

# Action Plan: Department of Nutrition and Food Services Management programs

Date Self-Study was submitted to AQA: May 12, 2021

Date of External Review: June 3, 2021

The Action Plan, which follows the Self-Study and External Review, guides programs and departments as they:

- Follow-up on recommendations from the Self-Study and External Review;
- Develop realistic goals for improving or maintaining program quality;
- Determine the steps and resources required to reach those goals;
- Determine the people/groups responsible for each action;
- Establish a timeline (before the next program review cycle) within which these steps will occur.

The Action Plan, like all other aspects of a Langara Program Review, is faculty driven and Dean led. Faculty develop the Action Plan in close collaboration with the Division Chair and Dean. Once the Action Plan is ready for review, the Chair/Coordinator, Division Chair and Dean should schedule a meeting with the Provost.

## Institutional Response

Congratulations to the Department of Nutrition and Food Services Management and especially to the chair and assistant chair for this ambitious, thoughtful, and comprehensive program review. Extensive input by students and industry partners, including members of the PAC is reflected in the detailed goals. The Action Plan encompasses curriculum review, mapping, and renewal, scaffolding of skill development across the programs, enhanced practicum and transfer opportunities, and the establishment of course coordinators to support mentorship and consistency across multiple section/term courses.

The Self-Study and Action Plan provides an excellent framework for ensuring the program remains current and relevant and that graduates will have the knowledge and skills needed for their future academic and/or career goals.

The Dean and the VP Academic are committed to supporting the Department in achieving the goals of the Action Plan; the Dean and Division Chair are excited to provide support and guidance with building on the strong foundation of the current programs.

Signed



March 11, 2022

Dean

Date

Signed



March 14, 2022

Provost and Vice-President

Date

*Original: Department Chair; cc: Division Chair, Dean, Provost & VPA, Director, AQA*

Action Plan for **Department of Nutrition and Food Service Management:**  
Nutrition and Food Service Management Diploma program, and Nutrition University Transfer Programs.

**Recommendations from the Self-Study and External Review this Action Plan does NOT Address.**

Recommendation	Self-Study or External Review (include p.#)	Rationale
Ensure that students required a course to complete their program receive priority registration.	External UT Program	The Food, Nutrition and Health Transfer Program does have priority registration. The Associate of Science: Food and Nutrition diploma program is an open enrollment program, and as such, registration times are mandated by the College to be later in the registration period.
Allow greater flexibility for the turnaround of graded assignments from “within 7 days” to under 2 or 3 weeks.	External chapter 4 – page 5 UT Program	The timeline of 7 days is appropriate for most assignments, and as such should remain as a target. For larger assignments, that are impossible to return the entire class’s work within the 1 week timeline can have the expectation on the Instruction box of the Assignment in the Brightspace Shell.
To engage in increasing the presence of Certified Nutrition Managers in the program as facilitators and instructors, on particularly in the Management proportion of the program (See Standard C2.1)	Accreditation Team Report Letter Recommendation #2	Langara Policy D2001 Masters Equivalence does require that instructors in a Langara program have, minimumly, a Masters degree or have a Masters Equivalence. The NFSM program is on the list of having an accepted Masters Equivalence. The program does preferentially select practicum sites that have a CSNM member, to act as a Practicum Site Supervisor.
We are concerned that the establishment of course coordinators could contribute to additional strain on faculty workload (if, indeed, these roles are to be taken on by teaching faculty) We recommend that the department support course coordinator with course releases. Alternatively, we propose an annual program wide retreat as an efficient option.	External Chapter 3, page 4 UT Program	The role of course coordinators meets the requirements under the faculty collective agreement as Non-Instructional Duty (NID) work at Langara. No release time is offered during faculty members’ non-instructional time.
Langara faculty have recommended that the Department confirms that equivalent courses at UBC truly require the same number and type of assignments (e.g., 3 examinations and 2 assignments). If so, recommend Langara faculty collaborate with UBC faculty to (1) learn their assessment methods and (2) discuss how/whether these assessment methods meet or <i>exceed</i> student learning outcomes. We recommend that Nutrition & Food Management formally engage and collaborate with UBC faculty who teach equivalent Langara courses.	External Chapter 5, page 6 UT Program	The courses taught at UBC are not exact equivalents because those courses are meant for pre-dietetics, and the Langara courses need to meet the competencies of the Accreditation of the Nutrition and Food Service Management Program (NFSM) as well as Nutrition university transfer (N-UT) programs.

