

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

Course Number NUTR 621 Nutrition Research or Degree Plan(s) M.S. in Nutr & M.S. in Nutr/DI
State the requested change and reason. A memo may be attached if more space is necessary.

Change the credit hours of NUTR 621 Nutrition Research from 3 to 1.5 credit hours.
Change the name of NUTR 621 from Nutrition Research to Nutrition Research I.
Change the description of NUTR 621 to:
"Overview of the research process used to enhance evidence-based knowledge in the field of nutrition. Includes use of literature reviews, formulation of research questions and study designs, preparing surveys and interviews, formulation of research proposal, and obtaining IRB approval."

Rationale: An additional Nutrition Research is being created so that there will be two 7-week courses. This course will be the first one.

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

		COUNCIL ³								
	Change to a Course	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	President
1.	Title	A	A	A	I				I	I
2.	Description (not affecting content)	A	A	A	I				I	I
3.	Course term(s)	A	I	A	I				I	I
4.	Content (substantive change)	A	A	A	I				A	I
5.	Number of hours (lecture, lab, contact)	A	A	A	A				A	I
6.	Course number within the hundred	A	A	I	I				I	I
7.	Course number beyond the hundred	A	A	A	A				A	I
8.	Prerequisites	A	A	A	I				I	I
9.	Course fee(s)	A	--	A	--				A	I
10.	From U to G or G to U	A	A	A	A				A	I
11.	Cross list with another department: U or G level	A	A	A	A				A	I
12.	Department of record	A	A	A	A				A	I
13.	Open or close a course	A	A	A	A				A	I
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A	A				A	I

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

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		COUNCIL ³										
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
1.	University Requirements — Change in approved course content ⁶	A	A	A	A				A	--	A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A	A				A	A	A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	--	--	A				A	--	A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A	A				A	A	A	--
5.	Major — Revision of major ^{4,5}	A	A	A	A				A	--	A	--
6.	Major — Adopt or change admission requirements	A	A	A	A				A	--	A	--
7.	Major — Add ^{4,5}	A	A	A	A				A	A	A	I
8.	Major – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
9.	Major – Discontinue (proposed by the Provost)	See below.										
10.	GPA — Revise major or cumulative requirement	A	A	A	A				A	A	A	--
11.	Minor — Revise course selection	A	A	A	I				I	--	I	--
12.	Minor — Add	A	A	A	A				A	--	A	--
13.	Minor – Discontinue (proposed by the department or college)	A	A	A	A				A	--	A	--
14.	Minor – Discontinue (proposed by the Provost)	See below.										
15.	Degree — Add	A	A	A	A				A	A	A	I
16.	Degree – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
17.	Degree – Discontinue (proposed by the Provost)	See below.										
18.	Any change to a graduate degree program	A	A	A	A				A	--	A	--

		COUNCIL ³								Board of Trustees
	Provost-Proposed Change	Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	President	
1.	Major/Graduate Program – Discontinue (proposed by the Provost)	A	R	R		A		A	A	I
2.	Minor – Discontinue (proposed by the Provost)	A	R	R		A		--	A	--
3.	Degree – Discontinue (proposed by the Provost)	A	R	R		A		A	A	I

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COUNCIL ³										
	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--	A			A	A	A
2.	Admission requirements	--	--	--	A			A	A	A
3.	Policies governing academic probation and suspension	--	--	--	A			A	A	A
4.	Requirements for graduating with honors	--	--	--	A			A	A	A

¹ Councils may request additional information about "Information" items. These items are approved as "Consent Agenda."

² The Dean and Department should respond to the Provost's recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession" (SACS 2.7.3). Departments may request exceptions to the first three criteria.

⁷ The UUAC approved the clarification that "general requirements for graduation" means the enumerated items in the "General Requirements for Bachelor's Degrees" section of the catalog.

