

## Course Material Submission Form OAN Match Definition Form

**Today's Date:** 4/30/07

<b>Use this table to specify institutional data</b>	
<b>College/University:</b>	Youngstown State University
Name and title of individual submitting on behalf of the college/university	
<b>Name:</b>	Dr. Janice Elias
<b>Title:</b>	Chairperson, Department of Human Ecology
<b>Address:</b>	One University Plaza, Youngstown, OH 44555
<b>Email:</b>	<a href="mailto:jaelias@ysu.edu">jaelias@ysu.edu</a>
<b>Phone:</b>	330-941-1333
<b>Fax:</b>	330-941-1824

**Indicate the reason for this submission:**

New Course Match  
 Revised Materials - Faculty review panel requested clarification  
 Revised Materials - Institution submitting additional information  
 Revised Materials - Course content revised by institution, including situations of both content and credit hour change  
 Revised Materials - Other

**Describe specific revisions being made for "Revised Materials" submissions:**  
 The previous submission of two courses (FNUTR 2612 and the accompanying lab) totaled 5 credit hours and did not include enough management content. The requirement is 6 credit hours. A new combination of courses is being submitted: the previously submitted FNUTR 2612 and the more advanced Food Service Systems Management course, FNUTR 4858.

**Institutional Notes to Faculty Panel (the institution is encouraged to add any additional clarifications for this submission):**

**Table 1 - Use this table to describe the course match for which materials are being submitted for the first time or revised.**

Proposed effective year and term of match (Final effective date will depend on actual approval of match by faculty panel. Effective Year and Term is the first term in which students taking the course will receive matching credit.)

Semester institutions complete this row:  
 2007-08          Academic     Summer    Autumn    Spring  
 Year

Quarter institutions complete this row:

20	Academic Year	<input type="checkbox"/> Summer	<input type="checkbox"/> Autumn	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring
<b>Ohio Articulation Number (OAN)</b> (Use a separate form for each OAN.):	<b>OHL018</b>				
<b>Number of courses in the match:</b>	2 (up to 10)				
<b>Current status of match:</b>	<input type="checkbox"/> First time submission				
	<input type="checkbox"/> Approved	<input type="checkbox"/> Submitted	<input type="checkbox"/> Disapproved		
	<input type="checkbox"/> Error	<input checked="" type="checkbox"/> Resubmitted	<input type="checkbox"/> Pending		
	<input type="checkbox"/> Error with enrollment		<input type="checkbox"/> Not submitted		
<b>Course or Courses being matched to or currently matched to the OAN listed above.</b> (Course Numbers must be exactly what will appear on a student's transcript.):	<b>Course Number</b>				
	1.	FNUTR 2612			
	2.	FNUTR 4858			
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
10.					

<b>Table 2 - Use this table to submit course materials for the first time or to revise previously submitted course materials. You must submit each course in a separate form, repeating the match definition information in Table 1 above for each form submitted.</b>					
<b>Course Number.</b> (Course Numbers must be exactly what will appear on a student's transcript.):	FNUTR 4858	<b>Course Title:</b>	Food Service Systems Management		
<b>Hours</b> (be sure that the hours for this course matches the hours in the OAN.)					
<input checked="" type="checkbox"/> Semester Hours			<input type="checkbox"/> Quarter Hours		
<b>Total Credit Hours</b>	4	<b>Lecture Hours</b>	4	<b>Laboratory Hours (if applicable)</b>	
<b>Course Placement in Major:</b>			<input checked="" type="checkbox"/> Major Requirement <input type="checkbox"/> Major Elective <input type="checkbox"/> Other		
<b>Pre-Requisite Course work (if applicable)</b> (Be sure this is consistent with the OAN definition): FNUTR 2612: Food Systems: Operation, Production, and Service					
<b>Catalog/Course Description:</b> Advanced foodservice systems management principles and processes as they relate to resources and operating subsystems. Focus will be on subsystem interrelationships.					
<b>Texts/Outside Readings/Ancillary Materials</b> (Be sure that the text meets performance expectations): Spears, M., & Gregoire, M. (2006). <i>Foodservice organizations: A managerial and systems approach</i> (6th ed.). Englewood Cliffs: Prentice Hall					

### **Course Objectives and/or Plan of Work:**

(Provide a clear indication of how the course objectives align with the matched OAN's learning outcomes. This will facilitate the faculty panel course review process.)

