Best Practices for Initial IFT-HERB Approval

This collection of best practices is intended to support programs with the preparation of applications for IFT-HERB Initial Approval. It follows the sequence outlined in the [Initial Approval Guidelines](#).

General

- ✓ Create *only one* log in per institution and share credentials with those who need access to the portal.

Food Science Facilities

- ✓ Photos should be of the actual facilities, not stock photos.
- ✓ Photos should capture representative clusters of equipment rather than individual pieces of equipment.
- ✓ *Tip*: Photos of equipment or sectors of a lab can be arranged in a collage that is uploaded as *one* photo.

Undergraduate Teaching Faculty

- ✓ List faculty who teach courses in which Essential Learning Outcomes (ELOs) are assessed (e.g. food chemistry, food microbiology, etc.).
- ✓ Do *not* list faculty who teach courses in which foundational content is covered (e.g. general chemistry).
- ✓ *Tip*: Listed faculty will typically belong to the department in which the program to receive IFT-HERB Approval is housed.

Foundational Content

- ✓ "Foundational content" does *not* mean "foundational course"; it is OK to list several courses in which foundational content is covered that add up to the required number of credit hours.
- ✓ Only list foundational content in the "Foundational Content" section, *not* in the "Standards" or "5-Year Assessment Plan" sections.
- ✓ *Tip*: Courses such as general biology, general physics, introduction to human nutrition, etc. should be counted toward foundational content. In U.S. programs, most foundational content will come from 100-200 level courses.

IFT Program Goals

- ✓ Since 2018, programs no longer need to develop or assess program goals for IFT-HERB Approval. Instead, programs agree to the IFT Program Goals in the "Institutional Profile" section of the submission portal.

Standards

- ✓ The 11 Standards are "broad categories" that are expected to be addressed across the five-year span of assessment but are not directly assessed.
- ✓ Courses in which foundational content is covered do *not* belong in this section.
- ✓ *Tip*: If Standards are selected from the drop-down menu in the same sequence as in the Guidelines, it is easier to keep track of them and ensure there are no duplicates.

Essential Learning Outcomes (ELOs)

- ✓ Not all ELOs need to be assessed across the 5-year period.
- ✓ Two (2) Standards per year will be covered for Assessment Years 1-4, with three (3) corresponding ELOs assessed per Standard. Three (3) Standards will be covered for Assessment Year 5, with two (2) corresponding ELOs assessed per Standard.
- ✓ *Tip*: The tally at the end of this section should result in *11 Standards* and *30* assessed *ELOs* across 5 years.