

**Advisory Committee Fall 2023 Agenda
Culinary Academy
September 20, 2023**

12:00 pm

– Century City Center, Joe Chat Sumner Conference Room

Members Present

Patrick Street

David Diaz

Jocelyn Ott

Members Not Present

David Aldrete

Brandy Belk

Melissa Plowman

Scott Plowman

Erik Scott

Xochitl Fruit

Vernon College Faculty/Staff

Andrea Sanchez

Erika Colee

Bettye Hutchins

Zachary Nguyen-Moore

Welcome and IntroductionsAndrea Sanchez

Andrea Sanchez welcomed the committee members to the meeting, thanking members for returning and new members for joining the committee.

Purpose of Advisory CommitteeBettye Hutchins

After introductions, Bettye Hutchins reviewed the purpose of the committee, reviewed the process for voting by email in place of quorum, and asked for volunteers or nominations for vice-chair and recorder.

Election of Vice Chair, and RecorderBettye Hutchins

Volunteers/Nominations for Vice-chair – Patrick Street volunteered

Volunteers/Nominations for Recorder – David Diaz volunteered

Chair..... David Aldrete

David Aldrete was unable to attend. Andrea Sanchez read the parts for Chair.

Old Business/Continuing Business..... David Aldrete

Andrea asked if there is any old business to discuss, with none Andrea moved onto New Business.

New BusinessDavid Aldrete

❖ **Review program outcomes, assessment methods/results, and workplace competency**

Andrea Sanchez asked Erika Colee to review the following program outcomes.

Program outcomes

1. Demonstrates the fundamental principles and knowledge of food service/culinary management techniques, skills, and applications for food service.
2. Applies principles for nutrition planning and recognition techniques for efficient and safe substitutions.
3. Identifies roles and functions for hospitality facilities and contract maintenance services.
4. Performs procedures of human resource management pertaining to specifics of the hospitality industry.
5. Demonstrates knowledge of (OSHA) Occupational Safety and Health Administration requirements and all effective workplace safety programs and regulations.

❖ **Approve program outcomes**

After review of program outcomes, Andrea asked for a motion to approve the outcomes as presented.

David Diaz made the motion to approve the outcomes as presented.

Patrick Street seconded the motion.

Due to not having a quorum present at the meeting, the committee voted via email and approved the program outcomes as presented.

❖ **Approve assessment methods and results**

Andrea Sanchez asked Erika Colee to review the following assessment methods and results.

- Tests
- Quizzes
- Presentations
- Event participation
 - Open House – Promotional event held on July 19th allowing prospective students to see the academy and speak to the Lead Culinary Instructor, Director of Continuing Education, and current Adult Academy students. We had approximately 15 people come. Adult Academy students prepared finger foods for this event.
 - Adult Academy – Began on January 17th with 6 students enrolled. We currently have 5 that will complete in October 2023.
 - Burkburnett High School – Participated in Empty Bowls event at Midwestern State University. Students came in 4th place for the People’s Choice Award. High School students prepared a plated luncheon for CTE Advisory committee in October. A couple of students also had the opportunity to serve dinner at the Rotary Club 75th anniversary celebration. Culinary students participated in the STEM family night by hosting the Hospitality room. 3 students competed in the Texas ProStart Invitation in Waco in individual competitions. 1 student took First Place. Burkburnett High School students participated in a “friendly” culinary competition with City View High School – students took second and fourth place.
- Each of the seven courses involve chapter tests, individual presentations and quizzes. Overall participation in outside events remains part of the grading process.

After review, Andrea asked for a motion to approve assessment methods as presented.

Patrick Street made the motion to approve the outcomes as presented.

David Diaz seconded the motion.

Due to not having a quorum present at the meeting, the committee voted via email and approved the program outcomes as presented.

❖ **Approval of workplace competency (course or exam)**

Andrea Sanchez asked Erika Colee to review the following workplace competency.

Servsafe Manager Exam is taken by the adult program through National Restaurant Association. (NRA)

Program Outcome	Number of students who took a course or licensure exam	Results per student	Use of results
<ul style="list-style-type: none"> • Demonstrates the fundamental principles and knowledge of food service/culinary management techniques, skills, and applications for food service. • Demonstrates knowledge of (OSHA) Occupational Safety and Health Administration requirements and all effective workplace safety programs and regulations. 	6	6 students passed for 100% rate.	State reporting Students can get jobs that require Servsafe immediately. The requirement to apply for ManageFirst Credential.

Hospitality and Restaurant Management Certification through NRA.

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
<ul style="list-style-type: none"> • Demonstrates the fundamental principles and knowledge of food service/culinary management techniques, skills, and applications for food service. • Identifies roles and functions for hospitality facilities and contract maintenance services. 	5	5 students passed for 100% rate.	Vernon College reports and requirements to apply for ManageFirst Credential.