#### **A. Knowledge**

1. State important management responsibilities.
2. Describe the way foodservice subsystems interact to accomplish departmental and organizational goals.
3. Evaluate effectiveness of the foodservice operation using a systems approach.
4. Give examples of the role of the registered dietitian in foodservice systems management.
5. Apply principles of effective oral and written communication and coordination.
6. Analyze the impact human factors play in successful management.
7. Apply currently acceptable techniques for procuring, producing, distributing, and serving food in an institutional setting.
8. Write food product specifications to meet objectives of the operation.
9. List standards for optimal institutional layout and design.
10. Identify criteria to use in selecting individuals to plan, install, or remodel foodservice systems.
11. Interpret information on blueprints to enhance understanding of layout.
12. Plan an efficient layout for a new foodservice facility or one needing renovation.
13. Name standards for optimal institutional equipment.
14. Write specifications for equipment and furnishings to meet objectives of the operation.
15. Analyze current employment practices and regulations.
16. Identify the impact of the business system on the total foodservice system.
17. Describe the impact of the control system on the total foodservice system.
18. Illustrate fundamentals of quality assurance/improvement.
19. Apply fundamentals of marketing food and nutrition services.
20. Analyze clientele satisfaction.
21. Plan appropriate menus to attain the goals and objectives of the foodservice system.
22. State laws, regulations, and standards affecting the foodservice management function.
23. Outline standards for optimal sanitation in foodservice.
24. Apply current research methods to foodservice problems.
25. Relate diversity issues in foodservice management.
26. Demonstrate use of computers for data processing and information management in dietetics.
27. Relate menu planning to other components of the system with emphasis on facility layout, design, equipment, and food procurement.
28. Develop appropriate procedures for materials management.
29. Communicate effectively with individuals outside the organization who give input into the system as well as with those in the organization.
30. Function in a leadership role.

31. Solve foodservice management problems.
32. Demonstrate progress toward entry-level competency in performing management processes.
33. Provide education and training to other professionals and supportive personnel.
34. Recognize the impact of political, legislative, and economic factors on dietetic practice.
35. Demonstrate negotiation skills.
36. Prepare a budget for a new facility.
37. Acknowledge the advantages of diversity among foodservice employees.
38. Be aware of different management styles.
39. Perceive the importance of the foodservice department in a healthcare environment.

**Description of Assessment and/or Evaluation of Student Learning** (The assessment plan needs to be appropriate for the expected rigor of the course) Evaluation is based on examinations, class participation, and completion of the foodservice facility project: Plan a foodservice facility: include menu, procurement, personnel plan and financial budget, written report, class presentation, and evaluation of peers.

**Master Syllabi and Working Syllabi (if both are used):**

**1. COURSE NUMBER AND TITLE:**

Food and Nutrition 4858: Foodservice Systems Management

**2. CATALOG DESCRIPTION:**

Advanced foodservice systems management principles and processes as they relate to resources and operating subsystems. Focus will be on subsystem interrelationships.

**3. CREDIT:** Four (4) semester hours

**4. PREREQUISITES:** FNUTR 2612, 2612L

**5. LEVEL:** (undergraduate/graduate)  
Undergraduate

**6. CLOCK HOURS:** Four (4) lecture hours per week

**7. FIELD-BASED HOURS:** NA

**8. KNOWLEDGE-BASE RATIONALE: (INCLUDE FOR COURSES IN TEACHER EDUCATION PROGRAMS)**

NA

**9. OBJECTIVES/DESIRED STUDENT OUTCOMES:**

**A. Knowledge**

1. State important management responsibilities. (G 2.1)
2. Describe the way foodservice subsystems interact to accomplish departmental and organizational goals. (G 1.1) (G 1.2)
3. Evaluate effectiveness of the foodservice operation using a systems approach. (G 1.3) (G 2.7)
4. Give examples of the role of the registered dietitian in foodservice systems management.

