

Advisory Committee Fall 2024 Minutes

Culinary Academy

September 30, 2024

4:07 pm

– Century City Center, Joe Chat Sumner Conference Room

Members Present

Mason Downey

David Diaz

Brandy Belk

Vernon College Faculty/Staff

Andrea Sanchez

Erika Colee

Bettye Hutchins

Zachary Nguyen-Moore

Tina Duke

Wesley Holmes

Members Not Present

David Aldrete

Patrick Street

Xochitl Pruitt

Tom Ostovich

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..... Patrick Street

(Patrick Street was unable to attend; Tina Duke filled in as role of chair)

Old Business/Continuing Business..... Tina Duke

Andrea asked if there is any old business to discuss; with no old business, Andrea moved onto New Business.

New BusinessTina Duke

A. Review program outcomes

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.

Program Outcomes mapped to 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.						

1. 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.

B. Assessment methods and results

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

- Tests
- Quizzes
- Presentations
- Event participation
 - Adult Academy – The projected date for the next academy will be January 2025. .
 - Burkburnett High School – Participated in Empty Bowls event at Midwestern State University during the 2023-2024 school year. Students also participated in advisory lunch for CTE program meeting. On March 9, 2024 5 students competed in the Texas ProStart Invitation in Waco. Out of 24 teams, Burkburnett High School Culinary students placed 15th.
- Each of the seven courses involve chapter tests, individual presentations and quizzes. Overall participation in outside events remains part of the grading process.

1. Approve assessment methods and results

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.

C. 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)

****The data below is from the last class which completed in October 2023. Due to the need of an instructor, there was not a program for the 2023 – 2024 academic year.****

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	6	6 students passed for 100% rate.	State reporting Students can get jobs that require Servsafe immediately. The requirement to apply for ManageFirst Credential.

requirements and all effective workplace safety programs and regulations.			
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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 techniques, skills, and applications for food service. 	5	5 students passed for 100% rate.	Vernon College reports and requirements to apply for ManageFirst Credential.

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.	5	5 students passed for 100% pass rate	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

1. Approval of workplace competency

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.

D. 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

E. 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

1. 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.

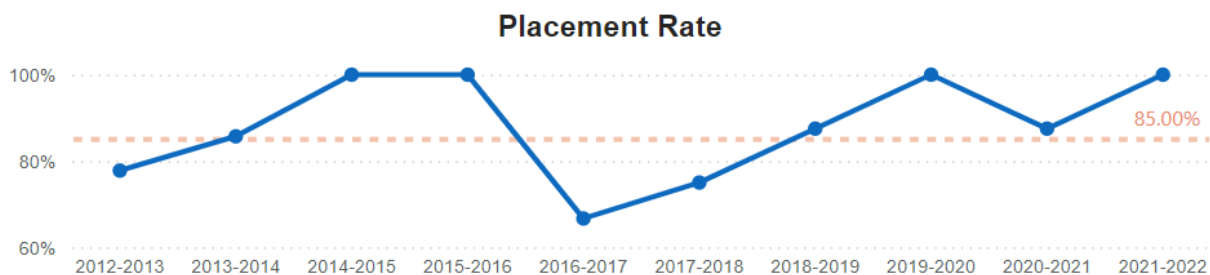
David Diaz seconded the motion.

Due to not having a quorum present at the meeting, the committee voted via email and approved the curriculum/courses/degree plan as presented.

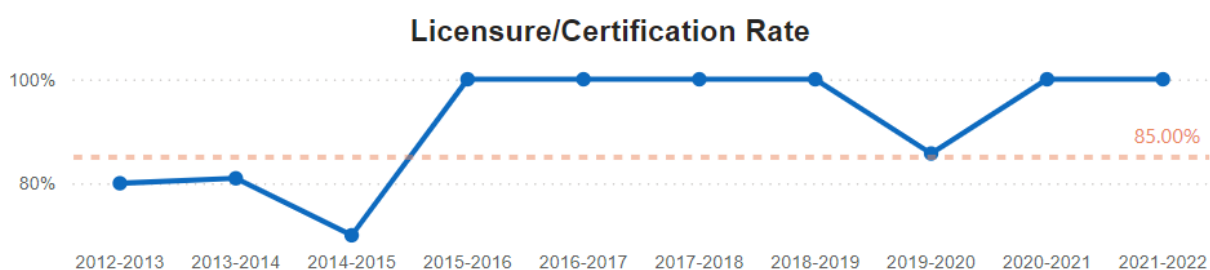
F. Statistics

Andrea Sanchez reviewed the program statistics and attached graphs below. (Data shown in graph comes from State Agency which is published after a period of two years)

- Graduates 2022-2023: 5 Graduates
- Enrollment Summer 2023: **5**
- Majors Fall 2023-2024: **0**
- Enrollment Fall 2023: **Program start date is set for January 2025**



Licensure/Certification Rate - % of students who successfully passed a licensure/certification examination in a given academic year.



G. Local Demand/Labor Market Outlook

*Andrea Sanchez invited Bettye Hutchins to hold discussion regarding accuracy of O*NET data in chart below as it pertains to local needs. Bettye 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	\$14.50/hr \$27,849/annual \$14.57/hr	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% 9state) .72% (local)

*Labor Market Outlook (O*NET)

H. Evaluation of facilities, equipment, and technology

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

There were no new purchases for the 2023 – 2024 academic year. There has not been any need for new purchases looking at the 2024 – 2025 academic year.

When asked for further discussion, suggestions, or comments from the faculty, Erika Colee informed the committee about an issue with the refrigerator. Parts have been ordered, but have been delayed. The program is currently looking for funding to purchase new stand mixers and a replacement fryer. The sink is also in need of repair; a ticket has been entered for this to be remedied.

I. Professional development of faculty

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 Summer 2024.

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

J. Promotion and publicity (recruiting) for the program

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

- Facebook
- Literature, brochures, fliers
- Channel 6 news broadcast
- Region IX GED classes
- Burkburnett STEM career fair
- Culinary FB video
- Vernon College Career & Technical Education Navigator
- New Digital Sign that was installed September 2024

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

K. 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 2022-2023 academic year we had 4 females and 1 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).

Andrea Sanchez asked if there was any other discussion to be had and with none following, the meeting adjourned at 5:53PM.

Recorder Signature 	Date 8-14-25	Next Meeting: Fall 2025
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