

Advisory Committee Fall 2025 Minutes
Culinary Academy
November 3, 2025 - 3:00 pm
– Burkburnett/Vernon College Culinary Academy, Burkburnett, TX

Members Present

Andy Singletary
David Diaz
Tisa Pippin
Casey Hunter

Vernon College Faculty/Staff

Andrea Sanchez
Erika Colee
Bettye Hutchins
Zachary Nguyen-Moore
Tina Duke

Members Not Present

Jami Curtis
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 – David Diaz
Volunteers/Nominations for Recorder – Andy Singletary

Chair..... Tina Duke

Old Business/Continuing Business..... Tina Duke
Tina Duke asked if there is any old business to discuss; with no old business, she moved onto New Business.

New BusinessTina Duke

A. Review program outcomes

Tina Duke 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.

- 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, 59.0901, 12.0508						
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
					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, Tina asked for a motion to approve the outcomes as presented.

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

Andy Singletary seconded the motion.

The motion passed and the committee approved the program outcomes as presented.

Tina moved on to assessment methods and results.

B. Assessment methods and results

Tina Duke asked Erika Colee to review the following assessment methods and results.

Each of the seven courses involves chapter tests, individual presentations, and quizzes. Overall participation in outside events remains part of the grading process.

- Tests
- Quizzes
- Presentations
- Event participation
 - 2024-2025:
 - October 16, 2024 Culinary Art I and Advanced Culinary Arts students participated in the Empty Bowls event.
 - March 5, 2025 Culinary Art I students competed & placed first place in a regional competition against City View ISD and Holliday ISD.
 - March 28-30, 2025 five senior & five junior students participated in Texas ProStart Invitation in Waco. They competed against 46 teams from around the state. The juniors placed 15th on the Lonestar track, and the seniors placed 16th on the National track. Four students competed in individual competitions, and senior Lee Snay brought home a 1st place medal in the “Afterschool snack break” category!
 - Fall 2025:
 - Students participated in the Empty Bowls event on October 15, 2025.

1. Approve assessment methods and results

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

Casey Hunter made the motion to approve the outcomes as presented.

Tisa Pippin seconded the motion.

The motion passed and the committee approved the assessment methods as presented.

C. Approval of workplace competency (course or exam)

Tina Duke asked Erika Colee to review the following workplace competency.

Verification of workplace competencies:

ServSafe ® Certification – Food Handler TX; Food Protection Manager

Culinary Arts Cook (NOCTI-ACF) American Culinary Federation

Certified Fundamentals Cook (NOCTI-ACF) American Culinary Federation

- **Servsafe Food Handler TX is for first year students—Required to pass before moving to second year Culinary Academy.**
- **ServSafe Food Protection Manager Exam is taken in the second year. Students who do not pass in the fall re-take the FPM exam in the fall/spring (or both) and if needed, again in their third year. These exams are through the National Restaurant**

Association (NRA). Culinary Arts Cook (NOCTI-ACF) American Culinary Federation – Year 2

- **Certified Fundamentals Cook (NOCTI-ACF) American Culinary Federation- Year 3**

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 preparation. • Demonstrates knowledge of (OSHA) Occupational Safety and Health Administration requirements and all effective workplace safety programs and regulations. 	<p>19 Food Handler TX</p> <p>16 Food Protection Manager</p>	<p>13 passed/68% pass rate</p> <p>8 passed/50% pass rate</p>	<p>Vernon College reports State reporting Students can get jobs that require Servsafe immediately.</p>

New to the program in 2025: Certified Fundamental Cook (NOCTI-ACF) through American Culinary Federation and it is an Industry Based Certification (IBC). Must pass a written assessment (min 70%) and a practical performance assessment (min 75%).

Results below are for the written exam only, and students earned Culinary Arts Cook (NOCTI-ACF).

In 2025-2026 the plan is to give a pre-exam in the fall, the written in March or April 2026, and the practical in April 2026.