5. Apply principles of effective oral and written communication and coordination. (A 2.1)(A 2.6)
6. Analyze the impact human factors play in successful management. (G 2.2)
7. Apply currently acceptable techniques for procuring, producing, distributing, and serving food in an institutional setting. (E 2.3)(E 2.7)
8. Write food product specifications to meet objectives of the operation. (E 2.4)(E3.4)(A1.2)
9. List standards for optimal institutional layout and design. (E 2.7)
10. Identify criteria to use in selecting individuals to plan, install, or remodel foodservice systems. (G 1.2)
11. Interpret information on blueprints to enhance understanding of layout. (A 1.2)
12. Plan an efficient layout for a new foodservice facility or one needing renovation. (G 3.2)(G 3.1)
13. Name standards for optimal institutional equipment. (H 1.2)
14. Write specifications for equipment and furnishings to meet objectives of the operation. (E 2.4) (E 3.4) (A 1.2)
15. Analyze current employment practices and regulations. (G 2.2)
16. Identify the impact of the business system on the total foodservice system. (G 2.4)
17. Describe the impact of the control system on the total foodservice system. (G 2.4)
18. Illustrate fundamentals of quality assurance/improvement. (B 3.2)(E 3.3) (G 2.5)
19. Apply fundamentals of marketing food and nutrition services. (G 2.8) (G 3.4)
20. Analyze clientele satisfaction. (G 2.5)
21. Plan appropriate menus to attain the goals and objectives of the foodservice system. (E 3.2)
22. State laws, regulations, and standards affecting the foodservice management function. (E 2.11)(E 2.6)
23. Outline standards for optimal sanitation in foodservice. (B 3.2)(E 2.2)
24. Apply current research methods to foodservice problems. (D 3.1)
25. Relate diversity issues in foodservice management. (G 2.9)
26. Demonstrate use of computers for data processing and information management in dietetics. (G 2.6)
27. Relate menu planning to other components of the system with emphasis on facility layout, design, equipment, and food procurement. (E 3.2)
28. Develop appropriate procedures for materials management. (G 2.3)
29. Communicate effectively with individuals outside the organization who give input into the system as well as with those in the organization. (A 2.1)
30. Function in a leadership role. (A 2.5) (G 1.3)
31. Solve foodservice management problems. (G 1.3)(G 1.5)
32. Demonstrate progress toward entry-level competency in performing management processes. (G 1.3)(G 2.1)
33. Provide education and training to other professionals and supportive personnel. (A 2.6)(A 3.1)

34. Recognize the impact of political, legislative, and economic factors on dietetic practice.
35. Demonstrate negotiation skills. (G 2.2)(A 1.1)
36. Prepare a budget for a new facility. (G 3.2) (G 3.3)
37. Acknowledge the advantages of diversity among foodservice employees. (G 2.9)
38. Be aware of different management styles. (G 1.3)(G 2.1)
39. Perceive the importance of the foodservice department in a healthcare environment.

#### 10. CONTENT OUTLINE:

- The systems approach to foodservice operations
- Computer assisted management
- Production planning and ingredient control
- Quality control
- Food safety, sanitation, and maintenance
- Energy control
- Personnel management training and development
- Marketing
- Menu planning
- Purchasing and inventory control
- Distribution and service
- Facility design and equipment
- Managing foodservice systems
- Financial resources and budgets
- Human resources and labor control
- Communications, policies, and procedures
- Organization leadership
- Diversity issues in management
- Negotiation

#### 11. TEXTS:

Spears, M. & Gregoire, M. (2006). *Foodservice organizations: A managerial approach. 6th ed.* Columbus: Prentice Hall.

#### 12. CRITICAL TASKS:

Lecture and class discussion.

Reading text and current literature in the field.

Field trips and guest speakers to illustrate different types of foodservice facilities and different management styles.

Project required. Plan a foodservice facility: include menu, procurement, personnel plan and financial budget, written report, class presentation, and evaluation of peers.

Case studies.

#### 13. EVALUATION:

is based on examinations, class participation, and completion of the foodservice facility project. Specific requirements and weight in grading may vary from term to term.

14. OTHER POLICIES:

**Americans with Disabilities Act:** Anyone requiring special adaptations or accommodations should inform the instructor as soon as possible. In accordance with University procedures, if you have a documented disability and require accommodations to obtain equal access in this course, please contact the Office of Disability Services in the Center for Student Progress at the beginning of the semester or when given an assignment for which an accommodation is required. Student with disabilities must verify their eligibility through the Office of Disability Services (330-941-1372).

15. STUDENT AND FACULTY REFERENCES:

Journals:

*Food Management*

*Hospitality Research Journal*

*The Journal of the American Dietetic Association*

*Restaurants and Institutions*

*Supervisory Management*

b. Internet Sites:

- [www.eatright.org](http://www.eatright.org)

c. Other:

- Various equipment manufacturers videos

16. PROGRAMS IN WHICH COURSE IS REQUIRED:

Didactic Program in Dietetics (DPD); Coordinated Program in Dietetics (CPD).