Controlling Food Costs Certification through NRA.

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
<ul style="list-style-type: none"> • Demonstrates the fundamental principles and knowledge of food service/culinary management 	5	5 students passed for 100% rate.	Vernon College reports and requirements to apply for

techniques, skills, and applications for food service.			ManageFirst Credential.
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Nutrition Certification through NRA.

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
<ul style="list-style-type: none"> • Demonstrates the fundamental principles and knowledge of food service/culinary management techniques, skills, and applications for food service. • Applies principles for nutrition planning and recognition techniques for efficient and safe substitutions. 	5	5 students passed for 100% rate.	Vernon College reports and requirements to apply for ManageFirst Credential.

Hospitality Human Resources Management and Supervision Certification through NRA.

Program Outcome	Number of students who took the course or licensure exam	Results per student	Use of results
<ul style="list-style-type: none"> • Demonstrates the fundamental principles and knowledge of food service/culinary management techniques, skills, and applications for food service. • Performs procedures of human resource management pertaining to specifics of the hospitality industry. 	Students will take this exam on September 27 th		Vernon College reports and requirements to apply for ManageFirst Credential.

Verification of workplace competencies:

ServSafe ® Certification

Hospitality and Restaurant Management Certification

Controlling Food Costs Certification

Nutrition Certification

Hospitality Human Resources Management and Supervision Certification

ManageFirst Credential

*After review, Andrea asked for a motion to approve the workplace competency as presented.
Patrick Street made the motion to approve the outcomes as presented.
David Diaz seconded the motion.
Committee voted via email to approve the program outcomes as presented.*

❖ **Program Specific Accreditation Information and Requirements (if applicable)**

Andrea Sanchez and Bettye Hutchins reviewed the program's accreditation.

Program Accredited through Southern Association of Colleges and Schools Commission on Colleges

❖ **Review program curriculum/courses/degree plans**

Andrea Sanchez asked Erika Colee to review the curriculum, which had no changes.

Culinary Arts/Hospitality, Certificate of Achievement

Continuing Education

CIP 12.0503

Instructional Location - Career and Technical Center - Wichita Falls

Probable Completion Time - 9 months

Requirements

CHEF 1001	Basic Food Preparation	72 Class Hours
CHEF 1005	Sanitation and Safety	32 Class Hours
CHEF 2001	Intermediate Food Preparation	80 Class Hours
HAMG 1024	Hospitality Human Resource Management	32 Class Hours
HAMG 2001	Principles Of Food And Beverage Operations	32 Class Hours
HAMG 2037	Hospitality Facilities Management	32 Class Hours
IFWA 1010	Nutrition and Menu Planning	48 Class Hours
LEAD 1100	Workforce Development with Critical Thinking	32 Class Hours
Total Credit Hours:		360

Course descriptions and learning outcomes are provided as a separate document.

❖ Approve program revisions (if applicable)

With no program revisions, after review, Andrea asked for a motion to approve the curriculum as presented.

Patrick Street made the motion to approve the outcomes as presented.

David Diaz seconded the motion.

Due to not having a quorum present at the meeting, the committee voted via email and approved the program outcomes as presented.

❖ Approve 2023-2024 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.

Andrea Sanchez asked Bettye Hutchins to review the following SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.

SCANS Matrix: The SCANS (Secretary’s Commission on Achieving Necessary Skills) Matrix represents the 8 Federal requirements that must be taught. The matrix shows how we are mapping them back to each of the courses in the program.

Program: Culinary Academy									Credential: Certificate of Achievement
Award: Culinary Arts/Hospitality									
Cip: 12.0503									
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES									
SCANS COMPETENCIES								Course Number	Course Title
1	2	3	4	5	6	7	8		
X	X	X	X	X	X	X		CHEF 1001	Basic Food Preparation
X	X	X	X	X	X	X	X	CHEF1005	Sanitation and Safety
X	X	X	X	X	X	X	X	IFWA 1010	Nutrition and Menu Planning
X	X	X	X	X	X	X	X	HAMG 2037	Hospitality Facilities Management
X	X	X	X	X	X	X		CHEF 2001	Intermediate Food Preparation
X	X		X	X	X	X	X	HAMG 1024	Hospitality Human Resource Management
X	X	X	X	X	X	X	X	HAMG 2001	Principles Of Food And Beverage Operations
X	X		X	X	X	X	X	LEAD 1100	Workforce Development with Critical Thinking
								8. BASIC USE OF COMPUTERS	
								7. WORKPLACE COMPETENCIES	
								6. PERSONAL QUALITIES	
								5. THINKING SKILLS	
								4. SPEAKING AND LISTENING	
								3. ARITHMETIC OR MATHEMATICS	
								2. WRITING	
								1. READING	

General Education Matrix: The General Education Matrix is state-mandated. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses.

