**Directions for Program Evaluation Plan (Required Elements 2.1, 2.2)**

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| **Background:** Use this template to record the program’s mission, (Required Element 2.1.a), goals (Required Element 2.1.b), objectives (Required Element 2.1.c), plan of evaluation and actual outcomes. Each year the program is required to review the plan, document the results of the review and outcomes achieved, and update the plan, as needed. When addressing Standard 2 in reports, programs are expected to submit the most recent version of the plan with the history of the annual review process since the last accreditation review. The results of the Program Evaluation Plan are used to identify program strengths and areas needing improvement (Required Element 2.3). The program strengths and areas needing improvement will be reflected in the template titled Continuous Program Improvement Plan and are not included on this template. **Directions:** * Document the history of annual review each year.
* List the mission at the top of the plan.
* In the first shaded row, list the program goals. Program goals should begin with: Graduates will…… The goals have been started for you.
* In Column A, insert the benchmark for the objectives with qualitative and/or quantitative target measures with a program goal. All ACEND required objectives must be aligned to a goal.
 | **Directions (continued):** * Note: Additional objectives used to measure the goals should be included in the section at the end of the template.
* Complete Column B to indicate under which goal the objective is aligned, for example, goal 1 or goal 2.
* Complete Columns C - F for each objective.
* In Column G, record outcome data. Data for the ACEND required objectives must be reported using a rolling three-year average over the seven-year accreditation cycle. This example of a three-year rolling average indicates the three years, the number of individuals who met the objective compared to the entire cohort and the percentage of individuals who met the objective, plus subsequent years.

Example: 2019-2021: 70/80 (88%) 2020-2022: xx/xx (xx%)* If the program has more than two goals, add them to the goals section. Indicate additional objectives to measure the goals in the last section of the template.
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**<Name of your program goes here>
Program Evaluation Plan (Required Element 2.1, 2.2)**

**Nutrition and Dietetics Technician Program**

**Date of Last Accreditation Review (self-study report) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **History of Annual Review** |
| **Date of Annual Review**  | **Individuals/Groups who Reviewed Plan**  | **Results of the Review (e.g., changes that were made, if any)** |
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**Mission of the Dietetics Program**

*Your program mission goes here.*

**Program Goals, Objectives and Actual Outcomes**

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| **Goal #1**– Program graduates will…….*Your program goal goes here.***Goal #2** Program graduates will….. *Your program goal goes here.**If the program has additional goals, add them in this section.* |
| **A) ACEND Required Objectives** **(Programs must insert a target measure in the objectives when one is not identified by ACEND)** | **B) Indicate the goal the objective measures (e.g., 1 or 2)** | **C) Data Needed for Evaluation and Data Source**  | **D) Evaluation Method(s) for Collected Data** | **E) Individual(s) Responsible for Ensuring Data are Collected**  | **F) Timeframe for Collecting Data****(When are data collected?)** | **G) Actual Outcomes**  |
| “At least 80% of students complete program requirements within \_\_\_ (150% of planned program length)”. (RE 2.1.c.1.a) |  |  |  |  |  |  |
| “Of graduates who seek employment, at least \_\_\_ percent are employed in nutrition and dietetics or related fields within 12 months of graduation”. (RE 2.1.c.1.b) |  |  |  |  |  |  |
| “At least \_\_\_ percent of program graduates take the CDR credentialing exam for nutrition and dietetics technicians within 12 months of program completion”. (RE 2.1.c.1.c.1) |  |  |  |  |  |  |
| “The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for nutrition and dietetics technicians is at least 70%”. (RE 2.1.c.1.c.2) |  |  |  |  |  |  |
| The program must develop an objective for employer satisfaction with graduate’s preparation for entry-level practice. (RE 2.1.c.1.d)***Enter Employer Satisfaction Objective Here:***  |  |  |  |  |  |  |

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| **Additional objectives should be included below.**  |
| **Additional Objectives** | **Indicate the Goal the Objective Measures (e.g., 1 or 2)** | **C) Data Needed for Evaluation and Data Source**  | **D) Evaluation Method(s) for Collecting Data** | **E) Individual(s) Responsible for Ensuring Data are Collected**  | **F) Timeframe for Collecting Data** | **G) Actual Outcomes** |
| *Add rows as needed.* |  |  |  |  |  |  |