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Proposal #  
(Academic Affairs use only)

S20hes8 Proposal #  
(College use only)

# REQUEST FOR A NEW COURSE

University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

Course Subject	Recommended Number	Course Title (maximum of 30 characters) *Remember when abbreviating names, this is how they will appear on student's transcripts.
NTRN	5xx4	Quantity Foods and Lab

Course Title: (full title of course if longer than 30 characters)  
**Quantity Food Production and Lab**

For information regarding CIP codes contact your department chair or visit: [http://www.uco.edu/academic-affairs/ir/program\\_inventory.asp](http://www.uco.edu/academic-affairs/ir/program_inventory.asp)  
CIP Code: 19.0504

For graduate courses, please attach a syllabus for this course. (See syllabus requirement policy 2.2.)

Course description as it will appear in the appropriate catalog.  
Course description only Do not include prerequisites or enrollment restrictions, these should be added under questions 6-12.  
(Please use standard American English including full sentences.)

**This course includes the study of foods, production, equipment, preparation and service techniques in commercial food with emphasis on quality standards.**

**Human Environmental Science**

Department submitting the proposal		
<b>Tawni Holmes</b>	<b>Tholmes2@uco.edu</b>	<b>5781</b>
Person to contact with questions	email address	Ext. number

Approved by:

*[Signature]* 7-22-20  
Department Chairperson Date

*[Signature]* 8-18-20  
College Curriculum Committee Chair Date  
(Please notify department chair when proposal is forwarded to dean.)

*[Signature]* 8/18/20  
College Dean Date  
(Please notify the department chair when proposal is forwarded to AA.)

Academic Affairs Curriculum or Graduate Council Date

Office of Academic Affairs Date

Effective term for this new course  
(Assigned by the Office of Academic Affairs.)

1. Does this course have an undergraduate / graduate counterpart?

Yes  No

2. Is this proposal part of a larger submission package including a program change?

Yes  No

3. Does this new course affect a teacher preparation program? (All courses required for any teacher preparation program must have approval from the Council on Teacher Education (CTE) before approval from AACCC or Graduate Council.)

Yes  No If yes, send copy of proposal to the Education Curriculum Committee Chair, Dr. Darla Fent.

CTE Approval (Stamp or initial) \_\_\_\_\_

4. Has this course been previously taught as a common course (4910 seminar, 4960 institute, etc.)?

Yes  No If yes, when was the most recent offering? NTRN 5910 Seminar: Quantity Foods and Lab as a counterpart to NTRN 4674 Quantity Foods and lab; Fall 2019

5. Does this course affect majors or minors outside the department?

Yes  No If yes, provide name(s) of department chair(s) contacted, dates, and results of discussion.

6. Prerequisite courses:

Example 1: MATH 1213 and (MATH 2165 or MATH 2185) and CHEM 1213 Example 3: 8 hours of biology including BIO 1404

Example 2: (ACCT 2113 and 2213) and (MGMT 3013 or ISOM 3613)

NTRN 1613, NTRN 3131.

7. Co-requisite(s): Which of the above prerequisite courses, if any, may be taken in the same semester as the proposed new course?

NTRN 1613

8. Concurrent enrollment: Courses that must be taken the same semester. Example: lab courses.

NA

9. Will this course have enrollment restrictions?

Yes  No If No, go to question 13.

10. Specify which major(s) may or may not take this course. Specifying a major, excludes all other majors from enrolling.

Check one: May  May not

Major Code: 

3660	3661								
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11. Which of the following student classification(s) may enroll in this course?

Check all that apply:

Graduate (2) 19+ hours   
Graduate (1) 0-18 hours   
Post Baccalaureate \*   
Senior   
Junior   
Sophomore   
Freshman

\* Graduate level courses are not open to Post Baccalaureate students.

12. Check or list other restrictions for this course.

Admission to Graduate Programs   
Admission to Nursing Program   
Admission to Teacher Education

Other Hepatitis A Vaccination is required.