Revised 8-26-19

Department/School Chair(s)	
<u>Heila Jones</u> Signature	<u>10/26/22</u> Approval date
_____ Signature	_____ Approval date

College Academic Council(s)	
<u>Don V</u> Signature	<u>10/31/22</u> Approval date
_____ Signature	_____ Approval date

Dean(s)	
<u>Don V</u> Signature	<u>10/31/22</u> Approval date
<u>Marlene W. G., Ph.D.</u> Signature	<u>Nov 18, 2022</u> Approval date

Teacher Education Council	
_____ Chair's signature	_____ Approval date

University General Education Council	
_____ Chair's signature	_____ Approval date

Abilene Undergraduate Academic Council	
_____ Chair's signature	_____ Approval date

Graduate Council	
_____ Chair's signature	_____ Approval date

Provost	
_____ Signature	_____ Approval date

Faculty	
_____ Chair of Faculty Senate	_____ Approval date

President	
_____ Signature	_____ Approval date

NUTR 621: Nutrition Research 1

2022 Section NUTR 621 1.5 Credits 10/14/2019 to 10/14/2020 Modified 10/14/2022

Mission Statements

University Mission Statement

The mission of Abilene Christian University (ACU) is to educate its students for Christian service and leadership throughout the world.

This mission is achieved through the following:

- Exemplary teaching, offered by a faculty of Christian scholars, that inspires a commitment to learning;
- Significant research, grounded in the university's disciplines of study, that informs issues of importance to the academy, church, and society; and
- Meaningful service to society, the academic disciplines, the university, and the church, expressed in various ways, by all segments of the Abilene Christian University community.

College Mission Statement

The mission of the College of Graduate and Professional Studies (CGPS) is to prepare students for Christian service and leadership by providing them with the knowledge and skills to advance their careers, thereby placing them in positions of influence for the expansion of God's purposes in the world.

College of Education and Human Services

The mission of our college is to equip students for global service and leadership through exemplary practice in education and human services, informed by a Christian perspective.

M.S. in Nutrition/Dietetic Program Mission Statement

The mission of the Abilene Christian University M.S. in Nutrition/Dietetic Internship is to equip interns who model Christian values to become Registered Dietitians/Nutritionists to lead and empower individuals, especially those with economic need, to achieve better nutrition and healthier lifestyles.

Department of Kinesiology & Nutrition Program Mission Statement

The mission of this department is to prepare students to serve and lead through the development of healthful lifestyles.

Integration of Christian Faith

I Cor. 10:31 states "Whether, then, you eat or drink or whatever you do, do all to the glory of God." This course prepares you to discover new things in the world of nutrition. Students should "work as if working for the Lord" during the research project in hopes of helping others to be more healthy.

Course Description

Overview of the research process used to enhance evidence-based knowledge in the field of nutrition. Includes use of literature reviews, formulation of research questions and study designs, preparing surveys and interviews, formulation of research proposal, and obtaining IRB approval.

Program and Student Learning Outcomes

Program and Student Learning Outcomes: N/A

Week	Course Level Objectives	Outcome Measures	Aligned Student Learning Outcomes
1	Recall ethical principles in research.	Discussion: Ethics Assignment: Human Subjects Research Training	N/A
2	Formulate a nutrition research question in compliance with program requirements.	Discussion: Research Question Brainstorm Assignment: Research Question	N/A
	Recall the scientific method and types of research studies.	Assignment: Chapters 1-3 Quiz	N/A
	Identify databases, scientific journals, and types of articles pertinent to problems in nutrition.	Assignment: Chapters 1-3 Quiz	N/A
3	Apply research practices to locate and identify appropriate articles within the context of nutrition for the construction of a literature review.	Assignment: Summary Table of Research Articles	N/A
	Analyze research articles in the context of the nutrition research study.	Discussion: New Insights Assignment: Summary Table of Research Articles	N/A
	Distinguish between qualitative and quantitative research methods.	Assignment: Chapters 4-6 Quiz	N/A
4	Analyze research articles in the context of the nutrition research study.	Discussion: Article Reflections	N/A
	Synthesize literature and research to support a research study on nutrition topics.	Assignment: Review of Literature Outline	N/A
	Discern differences in types of quantitative research designs in nutrition topics.	Assignment: Chapters 7-8 Quiz	N/A
5	Analyze research articles in the context of the nutrition research study.	Discussion: Article Reflections	N/A