**Goal 1: Nutrition and Food Service Management Program: Continue to grow a program that maintains accreditation status and provides graduates with profession relevant education, career opportunities and professional growth.**

Recommendation	Self-Study (specify page #)	External Review (specify page #)
Pursue opportunities to increase offerings of courses in all three semesters (Specifically NUTR 2112 and NUTR 2212, FSRV 3114 and FSRV 3214, FSRV 1113 and FSRV 1213	Chapter 1 – page 11 UT Program	
Reconsider faculty workload and course caps for NUTR 2322 Advanced Nutrition I and NUTR 2422 Advanced Nutrition II, and practicums FSRV 1219 Introduction to Food Service; FSRV 2429 Food Services Management; FSRV 2329 Food Service Supervision Practicum and FSRV 2529 Food Service Supervision - Final Practicum to address program growth.		
As students can start the program in any semester and move through the program at their own pace (in a maximum of 6 years), three of the four practicums (FSRV 1219, FSRV 2329 and FSRV 2529) need to be scheduled every semester.	Chapter 1 Page 7 NFSM Gap Analysis	
Broaden discussion and application of different foods and eating patterns in both Normal Nutrition (NUTR 2112 and 2212) and Advanced Nutrition (NUTR 2322 and NUTR 2422) courses.	Chapter 2 Page 11 NFSM Gap Analysis	
Integrate opportunities for interdisciplinary simulation activities between Nursing and diploma program students in NUTR 2322 and NUTR 2422 courses	Chapter 2 Page 11 NFSM Gap Analysis	
Consider ways to increase opportunities for students to develop the skills to speak effectively by integrating more presentations in online course, including video submissions for assignments in addition to written submissions. (Students on campus have the option to take BUSM 1500 Business Presentation Skills).	Chapter 3, page 22 NFSM Gap Analysis  Chapter 5, Page 34 NFSM Gap analysis	
In the context of the diploma program intended to be fully online, the department will continue to promote online services and resources available to students pursuing their studies fully online.	Chapter 4, page 28 NFSM Gap Analysis	

*Original: Department Chair; cc: Division Chair, Dean, Provost & VPA, Director, AQA*

Recommendation	Self-Study (specify page #)	External Review (specify page #)
Explore potential transfer agreements at other public post-secondary institutions in the province who offer BBA (on campus or online)	Chapter 3, page 22 NFSM Gap Analysis	
While it is a theme in the second year, more emphasis on professionalism can begin in first year of the program (e.g., FSRV 1113, FSRV 1213).	Chapter 5, page 33 NFSM Gap Analysis	
Opportunities for graduates to complete post degree diplomas in areas of Human Resource Management, Labour relations, leadership and coaching would be beneficial, but only if available fully online.	Chapter 5, page 34 NFSM Gap Analysis	
Department chair and PAC Chair to work collaboratively to actively recruiting new members for the PAC. Gracefully retire those who have surpassed the 4-year term limit now specified in the F1009 policy. Develop a strategy for annual renewal of PAC membership.	Chapter 5, page 34 NFSM Gap Analysis	
A more active Advisory Committee offering input to improve the quality of the program. Enhanced communication between administration and the committee on program changes, as they were unaware of the new initiatives been implemented. (A6.2)		Accreditation Team Letter Page 1 Recommendation #1

*Academic Plan 2025 Lens or Lenses this Goal supports.*

<b>Academic Plan 2025 Lens (only include the title of the lens)</b>
<b><i>Lens One: Curiosity, Creativity, and Innovation: Create the Future Together</i></b>
<b><i>Lens Two: Holistic Student Engagement and Support</i></b>
<b><i>Lens Three: Transformational Learning Experiences</i></b>
<b><i>Lens Four: Social Responsibility/ Community Relationships</i></b>

*Original: Department Chair; cc: Division Chair, Dean, Provost & VPA, Director, AQA*

Action Plan for **Department of Nutrition and Food Service Management:**  
Nutrition and Food Service Management Diploma program, and Nutrition University Transfer Programs.