17. COURSE COORDINATOR:

Sue Leson, MS, RD, LD

18. FACULTY WHO FREQUENTLY TEACH THE COURSE:

Sue Leson, MS, RD, LD

SYLLABUS PREPARED BY:

Sue Leson, MS, RD, LD

DATE: April, 2007

**YOUNGSTOWN STATE UNIVERSITY**

**THE DEPARTMENT OF HUMAN ECOLOGY  
FNUTR 4858: FOODSERVICE SYSTEMS MANAGEMENT  
COURSE CODE 7138**

**COURSE OUTLINE**

FALL 2006	Sue Leson, MS, RD,LD	OFFICE/CUSHWA
3110/ HOURS		
MW 9:00-9:50: 2024 Cushwa	VOICE: 330- 941-1823	M 1:00-2:00
F 8:00-9:50: 2024 Cushwa	EMAIL: <a href="mailto:smleson@ysu.edu">smleson@ysu.edu</a>	W 11:00 - 1:00
		F 10:00 - 12:00

**CLASS SCHEDULE  
(SUBJECT TO CHANGE AS ANNOUNCED)**

WEEK	DATE	TOPIC	
CHAPTERS			
1	M 8/29	Introduction to Course	1
	W 8/31	Systems Approach to a Foodservice Facility	2
	F 9/01	Managing Quality New Facility Project	
2	M 9/05	<b>UNIVERSITY CLOSED - LABOR DAY</b>	
	W 9/07	The Menu	3
	F 9/09	New Facility Project	
3	M 9/12		
	W 9/14	Food Product Flow	4
	F 9/16	New Facility Project/Quiz Review	
4	M 9/19	<b>QUIZ 1 (1-4, Handouts)</b>	
	W 9/21	Field Trip	
	F 9/23	<b>New Facility Project PART 1 DUE</b>	
5	M 9/26	Procurement	5
	W 9/28		
	F 9/30	New Facility Project	
6	M 10/03	Food Production	6
	W 10/05		
	F 10/07	New Facility Project	
7	M 10/10	Distribution and Service	7

		W 10/12	<b>QUIZ 2</b>	<b>(5, 6, 7, HANDOUTS)</b>
	F 10/14		New Facility Project Facility Design	Handout
8	M 10/17		Safety, Sanitation, and Maintenance	8
	W 10/19			
	F 10/21		<b>New Facility Project PART 2 DUE</b>	
9	M 10/24		Safety, Sanitation, and Maintenance	8
	W 10/26		<b>QUIZ 3 (8, HANDOUTS)</b>	
	F 10/28		New Facility Project	
10	M 10/31		Management Principles	9
	W 11/02		Management of Human Resources	12
	F 11/04		New Facility Project	
11	M 11/07		Management of Financial Resources	13
	W 11/09		GUEST SPEAKER	
	F 11/11		<b>New Facility Project PART 3 DUE</b>	
12	M 11/14		<b>QUIZ 4 (9, 12, 13, HANDOUTS)</b>	
	W 11/16		Leadership and Organizational Change	10
	F 11/18		<b>FIELD TRIP</b>	
13	M 11/21		Marketing and Customer Satisfaction	14-15
	W 11/23		New Facility Project/ <b>PART 4 DUE</b>	
	F 11/25		<b>UNIVERSITY CLOSED - THANKSGIVING</b>	
14	M 11/28		<b>QUIZ 5 (10, 11, 14, 15)</b>	
	W 11/30		New Facility Project	
	F 12/02			
15	M 12/05		Project Presentations	
	W 12/07		Project Presentations	
	F 12/09		Project Presentations	

**OBJECTIVES**

See master syllabus.

**TEXT**

Spears, M. & Gregoire, M. (2006). *Foodservice organizations: A managerial approach. 6th ed.* Columbus: Prentice Hall.

**OTHER RESOURCES**

**Journals:**

- Food Management
- Hospitality Research
- The Journal of the American Dietetic Association
- Restaurants and Institutions
- Supervisory Management
- Cornell Hotel and Restaurant Quarterly

**Electronic:**

- www.eatright.org (American Dietetic Association)
- www.restaurant.org (National Restaurant Association)
- www.foodservicecentral.com (National Foodservice News)
- Others as announced in class

**Books:**

(on closed reserve in the library)

**ATTENDANCE**

Regular attendance is expected. Five percent of your grade will be class attendance and participation.  
 Only excused absences (prior to class) will be allowed to make-up quizzes. Quizzes must be made up before the next class period.