Program: Culinary Arts							Credential: Certificate of Achievement
Award: Culinary Arts/Hospitality Certificate of Achievement							
Cip: 12.0503							
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES							
GENERAL EDUCATION CORE OBJECTIVES						Course Number	Course Title
1	2	3	4	5	6		
X	X	X	X	X	X	CHEF 1001	Basic Food Preparation
X	X	X	X	X	X	CHEF1005	Sanitation and Safety
X	X	X	X	X	X	IFWA 1010	Nutrition and Menu Planning
X	X	X	X	X	X	HAMG 2037	Hospitality Facilities Management
X	X	X	X	X	X	CHEF 2001	Intermediate Food Preparation
X	X	X	X	X	X	HAMG 1024	Hospitality Human Resource Management
X	X	X	X	X	X	HAMG 2001	Principles Of Food And Beverage Operations
X	X	X	X	X	X	LEAD 1100	Workforce Development with Critical Thinking
						6. Personal Responsibility	
						5. Social Responsibility	
						4. Teamwork	
						3. Empirical and Quantitative Skills	
						2. Communication Skills	
						1. Critical Thinking Skills	

Program Outcomes Matrix: The Outcomes Matrix represents the Vernon College mandated requirements. They are the Program outcomes just approved and how they map back to the courses.

Program: Culinary Arts					Credential: Certificate of Achievement	
Award: Culinary Arts/Hospitality Certificate of Achievement						
Cip: 12.0503						
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES						
Program Outcomes					Course Number	Course Title
1	2	3	4	5		
X	X			X	CHEF 1001	Basic Food Preparation
X	X			X	CHEF1005	Sanitation and Safety
X	X			X	IFWA 1010	Nutrition and Menu Planning
X		X	X	X	HAMG 2037	Hospitality Facilities Management
X	X			X	CHEF 2001	Intermediate Food Preparation
X		X	X	X	HAMG 1024	Hospitality Human Resource Management
X	X			X	HAMG 2001	Principles Of Food And Beverage Operations
				X	LEAD 1100	Workforce Development with Critical Thinking
					5. Demonstrates knowledge of (OSHA) Occupational Safety and Health Administration requirements and all effective workplace safety programs and regulations.	
					4. Performs procedures of human resource management pertaining to specifics of the hospitality industry.	
					3. Identifies roles and functions for hospitality facilities and contract maintenance services.	
					2. Applies principles for nutrition planning and recognition techniques for efficient and safe substitutions.	
1. Demonstrates the fundamental principles and knowledge of food service/culinary management techniques, skills, and applications for food service preparation.						

Institutional Outcomes Matrix: The Institutional Outcomes Matrix represents the Vernon College mandated requirements. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

Program: Culinary Arts					Credential: Certificate of Achievement
Award: Culinary Arts/Hospitality Certificate of Achievement					
Cip: 12.0503					
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES					
Program Outcomes					General Education Outcomes
1	2	3	4	5	
x	x	x	x	x	Critical Thinking Skills
x	x	x	x	x	Communication Skills
x	x	x	x	x	Empirical and Quantitative Skills
x	x	x	x	x	Teamwork
x	x	x	x	x	Social Responsibility
x	x	x	x	x	Personal Responsibility
					5. Demonstrates knowledge of (OSHA) Occupational Safety and Health Administration requirements and all effective workplace safety programs and regulations.
					4. Performs procedures of human resource management pertaining to specifics of the hospitality industry.
					3. Identifies roles and functions for hospitality facilities and contract maintenance services.
					2. Applies principles for nutrition planning and recognition techniques for efficient and safe substitutions.
					1. Demonstrates the fundamental principles and knowledge of food service/culinary management techniques, skills, and applications for food service preparation.

After review, Andrea asked for a motion to approve the matrices as presented.

Patrick Street made the motion to approve the outcomes as presented.

David Diaz seconded the motion.

Due to not having a quorum present at the meeting, the committee voted via email and approved the program outcomes as presented.

❖ **Program statistics: Graduates (from previous year/semester), current majors, current enrollment**

Andrea Sanchez reviewed the program statistics.

- Program Statistics:
 - Graduates 2022-2023: **Complete data will be available by November 1st – projected 5 completers**
 - Enrollment Summer 2023: **N/A**
 - Majors Fall 2023-2024: **N/A**
 - Enrollment Fall 2023: **Program start date is set for January 2023**

❖ **Evaluation of facilities, equipment, and technology. Recommendation for the acquisition of new equipment and technology.**

Andrea Sanchez asked Erika Colee to review the facilities, equipment, and technology.