13. **Course objectives:** Objectives should be observable, measurable and include scholarly or creative activities to meet the course level characteristics. Course objectives should also be in line with the course description. (Please refer to instructional objectives documents at: <http://www.uco.edu/academic-affairs/faculty-staff/aacc.asp#FAQ/Helpful%20Hints>.)

Apply the principles of quantity food production and management to personnel, organization, purchasing, distribution, and service functions in the food service and health care industry.

This course enables graduates of the Didactic Program in Dietetics to meet the following competencies. Students will have a working knowledge of:

KRDN	Knowledge/Skill	Measured/Met By:
1.3	<ul style="list-style-type: none"> <li>Apply critical thinking skills</li> </ul>	<ul style="list-style-type: none"> <li>Central Station and coping with challenges that occur during operation</li> </ul>
2.1	<ul style="list-style-type: none"> <li>Demonstrate effective and professional oral and written communication and documentation</li> </ul>	<ul style="list-style-type: none"> <li>Interacting with public in Central Station</li> <li>Writing standardized recipes</li> <li>Writing a production schedule for employees</li> </ul>
2.5	<ul style="list-style-type: none"> <li>Identify and describe the work of interprofessional teams...</li> </ul>	<ul style="list-style-type: none"> <li>Central Station project; team approach</li> </ul>

Course Detail Information:

14. Contact Hours (per week)

1:50 Lecture hours (in class)

5:50 Lab hours (also studios)

       Other (outside activities)

15. Repeatable course.

1 Number of times this course can be taken for credit.

16. Schedule type: (select one only)

- Activity P.E. (A)  
 Lab only (B)  
 Lecture/Lab (C)  
 Lecture only (L)  
 Recitation/Lab (R)  
 Student Teaching (STU)  
 Studio Art/Design (XSU)

17. List existing course(s) for which this course will be a prerequisite. Adding a "new course" as a prerequisite to an existing course will likely cause enrollment problems. (Please submit a prerequisite change form for each course for which this course will serve as a prerequisite.)

NA

18. What resources, technology or equipment must be acquired to teach this course? List items, which must be purchased and estimate cost. (Be specific, e.g., technology software, equipment, computer lab; etc.)

No additional resources are associated with this course. The course is currently being taught under a seminar number and is already part of the course/program rotation as a counterpart course.

19. The UCO Library has the required library resources available for this new course?



Yes  No If yes, provide names of Librarian/Faculty Liaisons contacted, dates, and results of discussion.  
Deborah Thompson from the library was contacted on 2/28/2020 and she confirmed that the library has adequate resources to accommodate this course. The textbook for the course will be purchased by the students. All additional reading material and resources for this course will be made available online through D2L.

If no, what additional library resources must be acquired for this new course? List items which must be purchased and estimated cost. (Be specific, e.g., books, magazines, journals, etc.)

N/A

20. Names of current faculty qualified to teach this course.

Susan Woods, Kanika Bhargava

21. Additional faculty (adjunct or full-time) required and specific competencies required to teach this course:

This is a counterpart course, no additional faculty are needed.

22. How will this course be staffed and equipped? Identify the additional costs associated with this new course. If no costs, explain why not.

No additional costs are associated with this course. The course is currently being taught under a seminar number and is already part of the course/program rotation as a counterpart course.

23. Identify the source(s) of funds for any additional costs for the new course. i.e. internal reallocations, special fees from students, etc. If you plan to propose special fees be assessed for this course, be aware there is a separate approval process for special fees.

None needed, counterpart course.

24. Projected enrollment for two academic years following approval of new course:

Semester	20 21	20 22
Fall	5	5
Spring		
Summer		

25. Using State Regents' definition of liberal arts and sciences (quoted below), characterize the course as follows:

- Non-liberal arts and sciences  
 Liberal arts and sciences

"The liberal arts and sciences are defined as those traditional fields of study in the humanities; social and behavioral sciences; communications; natural and life sciences, mathematics; and the history, literature, and theory of fine arts (music, art, drama, dance). Courses in these fields whose primary purpose is directed toward specific occupational or professional objectives, or courses in the arts which rely substantially on studio or performance work are not considered to be liberal arts and sciences for the purpose of this policy. Courses required for the General Educational Program are not necessarily synonymous or mutually exclusive with the liberal arts and sciences." State Regents Policy and Procedures. Chapter 2, Section 5, "Degree Requirements" part 1, (2). P. II-2-86

26. Please provide a concise, yet comprehensive, statement that explains the reasons for requesting the new course. Include documentation or assessment information supporting the specific request (if possible). Indicate the expected source of student enrollment (majors, minors, programs etc.)