Academic Plan 2025 Lens (only include the title of the lens)				
Planned Actions	Led by	Begin on	Anticipated Completion	Notes
Seek opportunities to have FSRV 1113 & FSRV 1213, FSRV 3114 & 3214 to be given in at least 1 other term per academic year.	Department Chair	Spring 2022	ongoing	NUTR 2112 and 2212 are already given in all 3 terms, in different presentation modes: asynchronous, synchronous and mixed mode.
Explore whether unallocated sections could be used to support the provision of the practicum sections	Department Chair	Fall 2021	Fall 2023	FSRV 2329, FSRV 2429, and 2529 have been given in 2 terms for several years, but they have not had any instructional workload units associated with them.
Broaden discussion and application of different foods and eating patterns in both Normal Nutrition (NUTR 2112 and 2212) and Advanced Nutrition (NUTR 2322 and NUTR 2422) courses	Nadia Vidas, Monica Molag Charles Go	Fall 2021	ongoing	Include all faculty teaching NUTR 2112 and NUTR 2212; ladder concept complexity as students progress through the program curriculum.
Search out practicum locations in nontraditional settings	Monica Molag	Spring 2023	Ongoing	Non traditional settings will encourage students to see the application of their skills to multiple workplace settings.
Integrate opportunities for the interdisciplinary simulation activities between Nursing and NFSM Program students in NUTR 2322 and 2422	Charles Go	Fall 2022	Fall 2023	This initiative has been asked for by Nursing twice – both times right before their accreditation. Follow up with the department fails to get a response. It is a good idea and would be beneficial to students.
Work to increase the number of students in each section of NUTR 2322 and 2422	Department Chair	Fall 2021	Fall 2022	NUTR 2322 and NUTR 2422 were given in a condensed format with 20 students capped. Each course was given a workload of 0.5. Increased enrolment might permit the sections to be ‘uncondensed’ in the future with a workload of 1.0.
Integrate principles of inclusion (beyond food) in other FSRV courses.	Rob Lim, Danielle deGagne	Spring 2023	ongoing	Ladder concepts (complexity) as students progress through year one to year two of the program curriculum.
Identify opportunities for applying oral communication skills in FSRV and NUTR courses	Department Chair	Spring 2023	Ongoing	Integrate and ladder across the curriculum

*Original: Department Chair; cc: Division Chair, Dean, Provost & VPA, Director, AQA*

Academic Plan 2025 Lens (only include the title of the lens)				
Renew discussions with UBC to advertise the Advanced Standing option to the graduates of the Food, Nutrition and Health program	Department Chair, Assistant Chair	Spring 2022	Ongoing	
Work with Langara Global Department to identify potential International employers with whom to partner	Department Chair, Assistant Chair	Fall 2022	ongoing	Create demand for high-quality NFSM graduates in countries around the world; with goal of program graduates remaining in their home country but still eligible for CSNM membership should they ever emigrate to Canada.
Work with Langara Global and Communications & Marketing to continually inform the public about this program and advertise through appropriate streams, including Information sessions twice annually.	Department Chair.	Fall 2021	Ongoing	
Investigate opportunities for graduates of the NFSM Diploma to continue their studies to include a Bachelor of Business in various specialities, or flow into a Post Degree Diploma at Langara. Also will be working towards the redevelopment of the BBA option for the NFSM program which allows graduates to step into 3 <sup>rd</sup> year of the Langara BBA program.	Department Chair	Summer 2023	Ongoing	In the past, we have had a MOU with Royal Roads and Thompson River University that our NFSM graduates could ladder directly into the 3 <sup>rd</sup> year of their business degrees. Being online is essential for these students.
Incorporate Co-op & Career workshops and other related topics into early courses of the NFSM program.	Monica Molag Danielle DeGagne	Summer 2022	Summer 23	Involve all instructors of the lower level FSRV courses.
Work collaboratively to actively recruit new members for the PAC.	Monica Molag, Rob Lim, PAC Chair	Fall 2022	Ongoing	Comply with membership terms as per Policy F1009
Update department philosophy document for online course delivery and assure implementation in all courses offered by the department	Department Chair, Assistant Chair	Fall 2022	Fall 2023	Reinforce standards through regular department meetings.
Assure faculty are aware of resources available	Department Chair, Assistant Chair	Fall 2021	Ongoing - each semester	Create structured department orientation program for new hires; reinforce through regular department meetings.