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 preparation. • Applies principles for nutrition planning and recognition techniques for efficient and safe substitutions. 	<p>7</p>	<p>6 students passed/ 86% pass rate</p>	<p>Vernon College reports</p>

<ul style="list-style-type: none"> Demonstrates knowledge of (OSHA) Occupational Safety and Health Administration requirements and all effective workplace safety programs and regulations. 			
--	--	--	--

1. **Approval of workplace competency**

After review, Tina asked for a motion to approve the workplace competency as presented. Tisa Pippin made the motion to approve the outcomes as presented. Andy Singletary seconded the motion. The motion passed and the committee approved the workplace competency as presented. With no program specific accreditation to discuss, Tina moved on to review program curriculum, courses, and degree plans.

D. Program Specific Accreditation Information and Requirements (if applicable)

Vernon College is accredited through Southern Association of Colleges and Schools Commission on Colleges.

E. Review program curriculum/courses/degree plans

Tina Duke asked Erika Colee to review the curriculum, which had no changes.

Culinary Arts/Hospitality, Certificate of Achievement

Continuing Education

CIP 12.0503, 59.0901, 12.0508

Instructional Location – Vernon College-Burkburnett Culinary Facility

Requirements

CHEF 1001	Basic Food Preparation	80 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	48 Class Hours
HAMG 2037	Hospitality Facilities Management	32 Class Hours
IFWA 1010	Nutrition and Menu Planning	64 Class Hours
	Total Credit Hours:	368

YEAR	BISD	VERNON COLLEGE
1	Intro to Culinary Arts	HAMG 2037 - Hospitality Facilities Management HAMG 2001 - Principles of Food and Beverage Operations HAMG 1024 – Hospitality Human Resources Management
2	Culinary Arts I	CHEF 1005 - Sanitation and Safety CHEF 1001 - Basic Food Prep
3	Advanced Culinary Arts	IFWA 1010 - Nutrition and Menu Planning CHEF 2001 - Intermediate Food Prep

1. Approve program revisions (if applicable) Not Applicable

*With no program revisions, no vote was necessary.
Tina moved on to review statistics.*

F. Statistics

Tina Duke asked Andrea Sanchez to review the program statistics

- Graduates 2024-2025: **0 Graduates**
(7 in third-year but not VC complete b/c of LEAD course and 5 weren't captured in first-year due to 16 yr old rule)
- Enrollment 2024-2025:
First-year= 42, Second-year = 12, and Third-year = 8
- Enrollment Fall 2025:
First-year = 33, Second-year = 11, and Third-year = 5

After review, Tina Duke moved on to local demand/labor market outlook.

Local Demand/Labor Market Outlook

*Tina Duke 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 \$14.57/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)

*BLS 2024 wage data

After review, Tina moved on to evaluation of facilities, equipment, and technology.

G. Evaluation of facilities, equipment, and technology

Tina Duke asked Erika Colee to review the facilities, equipment, and technology.

The equipment and facilities are maintained by BISD.
 There were no new purchases for 2024 – 2025 academic year.
 The freezer has been repaired four times since May. It seems to be repaired properly and holding for now.
 There isn't a need for new purchases for the 2025 – 2026 academic year.

After review, Tina moved on to professional development.

H. Professional development of faculty

Tina Duke asked Erika Colee to review her professional development opportunities.

Chef Erika Colee plans to attend the ProStart Culinary Educators Conference in June 2026. She also completes Vector Trainings through Vernon College and Burkburnett High School, as well as Region IX trainings.

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

I. Promotion and publicity (recruiting) for the program

Tina Duke asked Erika Colee to review her promotion and recruiting methods.

As a closed high school academy, we are relying on BISD counselors.

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

J. Serving students from special populations:

Tina Duke reviewed the updated definition of special populations and the services available to them.

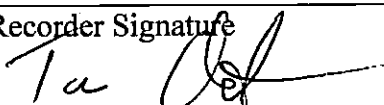
Vernon College is an open-enrollment college. The Proactive Assistance for Student Services (PASS) department offers many services for documented disabilities such as but not limited to quiet testing, longer testing times, interpreters, and special equipment.

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 2024-2025 academic year we had:
First-year = 13 females and 29 males enrolled,
Second-year = 2 females and 10 males enrolled, and
Third-year = 2 females and 6 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).

Tina Duke asked if there was any other discussion to be had and with none following, the meeting adjourned at 5:48PM.

Recorder Signature 	Date 5/4/26	Next Meeting: Fall 2026
---	----------------	-------------------------