

Course Material Submission Form OAN Match Definition Form

Today's Date: 4/30/07

Use this table to specify institutional data	
College/University:	Youngstown State University
Name and title of individual submitting on behalf of the college/university	
Name:	Dr. Janice Elias
Title:	Chairperson, Department of Human Ecology
Address:	One University Plaza, Youngstown, OH 44555
Email:	jaelias@ysu.edu
Phone:	330-941-1333
Fax:	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
Ohio Articulation Number (OAN) (Use a separate form for each OAN.):	OHL018				
Number of courses in the match:	2 (up to 10)				
Current status of match:	<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			
Course or Courses being matched to or currently matched to the OAN listed above. (Course Numbers must be exactly what will appear on a student's transcript.):	Course Number				
	1.	FNUTR 2612			
	2.	FNUTR 4858			
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
10.					

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.					
Course Number. (Course Numbers must be exactly what will appear on a student's transcript.):	FNUTR 2612	Course Title:	Food Systems: Operation, Production, and Service		
Hours (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		
Total Credit Hours	3	Lecture Hours	3	Laboratory Hours (if applicable)	
Course Placement in Major:			<input checked="" type="checkbox"/> Major Requirement <input type="checkbox"/> Major Elective <input type="checkbox"/> Other		
Pre-Requisite Course work (if applicable) (Be sure this is consistent with the OAN definition): FNUTR 1553: Food Science and Management Principles and FNUTR 1553L: Food Science and Management Principles Lab					
Catalog/Course Description: The fundamentals of foodservice operations including menu planning, purchasing of foods and equipment, care of foods and equipment, efficient work methods, budget and cost control. Also standard principles, techniques in quantity food production, management, and service.					

Texts/Outside Readings/Ancillary Materials (Be sure that the text meets performance expectations):

Palacio, J. & Theis, M. (2005). *West & Wood's introduction to foodservice* (10th ed.). Upper Saddle River, NJ: Prentice-Hall.

Gisslen, W. (2003). *Professional cooking* (5th ed.). New York: John Wiley and Sons Inc.

Molt, M. (2006). *Food for fifty* (12th ed.). Upper Saddle River, NJ: 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

The student will demonstrate knowledge of the:

1. Principles and procedures of selection and procurement of food and non- food supplies for quantity food production.
2. Characteristics related to a successful foodservice operation to include: menu planning, purchasing, production, sanitation, safety, construction factors, equipment, labor management, and cost controls.
3. Principles of quality improvement.
4. Various forms of verbal and non-verbal communication.
5. Social, cultural, and ethnic preferences in food choices and menu planning.
6. Management practices including issues regarding diversity and risk management.
7. Basic concepts of food and beverage marketing.
8. Foodservice systems and labor relations.
9. Financial operations.
10. Basic principles of facility design, layout, and equipment.
11. Equipment used in quantity food preparation.
12. Food and equipment specifications required in foodservice.

B. Skills

The student will demonstrate skills in:

1. Menu planning; incorporating nutritional considerations for the target population.
2. Recipe/menu costing
3. Budget preparation.
4. Writing specifications.
5. Menu pricing.

Description of Assessment and/or Evaluation of Student Learning (The

assessment plan needs to be appropriate for the expected rigor of the course) :

1. Exams
2. Written assignments
3. Oral presentations

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

1. COURSE NUMBER AND TITLE:

Food and Nutrition 2612 Food Systems: Operations, Production, and Service

2. CATALOG DESCRIPTION:

The fundamentals of foodservice operations including menu planning, purchasing of foods and equipment, care of foods and equipment, efficient work methods, budget and cost control. Also standard principles, techniques in quantity food production, management, and service.