	Synthesize literature and research to support a research study on nutrition topics.	Assignment: Review of Literature	N/A
	Discern differences in types of qualitative research designs in nutrition topics.	Assignment: Chapters 9-10 Quiz	N/A
6	Apply methodology design principles to construct a methods section in a research study.	Discussion: Refining your Methods Assignment: Methodology	N/A
	Identify different basic statistics and qualitative assessments used in research methods.	Assignment: Chapters 11-13 Quiz	N/A
7	Recall the Institutional Review Board (IRB) process for requesting permission to conduct an exempt research study.	Discussion: Reflections on Study Development Assignment: IRB Submission for Study	N/A
	Differentiate systematic reviews and evidence-based nutrition practice guidelines developed for the Evidence Analysis Library of the Academy of Nutrition and Dietetics.	Assignment: Chapters 14-16 Quiz	N/A
	Examine importance and channels of dissemination of research.	Assignment: Chapters 14-16 Quiz	N/A

Course Materials

Required Textbook:

- Drummond, K. E., Reyes, a., Gooddell, S., Stage, V. C., & Cooke, N. K. (2023). *Nutrition research: Concepts and application* (2nd ed.). Jones and Bartlett Learning. ISBN: 9781284227116
- Christiansen SL, Cintron MY, Desai A, et al. *AMA Manual of Style: A Guide for Authors and Editors*. 11th ed. Oxford Academic; 2020. ISBN 13: 9780190246556

Required Resource:

- Access to the [Journal of the Academy of Nutrition and Dietetics](#) is required and provided by ACU.

Course Requirements

General descriptions of the course requirements are below. See the online modules for detailed assignment instructions.

Discussion Questions

Participation in online discussions is mandatory. In order to actively participate in these discussions you will need to log in at least 5 days each week. This will help you stay up-to-date on the discussions and allow you to make more thoughtful postings. Discussions begin on Tuesday each week and end on Monday at 11:59 PM Central. You are expected to answer all of the discussion questions assigned in a week in a substantive manner. Your initial post will be due on Thursday by 11:59pm CST. No credit will be awarded for late posts. You are also expected to respond to at least 2 of your classmates' postings for each discussion question. You have the rest of the module week to offer your response to others' posts.

Chapter Quizzes (Weeks 2-6)

You will complete quizzes over concepts covered in the course textbook. The textbook information is vital to being able to conduct a research study and to correctly and effectively write all documentation in a manuscript.

Human Subjects Research Training

Anyone who is planning to conduct research at Abilene Christian University with human subjects must complete module training over responsible conduct and ethical behavior in research. The training provides you with the knowledge to develop a research study that is ethical and protects the subjects.

Research Question

The research question is something you want to know about your research population. It addresses a significant problem, it is relevant and important, it identifies variables being studied and what is being examined, and is neither too broad nor too narrow in scope.

Summary Table of Research Articles

The summary table is an organized way of evaluating peer-reviewed articles for the purpose of including prior research ideas in your Review of Literature and/or Methods documents. The table should include the citation, purpose, design and sample explanation, data collection tools, and findings and results of articles looking at similar research questions.

Review of Literature Outline

The outline for the Review of Literature consists of headings of topics that you want to address. At least some of the headings include introduction to the problem, background to the problem, what is missing in research studies that pertains to your study, and the purpose of your study.

Review of Literature

The review of literature should describe gaps in research, compare and contrast studies, critique studies, highlight well-done studies, and summarize the overall state of the published literature on your topic. It should explain how your study fits into the literature and why it is important.

Methodology

The section on methodology should tell exactly how a research study is done. It should include what the research design is, who the participants are and how they are selected, what the interventions and procedures are, what instruments and tools are used to measure the outcomes, and what statistics or qualitative measures are employed.

IRB Submission of Study

Before your research project can be implemented, the required completed forms must be submitted to the Institutional Review Board (IRB) at ACU for approval of your study. The two forms that are required are the Exempt Research Request form and the Signature and Assurance form. These blank forms are provided for you to complete.

Course Policies

Note: Please see the Canvas course for information on the faculty as well as all due dates.

Engaged Learning in an Online Format

This online course invites students into a community of engaged scholarship. The course consists of seven weekly modules, with a new module beginning each Tuesday morning in the Canvas LMS (Learning Management System). We expect students to log in to the course frequently, master the course material, whether written or in other digital media formats, and to engage the professor and fellow students through the Canvas medium.

