG a-e)
    d. Apply safety and sanitation principles related to food, personnel, and consumers. (KRDN 4.5, WR6, GLG a-e)
    e. Explain the processes involved in delivering quality food and nutrition services. (KRDN 4.6, SL3, GLG a-d)
    f. Evaluate data to be used in decision-making for continuous quality improvement. (KRDN 4.7, QR2, RC4, GLG a-e)
    Graduate students only
    g. Develop a business plan for a food service establishment. (GLG a-e)

    *KRDN = ACEND Knowledge Competencies for Registered Dietitian Nutritionists

4. **Course materials**

    Drummond, K.E., Cooley, M., & Cooley, T.J. (2022). Foodservice Operations and Management: Concepts and Applications. Jones and Bartlett Publishing.

5. **Weekly outline of content**

Weeks	Topic
1	The Foodservice Industry
2-3	Foodservice Operations: Menu, Standardized Recipes and Food Costing
4-5	Foodservice Operations: Facilities Design, Equipment, and Safety/Sanitation concerns
6-7	Foodservice Operations: Flow of Food from purchase to service
8	Foodservice Operations: Pulling it all together
9	Foodservice Management: Review of management theories and principles
10	Foodservice Management: Being an effective leader
11	Foodservice Management and Leadership Applications: Planning and Organizing
12	Foodservice Management and Leadership: Human Resources
13	Foodservice Management and Leadership: Financial Considerations
14	Foodservice Management and Leadership: Continuous quality improvement
15	Foodservice Management and Leadership: Marketing and Promotion
16	Final Examination

6. **Assignments and evaluation, including weights for final course grade.**

    <u>Undergraduates</u>

    Exams and/or quizzes   50%

Menu Evaluation		5%
Food Costing Application		7%
Standardized Recipe Application		5%
HACCP Application		7%
Budget Application		7%
Quality Improvement Application		9%
Miscellaneous written Applications		10%

Graduates

Exams and/or quizzes	30%
Menu Evaluation	5%
Food Costing Application	7%
Standardized Recipe Application	5%
HACCP Application	7%
Budget Application	7%
Quality Improvement Application	9%
Miscellaneous written Applications	10%
Foodservice Business Plan	20%

7. **Grading scale: Standard scale**

90-100% A   80-89% B   70-79% C   60-69% D   59% and below F

8. **Correlation of learning objectives to assignments and evaluation.**

	Exam/ Quiz (30-50%)	Menu Eval (5%)	Food Cost (7%)	Recipe (7%)	HACCP (7%)	Budget (7%)	QI App (9%)	Misc (10%)	Grad (20%)
Apply management theories to the development of programs or services. (KRDN* 4.1, WR1, GLG a-d)	X					X	X	X	
Evaluate a budget/financial management plan and interpret financial data. (KRDN 4.2, CT5, QR3, GLG a-d)	X	X	X	X		X			
Apply the principles of human resource management to different situations (KRDN 4.4, RC1, GLG a-e)	X							X	
Apply safety and sanitation principles related to food, personnel, and consumers. (KRDN 4.5, WR6, GLG a-e)	X				X				
Explain the processes involved in delivering	X								

quality food and nutrition services. (KRDN 4.6, SL3, GLG a-d)									
Evaluate data to be used in decision-making for continuous quality improvement. (KRDN 4.7, QR2, RC4, GLG a-e)	**X**						**X**		
Develop a business plan for a food service establishment. (GLG a-e)									**X**

Date approved by Nutrition Curriculum Committee: <u>December 1, 2021</u>
Date approved by the CHHS Curriculum Committee: <u>January 24, 2022</u>
Date approved by CAA: <u>March 3, 2022</u>
Date approved by CGS: