

**Advisory Committee Fall 2022 Agenda**  
**Culinary Academy**  
**October 13, 2022**  
**3:00 pm**  
– Century City Center, Joe Chat Sumner Conference Room

**Members Present**

David Aldrete, Operations Manager  
Amanda Moore, Workforce Solutions  
Patrick Street, Pelican Restaurant  
Ford Swanson, McBride’s Steakhouse  
Jessica Griffith, Workforce Solutions  
Brandie Carlson, Workforce Solutions

**Vernon College Faculty/Staff**

Andrea Sanchez  
Erika Colee  
Bettye Hutchins  
Traci Catlin  
Melissa Williams  
Abdiel Laboy

**Members Not Present**

David Diaz  
Melissa Plowman  
Scott Plowman  
Erik Scott  
Xochitl Pruitt

Welcome and Introductions .....Andrea Sanchez

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

Purpose of Advisory Committee .....Bettye Hutchins

*After introductions, Bettye Hutchins reviewed the purpose of the committee and asked for volunteers or nominations for vice-chair and recorder.*

Election of Vice Chair, and Recorder .....Bettye Hutchins

*Volunteers/Nominations for Vice-chair – David Aldrete volunteered  
Volunteers/Nominations for Recorder – Jessica Griffith volunteered*

Chair..... Erik Scott

*Erik Scott was unable to attend. Andrea Sanchez will be reading the parts for Chair. Andrea asked if there is any old business to discuss, with none Andrea moved onto New Business.*

Old Business/Continuing Business..... Erik Scott

New Business .....Erik Scott

*Discussion began on the postponement of the Culinary Academy to a January 2023 start date because of lack of students. Discussion of going out to high schools and recruiting students for*

*the future and reaching out to businesses who want to promote staff. Erika mentioned pushing the Academy as more of a Culinary Management program and not a cooking school. Suggestions were made to contact restaurants to encourage them to send individuals who would benefit to the program. Discussed option of taking students for a night to observe a dinner rush at a full service restaurant so they can see what is actually expected in the field.*

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

*Erika reviewed the following outcomes with the committee.*

**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.
6. Perform skills necessary for successful interview processes, resume writing, and communication skills to self-market for employment.

❖ **Approve program outcomes**

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

*Ford Swanson made the motion to approve the outcomes.*

*David Aldrete seconded the motion.*

*Committee voted to approve the program outcomes as presented.*

❖ **Approve assessment methods and results**

*The faculty member, Erika Colee reviewed the assessment methods with the committee.*

- Tests
- Quizzes
- Presentations
- Event participation
  - Adult Academy – Served dinner at Faith Refuge and served snacks at the CTE STEM night at Burkburnett Middle School. The Adult Academy planned to attend Empty Bowls but was cancelled due to pandemic restrictions.
  - Burkburnett High School – Prepared lunch for middle school etiquette class and attended ProStart Invitational Culinary Competition
- Each of the seven courses involve chapter tests, individual presentations and quizzes. Overall participation in outside events remains part of the grading process.

*Andrea asked the committee for a motion to approve the assessment methods as presented.  
 Brandie Carlson made a motion to approve the assessment methods.  
 Amanda Moore seconded the motion to approve the assessment methods.  
 Committee voted to approve the assessment methods as presented.*

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

*The faculty member, Erika Colee, discussed the following workplace competencies and student results with the committee.*

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

*Andrea asked Erika to explain how students are doing on the competency exam. Students have had a great success rate on passing the exam. If students are unsuccessful, they can retake the exam and she found that most students suffer from test anxiety and did better on the second attempt. Erika mention that the NRA has lowered the passing rate from 75% to 70% for Servsafe Manager Exam. Last year, Erika had a 100% pass rate for all major exams.*

Program Outcome	Number of students who took a course or licensure exam	Results per student	Use of results
<ul style="list-style-type: none"> <li>• Demonstrates the fundamental principles and knowledge of food service/culinary management techniques, skills, and applications for food service.</li> <li>• Demonstrates knowledge of (OSHA) Occupational Safety and Health Administration requirements and all effective workplace safety programs and regulations.</li> </ul>	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"> <li>• Demonstrates the fundamental principles and knowledge of food service/culinary management techniques, skills, and applications for food service.</li> <li>• Identifies roles and functions for hospitality facilities and</li> </ul>	6	6 students passed for 100% rate.	Vernon College reports and requirements to apply for ManageFirst Credential.

contract maintenance services.			
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**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"> <li>Demonstrates the fundamental principles and knowledge of food service/culinary management techniques, skills, and applications for food service.</li> </ul>	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"> <li>Demonstrates the fundamental principles and knowledge of food service/culinary management techniques, skills, and applications for food service.</li> <li>Applies principles for nutrition planning and recognition techniques for efficient and safe substitutions.</li> </ul>	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"> <li>Demonstrates the fundamental principles and knowledge of food service/culinary management techniques, skills, and applications for food service.</li> <li>Performs procedures of human resource management pertaining to specifics of the hospitality industry.</li> </ul>	4	4 students passed for 100% 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

*Andrea asked for a motion to approve the workplace competency as presented.*

*Brandie Carlson made a motion to approve the workplace competency as presented.*

*Patrick Street seconded the motion.*

*Committee voted to approve the workplace competency as presented.*

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

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

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

*There are no recommended changes to the 2023-2024 program. .Bettye explained the newest course added to Vernon College CTE programs, LEAD 1100-Workforce Development with Critical Thinking. Discussion ensued about the benefits of the course.*

## 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)**

*Since no revisions were made or discussed, no vote was needed.*

❖ **Approve 2022-2023 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.**

*Faculty member, Erika Colee, explained that “The program has to work under three umbrellas: 1. Local or Vernon College, 2. State or THECB-Texas Higher Education Coordinating Board, and 3. Federal. To ensure the Program is following all rules and regulations, we use matrices to map the requirements back to the courses.” Erika reviewed the 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									
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES</b>									
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		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.**

<b>Program: Culinary Arts</b>							<b>Credential: Certificate of Achievement</b>	
Award: Culinary Arts/Hospitality Certificate of Achievement								
Cip: 12.0503								
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES</b>								
<b>GENERAL EDUCATION CORE OBJECTIVES</b>						<b>Course Number</b>	<b>Course Title</b>	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>			
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.**

<b>Program: Culinary Arts</b>					<b>Credential: Certificate of Achievement</b>	
Award: Culinary Arts/Hospitality Certificate of Achievement						
Cip: 12.0503						
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES</b>						
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.

<b>Program: Culinary Arts</b>					<b>Credential: Certificate of Achievement</b>
Award: Culinary Arts/Hospitality Certificate of Achievement					
Cip: 12.0503					
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES</b>					
<b>Program Outcomes</b>					<b>General Education Outcomes</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
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.

*Erika explained how the matrices matched to the skills taught in classes.*

*Andrea asked for a motion to approve the matrices as presented.*

*Ford Swanson made a motion to approve the matrices as presented.*

*David Aldrete seconded the motion.*

*Committee voted to approve the matrices as presented.*

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

*Erka Colee discussed the following:*

- Program Statistics:

- Graduates 2021-2022: **4 completers**
- Enrollment Summer 2022: **N/A**
- Majors Fall 2022-2023: **N/A**
- Enrollment Fall 2022: **Program start date is set for October 17, 2022**

*Program start date is now January 17, 2023. There was a 50% graduation rate for 2021-2022.*

❖ **Local Demand**

*Andrea Sanchez, asked the committee to elaborate on the following:*

- What are the current job openings?
  - What are future job openings within the next year?
  - If you have hired a VC graduate, were they prepared for the industry?
- *Discussion on how pay compares to the demand for workers and it is driving some people to work and not attend school first.*
  - *There is a demand for workers but few applicants for open positions and when people do apply there is a high turnover rate.*
  - *Patrick Street has had some Vernon College graduates. Some have been strong and some have not been. He would prefer that graduates be ready to go and step into a restaurant.*
  - *Discussed the possibility of doing some work on a food truck for students to get life experience or giving students more options to job shadow in a restaurant so they can see what it is like. Patrick and Ford mentioned option of also doing a paid internship, possibly one a week to show students what goes on in full service kitchen. Discussion on using the Workforce On the Job Training program to give students more paid training and work experience.*

*With no further discussion, Andrea moved onto equipment and technology.*

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

*Andrea informed the committee that the lab facilities are a Burkburnett but if they are interested in viewing them, they can set up a time with Erika.*

There were no new purchases for the 2021 – 2022 academic year. There has not been any need for new purchases looking at the 2022 – 2023 academic year.

*Andrea asked if there were any recommendations for new equipment. There were none.*

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

*Erika discussed the following information for advertising on the VC job board . Andrea discussed placement of completers.*

“Vernon College offers a job board on the website. Businesses can contact Chelsey Henry, Coordinator of Career Services, [chenry@vernoncollege.edu](mailto:chenry@vernoncollege.edu), 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 Bettye Hutchins at, [bhutchins@vernoncollege.edu](mailto:bhutchins@vernoncollege.edu).”

Placement Rate of Program Completers by Reporting Year [1]												
Program	2019-2020			2020-2021			2021-2022			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
12050000-Culinary Arts and Related Services	6	6	100%	6	6	100%	4	4	100%	16	16	100%

*There was no further discussion, Andrea moved onto professional development.*

❖ **Professional development of faculty and recommendations**

*Erika Colee discussed the following professional development that she had participated in last year:*

Vector Trainings through Burkburnett High School and Region IX trainings.  
ProStart Boot camp  
Texas Restaurant Educators Conference in June 2022.

*Andrea asked if there were any recommendations for additional professional development?*

*With no further discussion, Andrea moved onto publicity.*

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

*Andrea asked the committee to review the current promotion and publicity opportunities that are being utilized by the program:*

- Facebook
- Literature, brochures, fliers
- Channel 6 news broadcast
- Region IX GED classes
- Culinary Around the World classes
- Burkburnett STEM career fair
- Culinary FB video

*Discussion ensued regarding switching to various forms of Social Media instead of just focusing on Facebook. There are videos on Youtube, using those more to draw other students to the program. Using our CTE navigator, Traci Catlin to speak about the program and help bring in students.*

*With no further discussion, Andrea moved onto serving students.*

❖ **Serving students from special populations:**

*Erika reviewed the following with the committee.*

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;  
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).

*Discussion ensued about utilizing Workforce and the PASS department together. Also discussion about restriction of times and dates of classes being a hindrance to some individuals and the possibility of renting kitchens in Wichita Falls to be able to use different times for the program to see if enrollment would increase.*

Andrea asked if there was any further discussion, there was none.

*Meeting adjourned at 4:20PM*

Recorder Signature: 	Date 02/28/2023	Next Meeting: Fall 2023
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