Note: If a student fails to log in the course for the first 7 days of the official course, the student will receive an email notifying them that they are at risk to be administratively withdrawn from the course. The student will have 72 hours to log into the course from that email notification. If the student does not log into the course in that period of time, they will be administratively withdrawn. The last day to withdraw from a course is the Wednesday before the last week of class. Please reference the

handbook calendar for a full list of dates. If a student has not participated in the course at any point, before the last week of class the student will be administratively withdrawn. An assignment is defined as a paper, quiz, discussion post, or project in the course. If a life situation occurs that will prevent the student from participating in the course for a brief period of time, the student is responsible for communicating this to their Student Service Advisor and/ or New Student Ambassador, and instructor to make appropriate arrangements.

Technology Requirements

Students should ensure they meet the technology requirements as outlined in the ACU Online Student Handbook.

Paper Specifications

All formatting and referencing should follow *The American Medical Association, 11th Edition*. Papers should be written in Times New Roman, 12-point font and submitted as a .docx, .doc, or .pdf file. All papers should be neat, contain no misspellings, contain no typing errors, and employ proper grammar and syntax. If your paper contains pervasive AMA and/or grammatical errors, the professor may return the paper without grading it. Your faculty will determine the date for submission for the revised paper and 10% will be automatically deducted in addition to any late penalty deductions if the assignment was submitted late.

Late Assignments

Assignments are due by 11:59 pm Central Standard time on the due date. Refer to the Canvas Syllabus link or the Canvas Modules link for a list of all due dates. Penalty for late assignments is 10% per calendar day late. Weekend days are counted as late days. For administrative purposes, a zero will be placed in the gradebook for work not submitted on time. If an assignment is submitted after the zero is given or if an arrangement for late submission has been made with the instructor, the noted penalty percentage will be used to re-assess the assignment (removing the zero). Extensions are allowed at the discretion of the instructor and/or Program Director. No credit will be awarded for late discussion posts. Extra credit will not be available in this course.

Academic Integrity

Academic Integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Academic work includes but is not limited to reading assignments, assessments and examinations, attendance at required out-of-class activities, written or oral presentations, laboratory experiments and research. Assignments may or may not be submitted through the Turnitin plagiarism checker.

The Academic Integrity and Honesty Policy is available on the ACU Provost's Office [webpage](https://cdn01.acu.edu/community/offices/administrative/office-of-the-provost/academic-integrity-policy/expanded-definitions-and-advice.html) (<https://cdn01.acu.edu/community/offices/administrative/office-of-the-provost/academic-integrity-policy/expanded-definitions-and-advice.html>), where you may find detailed information regarding what constitutes academic dishonesty and resultant disciplinary actions. The student should seek clarification from the instructor regarding the re-use of work, as this may or may not be appropriate and is dependent on the assignment. Academic dishonesty may have, but not be limited to, the following consequences:

- losing points on an assignment.
- failing an assignment.
- failing a course.
- having a record of improper conduct in the dean's office which oversees the course in which the infraction was made.
- being dismissed from the university.

The process and timeline for appeals can be found on the ACU Provost's Office webpage.

Academic Integrity Violation Process for Discussions Boards

In cases where a student posts an initial blank post and then proceeds to post a second time to the discussion with their answer to the discussion prompt, the following discipline processes will be followed:

1st Violation of Blank Post in a Course - "0" on discussion portion (not reply portion) and the instructor will issue a written warning that the second violation will be considered an Academic Integrity violation.

2nd Violation of Blank Post in Same Course - "0" on discussion portion and the student will be reported to the Dean's Office as having conducted an Academic Integrity Violation. See the syllabus for information about the Academic Integrity Violation process and possible consequences.

* ACU Learner Support, Resources, and Services

Anti-Harassment Policy

Harassment will not be tolerated at Abilene Christian University. As a Christian community, Abilene Christian University has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Harassment is defined as unwelcome behavior or conduct based on sex, religion, race, age, color, national origin, veteran's status, disability, or any other characteristic protected by law when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in University programs or activities, (2) submission to, or rejection of, such conduct by an individual is used as the basis for a decision affecting an individual's employment, education, or participation in University programs or activities, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for work, education, or participation in a University program or activity. Therefore, it is the purpose of the Anti-Harassment Policy to maintain a work and academic environment that is free of harassment, sexual or otherwise. This policy applies to all members of the ACU community, including trustees, faculty, staff, students, and volunteers at Abilene Christian University. For a more in-depth review of the university's anti-harassment policy, the full definition of harassment, and procedure for reporting, visit: <https://www.acu.edu/dean-of-students/required-legal-statements/anti-harassment-policy/> (<https://www.acu.edu/dean-of-students/required-legal-statements/anti-harassment-policy/>)

ACU Online Student Handbook

The current version can be found [here](#)

(https://acuonline.my.salesforce.com/sfc/p/#E0000000cKPT/a/440000006AA9/RWbLcDg6R9gR8DgTJwQdECczCHnjwM1_0WvJs6b4qeY).