A new course is requested so that the course will have its own course number. It is part of a cross listed undergraduate course and has been being offered as a NTRN 5910 seminar section. Nutrition and Food Science majors will take the course either as a major requirement or elective on their plan of study depending on their area of focus in the program.

27. Which of the six transformative learning tenets does this course incorporate? (check all that apply or only those that apply) This question was a directive from the Provost and is used for informational purposes.

Discipline Knowledge	<u>X</u>
Leadership	<u>X</u>
Research, Scholarly and Creative Activities	<u>X</u>
Service Learning and Civic Engagement	<u>      </u>
Global and Cultural Competencies	<u>      </u>
Health and Wellness	<u>X</u>

28. Clearly explain how the characteristics of this course meet or exceed those outlined in Course Level Characteristics. (Copy and paste table from "Course Level Characteristics" document for the appropriate course level of proposed course. Document may be found on: <http://sites.uco.edu/academic-affairs/files/course-level-characteristics-table.doc> .

### 5000 LEVEL COURSES

Course Level Characteristics	Please describe how this course meets this requirement.
1. It is assumed that students in these courses have acquired the ability to use language effectively, to engage in analytical thought and creative processes, and to use information and bibliographic sources with skill.	Students write a research paper regarding a current issue in food service &/or the lab. During the beginning of the semester students identify issues/problems that could be solved and then direct their paper to finding solutions to those problems. Students in the graduate program have taken required pre requisite courses that include the skills required to be successful in this course.
2. It is assumed that students in these courses have achieved a significant level of maturity in the discipline, evidenced by a considerable background of knowledge.	Because students are learning to prepare food for large quantities, the Central Station project walks them through the steps of writing menus, adjusting recipes, creating food requisitions, and writing an employee schedule
3. These courses should be more than a mere extension of undergraduate courses. Rather, they should be qualitatively different. At a minimum: <ul style="list-style-type: none"> <li>a. Students should be required to undertake original scholarly/creative activity.</li> <li>b. Students should assume greater responsibility for mastering the subject matter.</li> <li>c. Close working relationships should exist between instructors and students.</li> </ul>	<ul style="list-style-type: none"> <li>a. Students have an additional project in the research paper. They also are expected to function at a higher management level than undergraduate students.</li> <li>b. Taking on more management responsibilities during the lab addresses this requirement.</li> <li>c. The instructor assists students in choosing their research paper topic, at a minimum giving approval. There is face-to-face interaction in both the lecture and the lab.</li> </ul>



**UCO**  
**Quantity Food Production & Lab**  
**FALL 2019**

**COURSE NUMBERS:** NTRN 5910

**COURSE DESCRIPTION:** This course includes the study of foods, production, equipment, preparation and service techniques in commercial food with emphasis on quality standards.

**CREDIT HOURS:** Four (4) credit hours; offered during the fall semester only

**HOURS:** Theory: Monday, 2:00-3:50 pm

Laboratory: Tuesday or Thursday 7:30 am-2:30 pm (or until lab is clean). You are only required to be present during your assigned time

**INSTRUCTOR:** Susan Woods, PhD, RDN, LD

Phone: (405) 974.5805 (Office)

(405) 550-7985 (cell)

(405) 974-5551 (Administrative assistant in HES 100)

FAX (405) 974-3850

e-mail: [swoods9@uco.edu](mailto:swoods9@uco.edu)

Office Hours: Monday: 1-1:45pm and 3-4:00pm

Tues/Thurs: 2-3:30pm

Wed/Fri: by appointment

Feel free to contact me as I may have availabilities at other times.

