CHECKLIST OF APPENDICES PROVIDED IN SELF-STUDY REPORT FOR A SITE VISIT

**2022 ACEND Accreditation Standards**

**Nutrition and Dietetics Didactic Programs (DPD)**

**Please refer to the Guidance Information document for additional details pertaining to the evidence to be provided in the appendices.**

# Standard 1: Program Characteristics and Resources

[ ]  Copy of letter or a website screenshot and active website link documenting the organization’s status with the oversight agency

[ ] A copy of the organization chart that shows the location of the program within the institution and its relationship to other programs within the department

[ ] A copy from catalog or website listing the degree obtained and course requirements and prerequisites ***(draft information for candidacy program)***

[ ] Program director’s current curriculum vitae or resume

[ ]  Formal position description for the program director that includes ACEND responsibilities and clearly specifies the amount of time allocated for program management (e.g. number of hours, percentage of time, amount of course release time)

[ ]  Evidence of CDR registration status; such as photocopy of the program director’s CDR registration card or printout from CDR website verifying registration status

**Consortium:**

[ ] A copy of formal agreements between the organizations involved

[ ]  An organization chart showing the relationship of each member of the consortium to the total program, if different from organization chart in **Required Element 1.2**

[ ]  A copy of curriculum vita/resume for each coordinator other than the program director

# Standard 2: Program Mission, Goals, Objectives, and Program Evaluation and Improvement

[ ] Completed template titled **Required Element 2.1 and 2.2 Program Evaluation Plan (DPD)**

###### [ ]  Final data column completed in template titled Required Element 2.1 and 2.2 Program Evaluation Plan for past program evaluation period

[ ]  ***N/A for candidacy program***

[ ] Examples of tools used to collect evaluation data such as, surveys, evaluations, etc.

[ ] Completed template titled **Required Element 2.3 Continuous Program Improvement Plan**

# Standard 3: Curriculum and Learning Activities

[ ] Course descriptions as published in the catalog ***(draft information for candidacy program)***

[ ] Completed template titled **Required Element 3.1 RDN Required Component Checklist**

[ ] Completed template titled **Required Element 3.2 KRDN Curriculum Map**

[ ]  Completed template titled **Required Element 3.3 RDN Summary of Learning Activities**

[ ]  **All** syllabi for courses taught within the academic unit showing learning activities with the associated knowledge requirements in chronological order as it appears in the curriculum

# Standard 4: Student Learning Outcomes Assessment and Curriculum Improvement

[ ] Completed template titled **Required Element 4.1 RDN Core Knowledge Assessment Table**

[ ]  If previous assessment has occurred under the 2017 standards, a copy of SLO plan with data to provide evidence of ongoing assessment

[ ] Three examples of assessment tools such as exams, evaluations, rubrics, projects, portfolios, etc. listed on the RDN Core Knowledge Assessment Table

# Standard 5: Faculty and Preceptors

[ ] Completed template titled **Required Element 5.1 Faculty Roster**

[ ]  Examples of orientation materials, such as handbook, orientation outline or checklist including orientation to mission, goals and objectives of the nutrition and dietetics program, ACEND Standards and required competencies (***draft examples for candidacy program)***

[ ]  Examples of training provided to program faculty on the use of distance education pedagogy and recommended practices (***draft examples for candidacy program)***

[ ] Examples of training agendas that demonstrate faculty are trained on recognizing and monitoring biases in and other and how to reduce instances of microaggressions and discrimination (***draft examples for candidacy program)***

**Standard 6: Supervised Practice Sites**

[ ]  ***N/A for DPD***

# Standard 7: Information to Prospective Students and the Public

[ ] Any printed materials, such as brochures or catalogs, that are used to publicize the program, if applicable **(*draft materials for candidacy program, if applicable)***

[ ] Completed template titled **Required Element 7.3 Information to Prospective Students and the Public Checklist**

######  [ ]  *Candidacy program* - Provide a draft copy, such as a Word document of the information that will be available on the program’s website for the information listed in Required Element 7.3.

# Standard 8: Policies and Procedures

[ ] Website link to or copy of program policies related to student performance monitoring, student retention, supervisedpractice and equitable treatment documentation (***draft materials for candidacy program)***

[ ] Completed template titled **Required Element 8.1 and 8.2 DPD Policy and Procedure Checklist**

[ ] Link to or copy of the program handbook (***draft materials for candidacy program***)

**Candidacy Program Only**

 ☐ “Candidacy Program Teach Out Plan” included