*Original: Department Chair; cc: Division Chair, Dean, Provost & VPA, Director, AQA*

## Resources Required

- Additional section of release from the LSM PDD budget for targeted curriculum mapping agreed to by the Division Chair, Marianne Gianacopoulos.
- Sections for multiple sections of courses where enrolment warrants this and as approved by the Dean and the VPA.

**Goal 2: Nutrition University Transfer Programs: Strengthen and grow these educational pathways to be desirable and relevant and transferable to universities across Canada.**

Recommendation	Self-Study (specify page #)	External Review (specify page #)
Strengthen collaboration with UBC by instituting a bi-annual meeting between the Nutrition & Food Service Management Programs at Langara and the Food, Nutrition & Health Program (FNH) in the Faculty of Land and Food System (LFS) at UBC		Chapter 1 – page 3 Chapter 3 – page 4 Chapter 5 – page 6  UT Program
The department should investigate the benefits(s) to the program development/planning/offering for the Department Chair to join the Canadian Association of Professional Programs in Human Nutrition.		Chapter 2 – page 4 UT Program
Department Chair should join the Partnership for Dietetic Practice and Research, as the PDEP establishes standards for dietetics education in Canada		Chapter 2 – page 4 UT Program
Continue to monitor proposed changes to the UBC Dietetics program (implementation Sept 2022)	Chapter 3 – page 22 UT Program	
Continued to foster close working relationship with UBC Land and Food Systems to assure transferability of FNH Diploma program and enable Associate Degree program graduates to apply to UBC.	Chapter 3- page 20 Chapter 5 – Page 33 UT Program	
Explore and establish transfer arrangements with university programs across Canada	Chapter 3- page 20 UT Program	
Pursue opportunities to increase offerings of course courses in all three semesters (Specifically NUTR 2112 and NUTR 2212, FSRV 3114 and FSRV 3214, FSRV 1113 and FSRV 1213	Chapter 1 – page 11 UT Program	
Where applicable, increase the number of sections offered for required courses to reduce the wait time for students.		Chapter 1 – page 3 UT Program
Improvements to the website to clarify the requirements for the Associate and Diploma credentials, as well as the difference between them.		Chapter 1 – page 3 UT Program
Strengthen academic advising to assist students in their planning		Chapter 1 – page 3 UT Program
Pursue opportunities to offer more dedicated scholarships to students completing the two UT programs (including First Nations).	Chapter 4 – page 31 UT Program	

*Original: Department Chair; cc: Division Chair, Dean, Provost & VPA, Director, AQA*

Recommendation	Self-Study (specify page #)	External Review (specify page #)
Collaborate with Institutional Research to aggregate the most recent 3 years' data. Develop and field another alumni survey	Chapter 3 – page 22 UT Program	
We concur that the survey data will be incredibly important as the program continues to grow. We suggest requesting Institutional Research to aggregate data from the last 5 years (rather than 3 years). Also, we recommend sourcing data related to outcomes from both the Associates and well as the diploma program.		Chapter 3 – page 4 UT Program

*Academic Plan 2025 Lens or Lenses this Goal supports.*

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<b><i>Lens Two: Holistic Student Engagement and Support</i></b>
<b><i>Lens Three: Transformational Learning Experiences</i></b>
<b><i>Lens Four: Social Responsibility/ Community Relationships</i></b>

