POLICY ON INSTRUCTIONAL ACCOUNTABILITY

A primary mission of the Department of Nutritional Sciences is excellence in our academic programs. To achieve this, the program must provide students with ongoing individual advising to help them set academic goals, acquire needed resources, navigate the academic environment and take advantage of opportunities to further their training. Academic program excellence also requires exceptional teaching in the classroom coupled with rigorous practical, applied laboratory experiences that consist of both individual and group learning and occur in the classroom, in the research laboratory and in the community. Finally, students must be encouraged to participate in clubs and civic organizations that offer opportunities to learn in other venues and to acquire additional professional skills. In our department, academic program excellence requires the full participation of faculty, program coordinators and staff. The faculty administers and executes the programs, teaches courses and provides oversight of the individual learning environment for training in research and education for undergraduates, graduates and research associates. They participate in curriculum review and development, assess program requirements, oversee the use of program resources and provide information for successful national program reviews and accreditations. Our instructional accountability policy recognizes and reflects the importance of all of these factors to the excellence of our academic programs.

Academic Program Activities That Contribute to Instructional Accountability

A full workload for instruction will consist of 24 credit hours of instruction per year defined as four undergraduate lecture courses with an enrollment of 60 or less students per semester. The credit hour equivalency will be adjusted as follows.

1) An additional 0.1 credit hour for every additional 10 students enrolled
2) An increase of 20% to the designated course credit hours for online or honors classes
3) An increase of 50% to the designated course credit hours for a graduate course
4) An increase of 100% to the designated course credit hours for laboratory courses or sections
5) Credit hours also are granted for the following academic program activities.
   a) Chair of Journal Club: .5 credit hour/semester
   b) Guest Lecture or Seminar: .1 credit hour per presentation
   c) Independent Study: .5 credit hours/unit/semester
   d) General Graduate Program Student Advising/.12 credit hour per semester per student
   e) Undergraduate Student Advising: .06 credit hour/student/semester
   f) Outreach major advisor: 1 credit hour per semester
   g) TA training: .5 credit hour/TA/semester
   h) Graduate Student Major Advisor: 1 credit hour/semester/per student
   i) Post-doctoral mentoring: 1 credit hour/semester/per associate

Curriculum/Course Development (1-3 credit hours/semester)
1) New Course Development
2) Taking an existing course to distance learning
3) Writing chapters for an education text
4) Textbook development
5) Development of a Cross Department Course
6) Community Cooking Classes or Demonstrations

4/10/2008
Mentoring (1-3 credit hours/semester)
1) Honors students
2) Undergraduate research or community laboratory students
3) Graduate laboratory rotations
4) MARC advising/underrepresented minorities
5) Nutrition-related Club Advising

Administration (chair only; 1-3 credit hours)
1) Graduate Program
2) Curriculum
3) National committees (ADA and ASN)
4) Director of the Dietetics Program
5) Educational Grants
6) Training Grants
7) Workshops
8) QA/AC tracking of graduate and undergraduate programs
9) Outcomes Assessment of graduate and undergraduate programs