**PREREQUISITES:** NTRN 1613, 3131.

**COURSE OBJECTIVES:** To apply the principles of quantity food production and management to personnel, organization, purchasing, distribution, and service functions in the food service and health care industry. In fulfilling this objective, this course enables graduates of the Didactic Program in Dietetics to meet the following competencies. Students will have a working knowledge of:

KRDN	Knowledge/Skill	Measured/Met By:
1.3	<ul style="list-style-type: none"><li>Apply critical thinking skills</li></ul>	<ul style="list-style-type: none"><li>Central Station and coping with challenges that occur during operation</li></ul>
2.1	<ul style="list-style-type: none"><li>Demonstrate effective and professional oral and written communication and documentation</li></ul>	<ul style="list-style-type: none"><li>Interacting with public in Central Station</li><li>Writing standardized recipes</li><li>Writing a production schedule for employees</li></ul>
2.5	<ul style="list-style-type: none"><li>Identify and describe the work of interprofessional teams...</li></ul>	<ul style="list-style-type: none"><li>Central Station project; team approach</li></ul>

**REQUIRED TEXT:**

Foodservice Organizations: A managerial and systems approach, 9<sup>th</sup> Ed. (2017). Author: Mary B. Gregoire. Pearson. ISBN-10: 978-0-13-103894-0.

Math for the Professional Kitchen (2013). Authors: Dreesen, Nothnagel, and Wysocki. ISBN:978-0470508961.

**RECOMMENDED TEXT:**

Food for Fifty, 14th Ed. (2018). Author: May Holt. Pearson: Prentice Hall. ISBN: 978-0134437187  
**ISBN-10: 0134437187**

**Additional Books Referenced:**

Professional Cooking, Current Ed. Author: Wayne Gisslen. ISBN 978-0470197530. (current Food Prep text)

**EVALUATION (tentative):**

Exams	200
Final exam	150
CS Project	135
<b>Graduate Project</b>	<b>100</b>
Homework assignments	130
Can cutting	30
Class attendance (guest speakers)	20
Lab Attendance	140
<u>Helping prep</u>	<u>30 (must help at least 3 times with prep)</u>
Total	935 (tentative)

**GRADING SCALE:**

93-100	=	A
85-92.9	=	B
76-84.9	=	C
68-75.9	=	D
< 68	=	F

**METHODOLOGY:** The course will utilize lectures, group discussion, guest speakers, special readings, individual student projects; field trips, etc. may be utilized throughout the semester when knowledge can be strengthened.

**ATTENDANCE:** For full value of university classes, students are expected to attend class.

Lab attendance is required, and you will receive points for attendance; points will be deducted for arriving late or leaving early. If you must miss lab, you need to contact the student manager and instructor as soon as possible; you may make-up these points by attending a lab on your non-lab day.

**EXAMINATIONS:** Exams will be given throughout the semester; quizzes may be utilized. These may be of varying format, including discussion-type questions, true/false, multiple choice, short answer, problems, etc.

The tests will be administered as noted in the course outline. In-class quizzes may be unannounced and reinforce important information for the course.

**READING ASSIGNMENTS:** All students are expected to read all assigned chapters prior to class each Monday. Each student should be ready for discussion and is held responsible for the information in the reading assignments. Reading the books and other outside assignments is the full responsibility of the student.

**ACADEMIC DISHONESTY:** Academic dishonesty will not be tolerated. The university policy on academic dishonesty will prevail.

**GRADUATE PROJECT:** You are required to complete a graduate project, which may be of your choosing (discuss with instructor first) or assigned. Expectations will be that final work is appropriate for a student working at the graduate level, and is due no later than the week before final exams. This project is in addition to the Central Station meal project. This year the project will be evaluating the breakfast serving program – is it adequately profitable, problems/solutions, analysis of popularity of items, etc.

**SPECIAL NEEDS:** The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services, at (405) 974-2516. The DSS Office is located in the Nigh University Center, Room 309. Students should also notify the instructor of special accommodation needs by the end of the first week of class.