3. CREDIT:

Three (3) semester credits

4. PREREQUISITES: FNUTR 1553 and 1553L

5. LEVEL:

Undergraduate

6. CLOCK HOURS: Three (3) 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

The student will demonstrate knowledge of the:

3. Principles and procedures of selection and procurement of food and non- food supplies for quantity food production. (DTE2.5)(DPDE2.4)
4. Characteristics related to a successful foodservice operation to include: menu planning, purchasing, production, sanitation, safety, construction factors, equipment, labor management, and cost controls. (DTA2.3)(E1.6)(E1.7)(E2.3)(E2.4)(E3.2)(E3.3)(E3.5)(G1.1)(G1.4)(G1.7)(G1.8)(G2.1)(G2.2)(G2.3)(G3.1)(G3.2)(DPDE2.12)(E2.11)(E2.7)(E2.3)(E3.2)(E3.3)(E3.4)(G1.1)(G1.3)(G2.1)(G2.2)(G2.3)(G2.6.)
3. Principles of quality improvement. (DTD1.4)(DPD2.2)
4. Various forms of verbal and non-verbal communication. (DTA2.1)(DPDA2.1)
7. Social, cultural, and ethnic preferences in food choices and menu planning. (DTE1.1)(DPDE2.1)
8. Management practices including issues regarding diversity and risk management. (DTG1.10)(G1.9)(DPDG1.5)(G2.9)
7. Basic concepts of food and beverage marketing. (DTG1.2)(DPDG2.8)
8. Foodservice systems and labor relations. (DTG1.4)(DPDG2.2)
9. Financial operations. (DTG1.6)(G3.2)(G3.2)(DPDG3.1)(G3.2)(G3.3)
10. Basic principles of facility design, layout, and equipment. (DTE2.5)(DPD2.4)(E3.4)
11. Equipment used in quantity food preparation. (DTE3.5)(DPDE3.4)
12. Food and equipment specifications required in foodservice. (DTE3.5)(DPDE3.4)

B. Skills

The student will demonstrate skills in:

2. Menu planning; incorporating nutritional considerations for the target population. (DTE1.1)(C1.3)(E1.5)(E3.2)(DPDC2.3)(E2.1)(E3.2)
2. Recipe/menu costing (DTE3.3)(E3.4)(DPDE3.3)
3. Budget preparation. (DTG1.6)(A2.3)(DPDG3.1)(G3.2)(G3.3)
4. Writing specifications. (DTE3.5)(DPD3.4)
5. Menu pricing. (DTG3.2)(DPDG3.1)

10. CONTENT OUTLINE:

1. Foodservice organization
2. Fundamentals of management
3. Food and beverage marketing
4. The menu/nutrition/target population
5. Standard product costs and pricing strategies
6. Quantity foodservice equipment
7. Preparing for production.
8. Safety and sanitation
9. Production
10. Food and beverage service
11. Financial management
12. Facility design and layout

11. TEXTS:

Payne-Palacio, J. & Theis, M. (2005) *West & Wood's introduction to foodservice* (10th ed.). Upper Saddle River, NJ.: Prentice Hall.

12. CRITICAL TASKS:

1. Lecture/discussion
2. Student presentations
3. Computer applications
4. Reading assignments
5. Internet
6. Role playing
7. Demonstration

13. EVALUATION:

1. Exams
2. Written assignments
3. Oral presentations

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:

Molt, M. (2006). *Food for fifty (12th ed.)*. Upper Saddle River, NJ.: Prentice Hall.
Gisslen, Wayne. (2003). *Professional cooking (5th ed.)*. New York: John Wiley & Sons.
Gisslen, W. and Griffin, M.E. (1999). *Study guide to accompany professional cooking*. New York: John Wiley & Sons.

www.ciachef.org

www.foodinstitute.com

www.restaurant.org

www.eatright.org

www.foodservicecentral.com

16. PROGRAMS IN WHICH COURSE IS REQUIRED:

Dietetic Technician A.A. S.

Coordinated Program in Dietetics B.S.A.S.

Didactic Program in Dietetics B.S.A.S.

Hospitality Management A.A.S.

Hospitality Management B.S.A.S.