*Planned Actions the program/department will complete to achieve this goal.*

Planned Actions	Led by	Begin on	Anticipated Completion	Notes
Establish a close working relationship with UBC Land and Food Systems to: <ul style="list-style-type: none"> <li>o assure transferability of the FNH Diploma program and enable Associate degree program graduates to apply to UBC .</li> <li>o To monitor and mirror changes to the UBC Program, ensuring that the Langara program remains current.</li> </ul>	Department Chair/Assistant Department Chair	Sept 2021	ongoing	Establish an bi-annual meeting with UBC Land and Food Systems Faculty to discuss potential changes and timelines for implementation.  Bi-annual meeting would be our goal.
Investigate membership in national nutrition and dietetic education organizations	Department Chair/Assistant Department Chair	September 2021	Ongoing	Canadian Association of Professional Programs in Human Nutrition (CAPPNH) and Partnership for Dietetic Practice (PDEP) will be our initial investigations.

*Original: Department Chair; cc: Division Chair, Dean, Provost & VPA, Director, AQA*

Planned Actions	Led by	Begin on	Anticipated Completion	Notes
Investigate the opportunities that exist for graduates of the Nutrition University Transfer programs to transfer into nutrition programs at universities across Canada.	Assistant Department Chair	Spring 2021	Ongoing	
Collaborate with Institutional Research to aggregate the most recent 3 years data. Develop and field another alumni survey.	Department Chair/Assistant Department Chair	Fall 2023		Limited number of grads at time of Program Review and insufficient data for decision making. Larger sample size required.
Collaborate with Advancement to develop stronger alumni data base	Assistant Department Chair & Lara Griner	Fall 2021	Ongoing	Determine if advancement has ability to survey recent NFSM grads
Pursue opportunities to increase offering of core courses in all three semesters (specifically NUTR 2112 and NUTR 2212; FSRV 3114 and FSRV 3214, FSRV 1113) as full semester sections for UT program students.	Department Chair/Assistant Department Chair	Fall 2021	Ongoing/annually	Addressed in Goal #1 – but applies to this area too as the students in the Associate of Science: Food and Nutrition Diploma require these courses in their program, and since they register relatively late in the registration process, they do have a difficult time getting these courses.
Rework the websites of the Associate of Science: Food and Nutrition and the Food, Nutrition and Health Transfer (FNHT) Program to streamline the information and clarify the requirements of the FNHT program.	Assistant Department Chair, Communications & Marketing, Department Assistant.	Fall 2021	ongoing	C&M has indicated their review of the website will happen “in the next year”. Our goal is to start sooner with changes that can be completed by Department Assistant.
Review and make changes to the FNHT program requirements to streamline them, and keep them up to date with UBC's changes to English and Math	Department Chair, Assistant Registrar	Fall 2021	Summer 2022	Besides the English and Math changes, the change from a 2 year for 10 admission requirement courses, plus 2 years for higher level courses, to a total 4 year requirement will be implemented.
Increase time available to advise students and create community within the Nutrition university transfer students through: <ul style="list-style-type: none"> <li>o Designated person to advise N-UT students</li> <li>o Create monthly newsletter for N-UT students</li> <li>o Support new Nutrition club</li> </ul>	Assistant Department Chair	Fall 2021	Ongoing	Newsletter will be CASL compliant.

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Planned Actions	Led by	Begin on	Anticipated Completion	Notes
Investigate opportunities to grow scholarship opportunities for N-UT students	Department Chair / Assistant Department Chair & Langara Foundation	Fall 2021	Ongoing	There is currently 1 scholarship for this group of students.
Marketing and Information sessions grow the program with students looking for university transfer	Assistant Department Chair & Langara Global & Communications and Marketing.	Fall 2021	Ongoing	Specifically considering the high school counsellors as a good recipients of program information  Information sessions twice annually

Resources Required
<ul style="list-style-type: none"> <li>○ We will request to run additional sections where enrolment supports this and as approved by the Dean and the VPA.</li> </ul>