There were no new purchases for the 2022 – 2023 academic year. There has not been any need for new purchases looking at the 2023 – 2024 academic year.

❖ **External learning experiences, employment, and placement opportunities**

Andrea Sanchez reviewed external learning experiences, employment, and placement opportunities.

Faculty:“Vernon College offers a job board on the website. Businesses can contact Career Services to add jobs or you can post yourself. VC also subscribes to a service called GradCast. Within this program, over 600,000 business and industry contacts are available to the graduates to send up to 100 free resumes within a set zip code. If you would like to have your business as part of that database, please contact Harli Adams, hadams@vernoncollege.edu.”

Placement Rate of Program Completers by Reporting Year [1]												
Program	2020-2021			2021-2022			2022-2023			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
12050000-Culinary Arts and Related Services	6	6	100%	4	4	100%						

**The data for the 2022 – 2023 academic year is not complete. At this time, Erika Colee will be able to discuss placement / employment opportunities for the current class.

❖ **Professional development of faculty and recommendations**

Andrea Sanchez asked Erika Colee to review her professional development opportunities.

Chef Erika Colee completes Vector Trainings through Burkburnett High School and Region IX trainings. Chef Colee also attended the Culinary Educators conference hosted by TRA/ProStart in July 2023.

After review, Andrea Sanchez asked the committee for any recommendations. With no discussion, she moved on to promotion and publicity/recruiting.

❖ **Promotion and publicity (recruiting) about the program to the community and business and industry**

Andrea Sanchez asked Erika Colee to review her promotion and recruiting methods.

- Facebook
- Literature, brochures, fliers
- Channel 6 news broadcast
- Region IX GED classes
- Culinary Around the World classes – currently looking for an instructor
- Burkburnett STEM career fair
- Culinary FB video
- Vernon College Career & Technical Education Navigator

After review, Andrea Sanchez asked the committee for any recommendations. With no discussion, she moved on to review special populations.

❖ **Serving students from special populations:**

Andrea Sanchez reviewed the updated definition of special populations and the services available to them.

Vernon College is an open-enrollment college. The Proactive Assistance for Student Services (PASS) department offers many services for documented disabilities such as but not limited to quiet testing, longer testing times, interpreters, and special equipment.

Vernon College has a program titled “New Beginnings” for students who qualify to receive transportation, childcare, and/or textbook loans. Perkins funding is also offering assistance to break down barriers such as uniform, supply, and equipment costs.

Peer to Peer mentoring, tutoring (online and in-person), resume building, student success series, and counseling are just a few of the other options/services available to students.

1. Special populations’ new definitions:
 - a. Individuals with disabilities;

- b. Individuals from economically disadvantaged families, including low-income youth and adults;
- c. Individuals preparing for nontraditional fields; Insert male/female ratio:
During the 2021-2022 academic year we had 4 females and 3 males enrolled.
- d. Single parents, including single pregnant women;
- e. Out-of-workforce individuals;
- f. English learners;
- g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- h. Youth who are in, or have aged out of, the foster care system; and
- i. Youth with a parent who—
 - i. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
 - ii. is on active duty (as such term is defined in section 101(d)(1) of such title).


❖ **Comprehensive Local Needs Assessment (Discussion led by Bettie Hutchins):**

*Andrea Sanchez invited Bettie Hutchins to hold discussion regarding accuracy of O*NET data in chart below as it pertains to local needs. Bettie Hutchins then asked questions from Comprehensive Local Needs Assessment survey for use in compulsory state reporting.*

Occupation	National Median Wage	State Median Wage	Local Median Wage	Current /Projected Job openings (annual)	Projected Growth (annual)
Cook	\$16.32/hr \$31,334/annual	\$30,304/annual \$14.57/hr	\$14.50/hr \$27,849/annual	26,731 (state) 351 (local)	5.10% (state) 3098% (local)
Chef	\$28.95/hr \$55,584/annual	\$23.27/hr \$48,402/annual	\$23.27/hr \$48,402	950 (state) 11 (local)	3.19% (annual) 2.52% (local)
1st line Supervisor	\$19.72/hr \$37,478/annual	\$17.82/hr \$34,214/annual	\$17.82/hr \$34,214/annual	18,002 (state) 257 (local)	2.92% (state) 1.76% (local)
Food Service Manager	\$32.27/hr \$61,958	\$32.30/hr \$62,016/annual	\$29.87/hr \$57,366/annual	3,553 (state) 18 (local)	2.40% (state) .72% (local)

*Labor Market Outlook (O*NET)

Andrea Sanchez asked if there was any other discussion to be had and with none following, the meeting adjourned at 2:00pm.

Recorder Signature 	Date 11-28-20	Next Meeting: Fall 2024
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