ACU Dallas Student Code of Conduct

The ACU Online Student Handbook contains an online student Code of Conduct which describes appropriate and inappropriate forms of electronic communication and online behavior as well as information about student integrity in scholarly work. Students may be dismissed from the university for failing to adhere to the Code of Conduct.

ADA Compliance Statement

Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The Alpha Scholars Program facilitates disability accommodations in cooperation with instructors. In order to receive accommodations, you must be registered with Alpha Scholars Program, and you must complete a specific request for each class in which you need accommodations. If you have a documented disability and wish to discuss academic accommodations, please call our office directly at (325) 674-2667 or alpha@acu.edu.

Library

Abilene Christian University provides library services to online students through the Distance Learning Portal at <http://guides.acu.edu/distance>. Students will use their single sign-on credentials to gain access to the library content. The Distance Learning Portal contains information about citation help, requesting materials, research guides, and degree program specific resources. Video tutorials on how to search the library's resources, including electronic journal titles, are available for students to view at any time. ACU also has dedicated staff that serve our online students, for help with refining topics, including dissertation and final project topics, searching databases, or other library help. To contact the online librarian, please visit: <http://guides.acu.edu/c.php?g=824708&p=5887421>. For research assistance, you can visit <http://asklibrary.acu.edu> and submit your question through the web form or get help via text or chat.

Title IX Statement

As a professor, one of my responsibilities is to help create a safe learning environment on our Abilene Christian University Dallas Online campus. I also have a mandatory reporting responsibility related to my role as a professor. It is my goal that you feel safe

to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep the information you share private to the greatest extent possible. I am required to share with the Title IX Coordinator information regarding sexual misconduct or harassment, dating or domestic violence, or stalking that occurred while you are or were enrolled as a student at ACU. If you would prefer to share information in a confidential setting, I encourage you to access counseling services through TimelyMD. All of your options are available for review by clicking on the link to ACU's [policy](#).

✓ Grading

Grades are awarded based on point accumulation. Each assignment has a maximum number of points that can be earned by successfully completing the assignment. Partial points will be awarded for meeting some but not all of the standards identified for each project or assignment. If a student receives a grade of "D" or "F" in a course, this course will not count toward the student's degree and may constitute grounds for probation or suspension. A cumulative 3.0 GPA must be maintained to graduate. Letter grades correspond with points as outlined in the table below.

Points Earned	Grade
90-100 points	A
80-89.9 points	B
70-79.9 points	C
60-69.9 points	D
59 points and lower	F

Points Per Assignment

Deliverable	Week	Type	Points
Ethics	1	Discussion	10
Human Subjects Research Training	1	Assignment	150
Research Question Brainstorm	2	Discussion	10
Research Question	2	Assignment	70
Chapters 1-3 Quiz	2	Quiz	15
New Insights	3	Discussion	10
Summary Table of Research Articles	3	Assignment	150
Chapters 4-6 Quiz	3	Quiz	15

Article Reflections	4	Discussion	10
Review of Literature Outline	4	Assignment	100
Chapters 7-8 Quiz	4	Quiz	10
Article Reflections	5	Discussion	10
Review of Literature	5	Assignment	150
Chapters 9-10 Quiz	5	Quiz	10
Refining your Methods	6	Discussion	10
Methodology	6	Assignment	130
Chapters 11-13 Quiz	6	Quiz	15
Reflections on Study Development	7	Discussion	10
IRB Submission for Study	7	Assignment	100
Chapters 14-16 Quiz	7	Quiz	15
		Total Points	1000

Course Outline and Schedule

(Schedule subject to change; See the Canvas course for updated information on due dates.)