**Goal 3: Departmental goals: Maintain high academic standards, consistency, inclusive and relevant teaching in all course offerings.**

Recommendation	Self-Study (specify page #)	External Review (specify page #)
Investigate increasing flexibility with assessments' structure to be more congruent with pedagogical recommendations and advancements, but at the same time not compromising accreditation and transferability requirements.	Chapter 2 – page 14 UT Program	
Enhance delivery resources and instructions in a more systematic and organized manner	Chapter 2 – page 14 UT Program	
Some courses, especially the condensed format courses that are part of the NFSM diploma program, are too concondensed for the UT program students who lack food service experience and need more time to learn and apply this knowledge	Chapter 2 – page 14 UT Program	
For NFSM diploma program courses that are also part of these two UT programs, consider reviewing mapping competencies and in which courses they are taught while considering laddering within the program (increased complexity, applied and critical thinking).	Chapter 2 – page 14 UT Program	
We urge the department to reduce the number of assessments, particularly those that require time-consuming marking, <i>to the fullest extent possible</i> within the confines of the aforementioned restrictions. We also recommend that the department review and reassess the extent to which assessment types and frequency may be based, even in part, on department culture or practice rather than learning outcomes (and transferability and accreditation).		Chapter 3 page 4 UT Program
Allow students to practice written responses (in-class) for exams, without submitting those responses for credit.		Chapter 3 page 5 UT Program
Considering the expansion of the use of learning technologies (e.g., iClicker and the polling function in Zoom) to decrease faculty marking volume and to enhance classroom interaction and live feedback.		Chapter 3 page 5 UT Program
Identify a practical setting for such hands-on activities such as food tasting, assessing nutrition supplements, etc. (e.g. Makerspace?)	Chapter 4 – page 31 UT Program	

*Original: Department Chair; cc: Division Chair, Dean, Provost & VPA, Director, AQA*

Recommendation	Self-Study (specify page #)	External Review (specify page #)
For NFSM diploma program courses that are also part of these two UT programs, consider reviewing mapping competencies and in which courses they are taught while considering laddering within the program (increased complexity, applied and critical thinking).	Chapter 2 - Page 14 UT Program	

*Academic Plan 2025 Lens or Lenses this Goal supports.*

Academic Plan 2025 Lens (only include the title of the lens)
<b><i>Lens One: Curiosity, Creativity, and Innovation: Create the Future Together</i></b>
<b><i>Lens Two: Holistic Student Engagement and Support</i></b>
<b><i>Lens Three: Transformational Learning Experiences</i></b>
<b><i>Lens Four: Social Responsibility/ Community Relationships</i></b>

*Planned Actions the program/department will complete to achieve this goal.*

Planned Actions	Led by	Begin on	Anticipated Completion	Notes
Establish coordinators for multiple-section courses (e.g. NUTR 2112, NUTR 2212, NUTR 1100, NUTR 2500 and other courses that develop multiple sections in future)	Department Chair	Fall 2022	Ongoing	Aim to provide consistency in course delivery and academic rigor across all sections, instructors and semesters. This will be possible as instructors transition to RIT status.
Develop the role of Course Coordinator within the department/division. Establish regular meetings.	Department Chair with Division Chair	Spring 2022	Ongoing	The Course Coordinators could be a valuable role within the department, but role is not well defined within this department. Annual Division meetings.
Work with TCDC to undertake course mapping for both the NFSM Diploma program and the two UT programs.	Department Chair, Assistant Chair	Summer 2022	Summer 2023	Ensure courses continue to address all CSNM competencies; UT programming meets pre-requisite requirements for entry to 3 <sup>rd</sup> year BSc FNH at UBC and other universities across Canada
Work with partners in EDTech, and TCDC to ensure the most current technology, software and pedagogy is being used, in a	Department Chair & Assistant Department Chair.	Spring 2022	Ongoing	To involve all faculty. Will use insights from Course Coordinators, and will ensure that CSNM competencies continue to be met as well as the