17. COURSE COORDINATOR:

Sue Leson, MS, RD, LD

18. FACULTY WHO FREQUENTLY TEACH THE COURSE:

Sue Leson, MS, RD, LD; Mark Zetts

SYLLABUS PREPARED BY:

Sue Leson, MS, RD, LD

DATE: April 30, 2007

YOUNGSTOWN STATE UNIVERSITY
DEPARTMENT OF HUMAN ECOLOGY
FNUTR 2612: FOOD SYSTEMS: OPERATIONS, PRODUCTION, AND SERVICE
COURSE CODE 7133
COURSE OUTLINE

SPRING 2007

INSTRUCTOR: SUE LESON, MS, RD, LD

T- TH 4:00-5:15
CUSHWA 3101

OFFICE: CUSHWA 3110
VOICE: 330-941-1823
E-MAIL: smleson@ysu.edu

COURSE DESCRIPTION

Food Systems: Operations, Production, and Service. The fundamentals of foodservice operations including menu planning, purchasing of foods and equipment, efficient work methods, budget and cost control. Also standard principles, techniques in quantity food production, management, and service.

TEXTBOOK

Payne-Palacio, J. & Theis, M. (2005) *West & Wood's introduction to foodservice* (10th ed.). Upper Saddle River, NJ.: Prentice Hall.

REFERENCE

Molt, M. (2006). *Food for fifty* (12th ed.). Upper Saddle River, NJ.: Prentice Hall.
Gisslen, Wayne. (2003). *Professional cooking* (5th ed.). New York: John Wiley & Sons.
Gisslen, W. and Griffin, M.E. (1999). *Study guide to accompany professional cooking*. New York: John Wiley & Sons.

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Others as announced

COURSE OBJECTIVES

See master syllabus.

ATTENDANCE POLICY

Attendance is required at every lecture. Attendance will be taken sporadically. You will be able to earn 5 extra credit points for attendance. If you are unable to be in class for a test the instructor must be contacted before the absence. The test must be taken before the next class period.

DISABILITY SERVICES

If any student requires disability services, please contact me immediately.

GRADING POLICY

Test 1	50
Test 2	50
Test 3	50
Test 4	50
Recipe with HACCP	25
Organization Chart	25
Sample Menus	25
Recipe Cost Sheet	25
Financial Worksheet	25
Food Specification	25

Grading Scale:

A=90% 350-315
B=80% 314-280
C=70% 279-245
D=60% 244-210
F=< 60% 209 or below

Five points will be deducted for late assignments.

Total 350

CLASS SCHEDULE

(Schedule subject to change as announced by the instructor)

WEEK	DATE	DAY	TOPIC	CHAPTER	ASSIGNMENT
1	1/16 1/18	T TH	The Foodservice Industry Types of Foodservice	Chapter 1 Chapter 2	
2	1/23 1/25	T TH	The Menu	Chapter 5	Sample Menu
3	1/30 2/01	T TH	Food Safety and HACCP Cleaning, Sanitation, and Safety	Chapter 3 Chapter 4	
4	2/06 HACCP	T Th	Review Quiz 1 (Chapters 1-5)		Recipe with
5	2/13 Food Specification	T 2/15	Purchasing TH	Chapter 6 Receiving, Storage, and Inventory	Chapter 7
6	2/20 2/22	T TH	Production	Chapter 8	
7	2/27 Sheet	T TH	Service NO CLASS: Dinner #1	Chapter 9	Recipe Cost
8	3/06 3/08	T TH	Review Quiz 2 (Chapters 6-9)		
Spring Break 3/12 - 3/18					
9	3/20 Worksheet	T TH	Accounting Procedures	Chapter 17	Financial
10	3/27 3/29	T TH	Equipment and Furnishings Facilities Planning and Design	Chapter 11 Chapter 10	
11	4/03 4/05	T TH	Environmental Management Review No CLASS: Dinner #2	Chapter 12	
12	4/10 Chart	T TH	Quiz 3 (Chapters 10-12, 17) Organizational Design	Chapter 13	Organization

13	4/17	T	Human Resource Management	Chapter 15
	4/19	TH	Performance Improvement	Chapter 16
14	4/24	T	Leadership	Chapter 14
	4/26	TH	No CLASS: Dinner #3	
15	5/01	T	Review	
	5/03	TH	Quiz 4 (Chapters 13-16)	
Finals Week May 7 - 11		NO FINAL		
Additional Documentation:				

OBR Use

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

Course Material Submission Form

Instructions and notes

1. Submit completed forms to 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
 Sam Stoddard (614) 752-9532 sstoddard@regents.state.oh.us
 Brett Berliner (614) 466-2004 bberliner@regents.state.oh.us

