



Institute of Food Technologists
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WHAT TO EXPECT TO INCLUDE IN THE APPLICATION FOR INITIAL IFT APPROVAL OF UNDERGRADUATE DEGREE PROGRAMS IN FOOD SCIENCE AND FOOD TECHNOLOGY

This document outlines the information all programs will be required to enter into the submission portal upon its release in April 2019. Note that this information may slightly change in response to feedback received during the pilot phase of the submission portal.

Program Requirements: Administrative, Physical, Curricular, and Educational

I. Organization – Institutional Profile

The academic program will be administered by an administrative unit that can adequately sustain an academic program, preferably a separate organized department with an identifiable budget. The institution must a) be an accredited educational institution, and b) have graduated students from the program prior to requesting IFT approval.

- a. Name of Institution
- b. Name of College (if applicable)
- c. Name of Department (or other Administrative Unit)
- d. Mailing Address
- e. Name of Department Head or Chair
- f. Contact of Department Head or Chair (email and phone)
- g. Undergraduate Degree Program Requesting IFT Approval (including emphases)
- h. Name of Undergraduate Coordinator or Contact Person
- i. Contact of Undergraduate Coordinator or Contact Person (email and phone)
- j. Acknowledgement that the institution is regionally or nationally accredited.
- k. Acknowledgement that the academic program has graduated students prior to the application.
- l. Acknowledgement that the administrative unit can adequately sustain an academic program.

II. Food Science Facilities

Teaching laboratories with facilities and equipment to conduct chemical, engineering, processing, sensory, and microbiological exercises as necessary to meet the Standards. *Pilot-plant facilities* to teach principles of unit operations and food processing. [If a pilot plant is not present, a plan of how alternate facilities are used in lieu of a pilot plant is required. The HERB will assess adequacy of the plan to meet the Standards.] *Infrastructure* such as offices, classrooms, and library resources are available to support students and faculty.

- a. Description of available food science facilities (teaching labs, pilot plant(s), infrastructure).



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- b. Two (2) actual pictures of each food science facility and explanations to interpret each picture.
- c. In absence of a pilot plant: provide documentation of alternate facilities.

III. Undergraduate Teaching Faculty

A minimum of four (4) faculty members with earned doctoral degrees in disciplines related to their teaching roles. A minimum of four (4) faculty members with one post-baccalaureate degree in food science. Fields of faculty are distributed across the sub-disciplines necessary to teach required food science courses.

- a. Provide information of all faculty members teaching in the program.

IV. Foundational Courses

Foundational courses represent foundational curricular content recommendations that IFT considers essential.

- a. List foundational course content and credit hour information.

V. IFT Program Goals

The IFT Program Goals serve as an overarching expectation of an IFT-approved academic program.

- a. Acknowledgement of the IFT Program Goals and that no programmatic data is required.

VI. Five-Year Assessment Plan

a. Standards

The IFT Standards (formerly Core Competencies) encompass the academic content and skills under the four IFT Program Goals. The Standards provide the framework to assess the Essential Learning Outcomes (ELOs).

- i. List of assessed Required Courses in which Standards are addressed across five (5) years.

b. Essential Learning Outcomes (ELOs)

ELOs are measurable statements under each Standard that describe the knowledge or skills students should acquire by the end of a particular assignment, class, course, or program.

- i. All Eleven (11) Standards must be covered across Assessment Years 1-5.



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- ii. Two (2) Standards per year will be covered for Assessment Years 1-4, with three (3) corresponding ELOs assessed per Standard.
- iii. Three (3) Standards will be covered for Assessment Year 5, with two (2) corresponding ELOs assessed per Standard.
- iv. By the end of Assessment Year 5, the assessment plan should include a total of 11 Standards and 30 ELOs.

[Note that for your Annual Assessment Report, a minimum of Three (3) Learning Assessment Techniques (LATs) of different Bloom's Taxonomy levels will be required. (Examples of LATs for different Bloom's Taxonomy levels will be posted on IFT.org)]