



Dietetic Technician Fall Advisory Committee Meeting Minutes

October 23, 2018; 4:30 p.m. EGF Campus – Room 301

Adobe Connect Meeting

Name	Position	✓	Name		✓
Angie Brekken	Program Director	X	Jenny Hovde	Clinical DTR	X
Amanda Ryan	Consultant RD		Jodi Stassen	Dean of EGF Campus	X
Amanda Thede	Cohort 1 – Student		Mary McMahon	Clinical DTR	X
Anna Ogaard-Brekken	DTR, School FSD		Michelle Weberg	Community DTR	
Becky Rude	RD, CDM Program Director	X	Sharon Stewart	MN State Faculty, Consultant RD	X
Doris Wang	RD, UND N&D Undergraduate Program Director		Wendy Mankie	Clinical RD	X
Flor Aguirre	Cohort 2 - Student	X	Kelly Jo Zellmann	Consultant RD, UND CDM Instructor	
Jennifer Bratlie	Graduate – Cohort 1	X			
Carla Long	Cohort 2 – Student				
Abigail de Witt	Cohort 2 – Student				

**Northland Community & Technical College
Dietetic Technology Advisory Board**

Date: Tuesday, October 23, 2018

Time: 4:00 p.m.

Place: Northland Community & Technical College

2022 Central Ave. NE

Room 301

East Grand Forks, MN 56721

Agenda

1. Roll call with introductions
2. New Business
 - a. 1st Cohort Progress
 - i. 2 graduated Spring 2018
 - ii. 2 graduating Fall 2018
 - iii. 1 on track to be graduating Spring 2019
 - b. 2nd Cohort Progress
 - i. 11 were conditionally accepted
 1. 1 has left the program due to personal reasons
 2. 2 did not register for this fall semester despite advising
 3. Getting contracts ready for spring semester
 4. Meeting with all students this week via AdobeConnect
 - c. 3rd Cohort Progress
 - i. 10 have completed the eligibility survey
 - ii. Will be sending letters this week
 - d. Adjunct Faculty
 - i. Will need to wait until registration is up; tentatively, a cohort of 15
 - e. Curriculum
 - i. Practicums – finding willing locations is challenging. Students are tasked to find their own locations. Angie has had to help in identifying potential sites for some students who were having difficulty. Many times placement was not their first choice, but students are thankful for the opportunity and voice their experiences have been beneficial.
 - ii. College Algebra – many students have come forth with college algebra concerns. They do well in all other classes but struggle to the point of needing to drop out of the program due to college algebra. Discussion regarding Contemporary Math (MATH1102) being a potential course substitution for college algebra. The advisory board strongly encourages advisors to promote the completion of college algebra if the student has any thoughts of continuing their education in the future. Angie will have further discussion with the Dean of EGF Campus.
 - iii. Sanitation & Safety - ServSafe Food Allergen Certificate?

1. \$22: <https://www.servsafe.com/allergens/faqs>
 2. The advisory board suggest Angie complete the training and incorporate it into DIET2010 Sanitation and Safety in place of one of the two research papers. This has the potential to be a good certificate of training to make the graduate more marketable to potential employers. Angie will complete the training and make a decision on whether to utilize it before the next offering of DIET2010 Sanitation and Safety (Fall 2019).
- f. Updated sample preceptor orientation videos & preceptor handbook
 - i. <https://prezi.com/view/wyzoZ7VyljQIDftfFnig/>
 - ii. Updates were made to the orientation video based on feedback from cohort 1 preceptors. A preceptor handbook was developed. The goal is to improve upon the preceptor information each year.
 - g. Quality Matters Update
 - i. Courses are being set up with Quality Matters standards in mind. No courses have gone through certification at this point. The goal still stands to put all DIET courses through Quality Matters certification.
 - h. ACEND Visit – Full Accreditation Visit 2/24-26/19
 - i. Angie is working on the Self Study Report for full accreditation; it is due December 3rd.
 - ii. Add objective to Goal 1: The DTP will prepare dietetic technicians for a career in a variety of practice settings within dietetics throughout Minnesota and the nation → “At least 80% of employers responding to the one year post graduation survey will affirm the graduate is competent for entry-level practice as a DTR
 1. This goal was approved after discussion concerning how difficult it can be to obtain employer response to surveys.
 - iii. Sample schedule
 1. The sample schedule for the ACEND visit was discussed and approved. Angie will send this on to the visitors for final approval.
 2. AdobeConnect sessions will be utilized for distance students, graduates, and preceptors to meet with the site visitors.
 - i. DT Item Writing Workshop – Chicago 11/1-4/18. Angie will attend and discuss at the next board meeting.
3. Graduate Updates/Concerns
 - a. None noted – studying for registration exam.
 4. Student Updates/Concerns
 - a. Other than the college algebra concern listed above – none noted.
 5. Other?
 - a. The board encourages Northland to have an adjunct instructor teach a DIET course and the BIOL2131 Nutrition course. They state concern over director workload and wanted this noted in the minutes.
 - i. MSCF contract determines faculty workload, for the DIET program faculty full-time workload is considered to be 32 credits during the academic year

(Fall and Spring). All NCTC allied health program directors receive a total of 6 release credits (3 fall, 3 spring) each year, these release credits do not change based on where the program is in their accreditation cycle. Angie's credit load is currently within the 32 credits for the academic year.

6. Summarize meeting
7. Next Board Meeting: **March 19, 2019** (although, we will be meeting during the February accreditation visit over lunch, an official invitation will be sent when we are closer to the site visit.)
8. Adjourn