



CALIFORNIA STATE UNIVERSITY, LONG BEACH
VICE PROVOST FOR ACADEMIC PROGRAMS

Memorandum of Understanding

This MOU has been read and approved by:

Program Director: *Gail Frank* Date: 12/9/2021
Gail Frank

Department Chair: *W. Reiboldt* Date: 12/10/2021
w. Reiboldt

Dean, College of Health and Human Services: *Monica Lounsbery* Date: 12/21/2021
Monica Lounsbery

Vice Provost Academic Programs: *Jody Cormack* Date: 12/22/2021
Jody Cormack



CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF ACADEMIC PROGRAMS
GRADUATE STUDIES

Memorandum of Understanding Dietetics Internship

Department of Family & Consumer Sciences
College of Health & Human Services
June 2021 (for March 2019 Review)

This Memorandum of Understanding outlines the consensus reached by the Dietetic Internship Program, The Department of Family and Consumer Sciences, the College of Health & Human Services, and the Division of Academic Affairs, based on the program review (Self-study 2017; external review Spring 2018; UPRC report March 4, 2019). It describes the goals to be achieved, and the actions to be undertaken by all parties to this MOU to achieve these goals, during the next program review cycle. Progress toward goals is to be addressed in an annual report.

The Department of Family & Consumer Sciences offers a two-year Dietetic Internship program. It was accredited by the Accreditation Council for Education in Nutrition & Dietetics (ACEND) in July 2019. On May 4, 2020, ACEND extended accreditations for all of its programs due to the COVID-19 pandemic. The next site visit will be Spring 2026 with a term end date of June 30, 2027.

Review of the progress reports, self-study, accreditation report, and UPRC report show that the program has a number of strengths, including:

- The program director's communications about the program were transparent and valuable;
- The variety of supervised practice opportunities and the number (85) of qualified, trained preceptors enhance the interns' experience;
- The program has an active and integrated Advisory Board;
- The Excellent pass rate (97% in 2015-2017).

Areas of concern and opportunities for development were also noted in the reports:

- The external reviewers recommended a revision of the program-specific objectives to align with the program mission, and to re-write them in a manner similar to the ACEND-required objectives. Specifically, program goals must be revised so that the target measure is included within the objective and the focus is on graduate outcomes, rather than what interns do in the program;
- The program's organizational location was unclear, prompting ACEND reviewers to request a complete organizational chart showing relationship with other programs within the department and college;

- revised program goals and objectives should be updated on the website and in the program handbook;
- While the self-study notes a series of program goals and priorities for the future, the program might benefit by developing a strategic plan for addressing gaps in faculty resources.

It is therefore agreed that the Internship Program will:

1. Revise the program-specific objectives to align with the program mission, and re-write them in a manner similar to the ACEND-required objectives.
2. Update/revise the Program Evaluation Plan, Continuous Program Improvement Plan, and Student Learning Outcomes Assessment Plan based on the changes to the program specific objectives.
3. Update the Program website and handbook with the updated learning goals and objectives.
4. Continue to develop and document appropriate measurable program and student learning instruments across all courses in the program, and report findings of that assessment to the Vice Provost and the Director of Program Review & Assessment annually.
5. Develop an organizational chart showing the clear relationship of the DI program with other programs with the FCS department and the College of Health & Human Services.
6. Develop a strategic plan for addressing gaps in faculty support for students in winter and summer semesters.
7. The Program will provide an annual update (due June 1) on progress made towards the actions agreed to in this MOU to the CHHS dean, the Vice Provost for Academic Programs, and the Coordinator of Program Review and Assessment. The review cycle will match the 8-year accreditation cycle from 2019-2027. A comprehensive self-study will be due 2026 for 2026-2027 Academic Year external review/UPRC report process.

If any of the items specified above have already been addressed with and approved by the accrediting body, the signature of the DI Director does not mean the DI Director has yet to complete the tasks. will provide an update in the next annual assessment report.

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