*Original: Department Chair; cc: Division Chair, Dean, Provost & VPA, Director, AQA*

Planned Actions	Led by	Begin on	Anticipated Completion	Notes
manner that is appropriate to the course and students				agreement with universities to be able to maintain transferability.
Investigation of application of practical setting for hands-on nutrition activities.	Nadia Vidas Charles Go	Summer 2022	Ongoing	Must take into account the online domestic students of the NFSM program.
'Un-condense' FSRV 3114, FSRV 3214, NUTR 2112, NUTR 2212, NUTR 2322 and NUTR 2422	Cristel Moubarak Monica Molag Charles Go	Fall 2021	Summer 2022.	Condensed courses no longer suit the learning styles of the students, and do not give the students best opportunities for learning.

Resources Required
<ul style="list-style-type: none"> <li>○ A section of release from the LSM PDD budget for the curriculum mapping in Summer 22 has been agreed to by the Division Chair, Marianne Gianacopoulos.</li> </ul>

**Goal 4: Departmental goals: Support instructor growth and development to encourage retention and enthusiasm.**

Recommendation	Self-Study (specify page #)	External Review (specify page #)
Establish course coordinators to assure delivery of course content and assessment is consistent across all sections of a course to assure continue transferability and the integrity of both the Associate degree and the Diploma Transfer programs to UBC.	Chapter 3 – page 22 UT Program	
We are concerned that the establishment of course coordinators could contribute to additional strain on faculty workload (if, indeed, these roles are to be taken on by teaching faculty) We recommend that the department support course coordinator with course releases. Alternatively, we propose an annual program wide retreat as an efficient option.		Chapter 3 – page 4 UT Program
Explore options for other office space, location for improved collaboration among department faculty.	Chapter 4 – page 31 UT Program	Chapter 4 – page 5 UT Program
Prioritize the hiring of markers for courses that require intensive marking.		Chapter 4 – page 5 UT Program
We also recommend revisiting the requirement that all instructors (regardless of the format of their course) are required to hold on-campus office hours. We encourage the Department to consider alternative arrangements and to advocate for alternatives to the division and/or College, if necessary. We believe that a relaxing of this practice would allow for an increased pool of qualified candidates to teach courses, enhanced faculty well-being, and greater flexibility for students.		Chapter 4 – page 5 UT Program
Langara faculty have recommended that the Department confirms that equivalent courses at UBC truly require the same number and type of assignments (e.g., 3 examinations and 2 assignments). If so, recommend Langara faculty collaborate with UBC faculty to (1) learn their assessment methods and (2) discuss how/whether these assessment methods meet or <i>exceed</i> student learning outcomes. We recommend that Nutrition & Food Management formally engage and collaborate with UBC faculty who teach equivalent Langara courses.		Chapter 5 – page 6 UT Program
Consideration be given to accounting for the substantial workload faculty provide supporting student PLAR requests.	Chapter 1 Page 7 NFSM Gap Analysis	

Academic Plan 2025 Lens or Lenses this Goal supports.

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Planned Actions the program/department will complete to achieve this goal.

<b>Planned Actions</b>	<b>Led by</b>	<b>Begin on</b>	<b>Anticipated Completion</b>	<b>Notes</b>
Establish coordinators for multiple-section courses (e.g., NUTR 2112, NUTR 2212, NUTR 1100, NUTR 2500 and other courses that develop multiple sections in future)	Department Chair	Fall 2022	Ongoing	Aim to provide consistency in course delivery and academic rigor across all sections, instructors and semesters. This will be possible as instructors transition to RIT status. Addressed in Goal #3
Coordinate a departmental retreat to discuss opportunities for strategic planning of the department	Department Chair/Assistant Chair	Spring 2024	Fall 2024	A facilitator will assist us in coming to a clear direction.
Hire more instructors to ensure the program can continue to the level it has been at present, without receding due to instructors taking leaves and changing to RIT status.	Department Chair	Fall 2021	Ongoing	
More office space needed by department faculty.	Department Chair	Spring 2022	Ongoing and subject to Facilities timeline and space	Department of 17 faculty have 3 offices – 1 of which is shared by Department Chair and Assistant Department Chair. College is establishing a new method of assigning office space.
Budget Request for a marker budget for assignment heavy courses: FSRV 1113, FSRV 1213 and FSRV 4324	Department Chair	Fall 2021	Ongoing	
Investigation of options for office hours, and for remote teaching, while maintaining a student-focused approach to teaching	Department Chair Division Chair	Fall 2021	Ongoing	
Faculty are encouraged to work with Curriculum Consultants in TCDC. Results are then discussed in the department meeting to	Department Chair/Assistant Chair	Fall 2021	Ongoing	