**CLASS EXPECTATIONS:**

Part of your final grade is based on professionalism, including attendance, being punctual and prepared for all classes and labs, participation in discussions and class activities.

**Uniform for Central Station:**

You are expected to be appropriately dressed in the determined uniform for Central Station. The uniform will consist of a clean shirt and pants, closed-toed non-slip shoes along with a cap/hair covering; you may choose to wear black pants/shirt OR non-torn jeans with a UCO shirt (or yellow/blue shirt). Pants should not be skin-tight (leggings/workout pants) – this helps prevent severe burns if you spill something on your legs. Failure to wear all parts of the required uniform will result in point deductions from your lab grade.

**Statement on Sex and Gender- Based Discrimination:** As a faculty member, I am invested in the well-being of students I teach. While I am here to assist you with your work in this course, I will do my best to help if you come to me with other concerns. Please know that I must report any form of discrimination, harassment, or violence covered by Title IX to the Title IX Coordinator. That means that I cannot keep information confidential, but I will keep information as private as possible. To make a report or learn more, please contact UCO's Title IX Coordinator, Adrienne Martinez, at (405) 974-3377 or TitleIX@uco.edu. For more information about your options, including reporting and confidential resources, please visit:  
<http://www.uco.edu/central/title-ix/index.asp>.

*The College of Education and Professional Studies (or the Department of HES) is committed to helping students learn by providing a range of transformative learning experiences in discipline knowledge and in the five core areas: leadership; research, creative and scholarly activities; service learning and civic engagement; global and cultural competencies; and health and wellness.*



### TENTATIVE SCHEDULE

WEEK OF	COURSE TOPIC/PREPARATION	Chapter	Assignment Due Sunday by midnight
Aug 19	Class Orientation, Introduction & Menu Planning Abbreviations and equivalents (KM Ch 1) Lab: Forms & Hands-on learning Central Station	KM 1	CS Menu
Aug 26	Recipe development (CS recipe format) Recipe Scaling (KM Ch 2) Safety Presentation Lab: Forms & Hands-on learning Central Station	KM 2	CS recipes KM 1 & 2
Sep 2	Labor Day – no class Monday Lab: Central Station		Costing a Recipe
Sep 9	Systems Approach to Food Service Organization Yield Percent (KM Ch 3) Lab: Central Station	1 KM 3	Grocery List KM 3
Sep 16	Managing Quality Purchasing & Portioning (KM Ch 4) Lab: Central Station	2 KM 4	KM 4
Sep 23	The Menu Lab: Central Station	3	#2
Sep 30	<b>Exam I – Chapters 1-3 &amp; KM Ch 1-3)</b> Lab: Central Station		
Oct 7	Food Product Flow and Kitchen Design Recipe Costing (KM Ch 5) Lab: Central Station	4 KM 5	KM 5
Oct 14	Procurement Kitchen Ratios (KM Ch 6) SIGN UP FOR PERMISSION FOR INSTITUTIONAL Lab: Central Station( <b>Tues only / Thurs-Fall Break</b> )	5 KM 6	KM 6
Oct 21	Food Production Lab: Central Station	6	#1 & 3
Oct 28	<b>Exam II – Chapters 4-6 &amp; KM 4-6</b> Lab: Central Station		
Nov 4	Distribution and Service Lab: Central Station	7	#1 & 5
Nov 11	Safety, Sanitation, and Maintenance Lab: Central Station	8	#1 & 4
Nov 18	Sample Specs for Food Products Butcher's Yield (KM Appendix 4) No Lab – Thanksgiving Break	App A KM	
Nov 25	Can sizes & yields (FF pg.94 & KM pg. 273 + demo) Lab: Central Station(Tues only/Thurs – Thanksgiving)		<b>Grad Project due</b>
Dec 2	Clean Lab		
Dec 9	<b>FINAL Exam – Comprehensive</b>		

KM – refers to Kitchen Math by Dreesen, Nothnagel and Wysocki