



Dietetic Technician Spring Advisory Committee Meeting Agenda

Date & Time: March 19, 2019 – 4:30 p.m. in EGF Campus

Meeting: Room 301; [E-meeting Link](#)

Attendees:

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

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

Date: Tuesday, March 19, 2019

Time: 4:30 p.m.

Place: Northland Community & Technical College

2022 Central Ave. NE

Room 301 & Virtual Link

East Grand Forks, MN 56721

Agenda

1. Roll call with introductions
2. New Business
 - a. ACEND Visit Update
 - i. Tentative results from the exit meeting include:
 - Updates to the website
 - a. Bolder description of supervised practice requirements
 - b. “DTR” to Dietetic Technician, Registered
 - c. Update the contact info for ACEND complaints – it is correct in the handbook but not on the website
 - Updates to the Student Learning Outcomes Plan
 - a. Rubrics Updates – more than just the final eval
 - b. Learning Activity Suggestions
 - i. Attend a day at the capital, regional/state/national dietetic meeting, write to a state representative/etc. → *the board feels a letter to a representative and/or being able to list their representatives would be a good experience here. They state concern that a day at the capital or attending FNCE/etc. would be too great of a financial burden on students. The option to attend a local dietetic meeting is in the DIET2035 Community Nutrition practicum, but they recommend keeping it as an option and not as a requirement.*
 - c. Better documentation on interprofessional experiences → *the board suggests having students describe the disciplines they interacted with, and how they interacted with them, within the activity report for supervised practice would be a good way to document interprofessional experiences.*
 - Provide Preceptor with Feedback
 - a. After the rotation – strengths and opportunities for improvement
 - Preceptor Orientation Update Suggestions
 - a. Provide preceptor with scope of practice of the DTR document link in the Prezi orientation → *the board agreed including a*

link to the SOP for DTRs would be a good thing to add to the Prezi presentation.

- b. *Link to the CDR brochures → the board thought a link to these, and the new CDR videos, would be great to add to the Prezi orientation for preceptors.*
- c. *? Individual Prezi videos for each practicum? → the board likes that all 3 practicums are in one Prezi presentation. They feel the likelihood to miss an updated link is increased if there are three separate Prezi presentations. They state the way it is set up with the common information between all practicums, and the individual links for each of the practicums is user-friendly and do not recommend 3 separate presentations.*
- d. *Better documentation that the preceptor has completed the orientation → suggestion to have them sign a form that the student would upload into a D2L assignment dropbox.*

- **Position Description**

- a. *Add a bullet point for who covers in the summer when I am not under director release credits → the program advisor, then the Dean, then the program director if there is still question.*

- **Additional Faculty**

- a. *When we hit a cohort of 15*
- b. *Help with contracts and supervised practice hours → The board suggests it could be a great option, once we get to a minimum of 15 students per cohort, to have a PT/adjunct faculty member to teach and track the practicums.*

- ii. *ACEND has 6 weeks to return the official report to Northland. Then, we have 6 weeks to make our corrections. Angie will update the board when we receive our official results.*

- b. **Curriculum**

- i. **College Algebra**

- **Placed a change of program request with AASC, who meets 3/20.**
 - a. *Change the math requirement from MATH1110 College Algebra to math requirement to: Goal Area 4: Math & Logic (3 credits min.) A minimum of 3 credits (1 course) from the following: MATH 1102 Contemporary Math (3) MATH 1110 College Algebra (3) MATH 1113 Pre-Calculus (5) MATH 1131 Applied Calculus (3) MATH 2203 Statistics (4) MATH 2231 Calculus I (4) MATH 2232 Calculus II (4) MATH 2233 Calculus III (4)*
 - b. *The board again stated approval for this request. The only caveat will be asking students during advisement if they plan to go on to earn the RD credential after the DT program. If students plan to go on, the board suggests advising the student to complete college algebra.*

- ii. **Sanitation & Safety - ServSafe Food Allergen Certificate**

- *Angie plans to take this online certificate course before the next offering of Sanitation and Safety to determine how it will work into the course. The plan is still to decrease to one research paper from two*

and replace the second research paper with this certificate program as an assignment.

- c. Quality Matters Update
 - i. Goal to certify two classes for the 2019/2020 school year.
- 3. Angie to attend MAND in April.
- 4. Graduate Updates/Concerns
 - a. None noted. The 3 program graduates state CDR exams are scheduled and will be completed before the 1y post-graduation.
- 5. Student Updates/Concerns
 - a. None noted.
- 6. Other?
 - a. Becky announced her retirement from UND's CDM program which will take effect at the end of April 2019. Her successor is yet to be announced.
- 7. Summarize meeting
- 8. Next Meeting: October 2019
- 9. Adjourn