**EVALUATION**

Distribution of points for calculating grades:

Quizzes	45%	225 points
Project and Final Presentation	45%	225
Attendance and participation including project participation	10%	50
<b>TOTAL:</b>	<b>100%</b>	<b>500 POINTS</b>

The minimum percentages for receiving the following grades:

A = 90%	B = 80%	C = 70%	D = 60%	F = below 60%
500 - 450	449 - 400	399 - 350	349 - 300	299 or below

Anyone requiring disability services should contact the Instructor.

<b>Additional Documentation:</b>
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**OBR Use**

<b>Approved-Effective Date</b>	
<b>Pending (i.e. Additional Information Requested)</b>	
<b>Disapproved</b>	
<b>Today's Date</b>	

# Course Material Submission Form

## Instructions and notes

1. Submit completed forms to [atpanels@regents.state.oh.us](mailto:atpanels@regents.state.oh.us).
2. Use this form to define course matches and to submit new or revised course materials for faculty panel review. Please do not submit a form for multiple OANs or Courses.
3. For course renumbering and credit hour revision, remember to withdraw the old match.
4. For course renumbering and credit hour revision, you may want to include information about how the new numbers relate to the old in the Institutional Notes to the Faculty Panel.
5. Click check boxes to check the item. Text fields will expand as you enter information. Press tab to move forward through form. Press Shift-tab to move backward. Note that these tables are implemented as MS Word tables. Keep that in mind as you are copying and pasting between your syllabi and this form. It is possible to paste tables as nested tables. Use the Edit Menu "Paste as Nested Tables" selection.
6. Once you are done entering your information, save the data file. Under the File menu, choose "Save as" and then enter the name (no spaces!) of the file using the following naming conventions:
  - a. For course material submissions: **Institution-OAN-Course Number-Sequence-Version. Institution** is the 4 character HEI institution designation. **OAN** is the Ohio Articulation Number whose match is being defined or revised. **Course Number** is the **transcript** course number. **Sequence** is an indication of which course of a multi-course match is addressed in this form. The sequence is of the form (n of m) for an m-course match. For example, 1 of 1 for a single course match or 1 of 2 and 2 of 2 for a 2 course match. **Version** is a number indicating the revision number of this submission. Start with "Ver1" for the first time submission and include the "Ver".

### Example:

If you are submitting course materials for Rhodes Community College MATH110 for OMT005 the name of the file would be LMTC-OMT005-MATH110-(1 of 1)-Ver1.

If you are submitting course materials for Rhodes Community College MATH111 and MATH112 for OMT006 the name of the files would be LMTC-OMT006-MATH111-(1 of 2)-Ver1 and LMTC-OMT006-MATH112-(2 of 2)-Ver1.

7. Course materials must be submitted according to timelines below:

Considering the submissions of **new** courses for TAG matches, our goal is to work toward a timeline as follows:

Submit Course Material:	Start of Term 1
Faculty Panels Review Submitted Courses:	During Term 1
Approved course is effective:	Start of Term 2
Approved course is matched for transcript processing:	Term 3

A new match will have to be approved according to the timeframes below:

Course Approval Sample Timelines

#### Quarter Institutions

	Summer	Autumn	Winter	Spring
Course Material Submitted for Review	By 6/1	By 8/15	By 1/1	By 3/1
Faculty Panel Reviews Completed	By 8/1	By 12/31	By 2/28	By 5/31

#### Semester Institutions

	Summer	Autumn	Spring
Course Material Submitted for Review	By 6/1	By 8/15	By 1/1
Faculty Panel Reviews Completed	By 8/1	By 12/31	By 5/31

- If you want to submit supplementary supporting documentation, you may do that. Simply send the file along with this form and name the supplementary file **Institution-OAN-Course Number-Supplement. Institution, OAN, and Course Number** are as described in Number 6 above. Include the word **"Supplement"**. Just be sure to reference the supplement from the appropriate spot in this document.
- Remember that all institutions are required to have at least one course match for each OAN in all TAGs for which they have corresponding programs.
- This form should be used for all submissions or resubmissions starting immediately.
- If you encounter problems or have questions, please contact any of the individuals listed below:

Jim Ginzer (614) 752-9486 [jginzer@regents.state.oh.us](mailto:jginzer@regents.state.oh.us)  
 Sam Stoddard (614) 752-9532 [sstoddard@regents.state.oh.us](mailto:sstoddard@regents.state.oh.us)  
 Brett Berliner (614) 466-2004 [bberliner@regents.state.oh.us](mailto:bberliner@regents.state.oh.us)