Original: Department Chair; cc: Division Chair, Dean, Provost & VPA, Director, AQA

Planned Actions	Led by	Begin on	Anticipated Completion	Notes
achieve consensus among all the faculty teaching the same course.				
Regular meetings with UBC to re-establish transferability of courses.	Department Chair/Assistant Chair	Fall 2021	Ongoing	Discussed under Goal #2
Establish department orientation program for new hires; assign each a mentor	Department Chair	Spring 2022	Ongoing	
Discuss options for including completion of PLAR requests in the Breckenridge calculation, or other means of including it in productivity measurements	Department Chair	Fall 2021	Ongoing	NFSM completes many PLAR requests which is a reflection of their mature student population. PLAR is not included in any of the productivity measurement tools.

Resources Required
<ul style="list-style-type: none"> <li>○ Additional office space as available through regular college processes.</li> <li>○ Use resources available on campus to develop agenda and create a development day for department faculty.</li> <li>○ Marking hours from MP Divisions budget where available on an ongoing basis.</li> </ul>

**Goal 5: Departmental goals: Develop and implement new course and program offerings**

Recommendation	Self-Study (specify page #)	External Review (specify page #)
There were no specific recommendations about this topic, but discussions with our faculty since the Program Review have brought these forward.		

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*Planned Actions the program/department will complete to achieve this goal.*

Planned Actions	Led by	Begin on	Anticipated Completion	Notes
Liaise with College of Dietitians of BC Registration Committee.	Department Chair, Assistant Chair	Fall 2021	Ongoing	Identify Lower and Upper level courses eligible for academic upgrading by International Educated Dietitians. Explore opportunity to establish an upgrading certificate program that includes internship/practicum placements.
Investigate the development of Microcredentials.	Department Chair, Assistant Chair	Spring 2023	Ongoing	Microcredentials being considered are FoodSafe 1 and/or 2, WHMIS program. Usually given through Continuing Studies
Create upper level electives, that will receive credit from other institutions, but specifically UBC which will give Langara BBA students options, but also be an option for Langara Kinesiology students who desire a nutrition minor when they transfer to UBC. Courses being investigated: ○ International Nutrition	Department Chair, Assistant Chair	Spring 2023	Ongoing	Nutrition courses are ones of universal appeal, and the options are many. What is required is transfer credit from other provincial post secondary institution.

*Original: Department Chair; cc: Division Chair, Dean, Provost & VPA, Director, AQA*

Planned Actions	Led by	Begin on	Anticipated Completion	Notes
○ Functional Foods				
Investigate the practicality of developing a PDD for International dietitians who wish to receive the CSNM membership.	Department Chair, Assistant Chair	Spring 2022	Ongoing.	Investigation will be if this program will require it's own accreditation process through CSNM.
Participate with Management Division planning Business programs that incorporate nutrition: <ul style="list-style-type: none"> <li>• BBA option for NFSM students</li> <li>• BBA option for NFSM graduates</li> <li>• BBA(Food Service) – non-CSNM programming</li> </ul>	Department Chair, Assistant Chair	Fall 2021	Ongoing.	Planning has already begun for the Business programs re-development.  Nutrition included programming will be in the next phase of programs – likely starting in 2023.

Resources Required
○ Explore teaching release supported by the Division Chair PDD budget and/or the Deans' Innovation Fund for individual project proposals.