

Advisory Committee Minutes Fall 2019

Culinary

Vernon College – Century City Center
September 25, 2019 at 3:30pm

Jennifer Briley – Chair
Erik Scott – Vice Chair
Tofe Salau – Recorder

Members Present:

Erik Scott – The Highlander Public House
Tofe Salau – Workforce Solutions
Crystal Ojeda – Workforce Solutions
Jennifer Briley – Hampton Inn
Scott Essary – Workforce Solutions
Polly Bryant; Proxy for Xochitl Pruitt –
Region 9
Melissa Plowman – Parkway Grill &
Pelicans
Monica Wilkinson – Vernon College

Facility and Staff Present:

Shana Drury
Erika Colee
Mollie Williams
Christina Feldman
Elizabeth Crandall

Members Absent:

Dane Coenen – Subway
Scott Plowman – Parkway Grill & Pelicans
Scott Poenitzsch – Horseshoe Bend Cellar

Jennifer Briley discussed the new business:

Program Outcomes:

Discussion and review took place among committee members regarding the program outcomes listed below.

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 hospitality industry.
5. Demonstrates knowledge of (OSHA) Occupational Safety and Health Administration requirements and all effective workplace safety programs and regulations.

Erik asked when the high school students start the program. Erika states the students start the program when they are sophomores and finish their senior year. A total of three years to get all five certificates.

After discussion, Jennifer Briley asked for a motion to approve program outcomes. Melissa Plowman made motion to approve program outcomes as presented. Erik Scott seconded the motion.

The motion to approve program outcomes passed.

Assessment Methods:

Jennifer Briley asked that assessment methods and results be discussed and asked Mrs. Colee to elaborate.

- Tests
- Quizzes
- Presentations
- Event participation

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

*Jennifer Briley asked for a motion to approve assessment methods and results.
Erik Scott made motion to approve assessment methods and results as presented.
Melissa Plowman seconded the motion.*

The motion to approve assessment methods and results passed.

Workplace Competency:

Workplace competencies were discussed in detail as the table reflects below.

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

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1. Demonstrates the fundamental principles and knowledge of food service/culinary management techniques, skills, and applications for food service. 5. Demonstrates knowledge of (OSHA) Occupational Safety and Health Administration requirements and all effective workplace	8	8 students @ 100% 8 passed. (adult) 12 High school students tested and 4 passed.	State reporting Students are able to get jobs who require Servsafe immediately. Requirement to apply for ManageFirst Credential.

safety programs and regulations.			
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Hospitality and Restaurant Management Certification through NRA.

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1. Demonstrates the fundamental principles and knowledge of food service/culinary management techniques, skills, and applications for food service. 4. Identifies roles and functions for hospitality facilities and contract maintenance services.	8	8 students @ 100% 8 passed. (adult)	Vernon College reports and requirement to apply for ManageFirst Credential.

Controlling Food Costs Certification through NRA.

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1. Demonstrates the fundamental principles and knowledge of food service/culinary management techniques, skills, and applications for food service.	8	8 students @ 100% 8 passed. (adult)	Vernon College reports and requirement to apply for ManageFirst Credential.

Nutrition Certification through NRA.

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1. Demonstrates the fundamental principles and knowledge of food service/culinary management	8	8 students @ 100% 8 passed. (adult)	Vernon College reports and requirement to apply for ManageFirst Credential.

techniques, skills, and applications for food service. 2. Applies principles for nutrition planning and recognition techniques for efficient and safe substitutions.			
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Hospitality Human Resources Management and Supervision Certification through NRA.

Program Outcome	Number of students who took course or licensure exam	Results per student	Use of results
1. Demonstrates the fundamental principles and knowledge of food service/culinary management techniques, skills, and applications for food service. 4. Performs procedures of human resource management pertaining to specifics of hospitality industry.	8	8 students @ 100% 8 passed. (adult)	Vernon College reports and requirement to apply for ManageFirst Credential.

Erik Scott asked if the students are able to do hands on following at a local restaurant. Christina Feldman states the students started doing the apprenticeship last year. They do not have it as a requirement in the curriculum due to keeping the hours low. Erik will be added to the list of local restaurants willing to allow a student follower.

After discussion, Jennifer Briley asked for a motion to approve workplace competency. Melissa Plowman made motion to approve workplace competency as presented. Crystal Ojeda second the motion.

The motion to approve workplace competency as presented passed.

Review Program Curriculum:

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

<u>HAMG 1021</u>	Introduction to Hospitality Industry	48 Class Hours
<u>CHEF 1001</u>	Basic Food Preparation	80 Class Hours
<u>CHEF 1005</u>	Sanitation and Safety	32 Class Hours
<u>IFWA 1010</u>	Nutrition and Menu Planning	64 Class Hours
<u>HAMG 2037</u>	Hospitality Facilities Management	32 Class Hours
<u>CHEF 2001</u>	Intermediate Food Preparation	80 Class Hours
<u>HAMG 1024</u>	Hospitality Human Resource Management	48 Class Hours
	Total Credit Hours:	384

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

HAMG 1021 Introduction to Hospitality Industry - An exploration of the elements and career opportunities within the multiple segments of the hospitality industry.

Identify the segments and career opportunities in the hospitality industry; describe the current issues facing the hospitality industry; and explain the impact of the history, growth and trends in the hospitality industry.

CHEF 1001 Basic Food Preparation - A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

Demonstrate skills in knife, tool and equipment handling, and operate equipment safely and correctly; demonstrate proficiency in dry and moist heat cooking methods; produce a variety of food products applying principles of food handling and preparation; implement professional standards in food production.

CHEF 1005 Sanitation and Safety - A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

Identify causes of and prevention procedures for food-borne illness, intoxication, and infection; discuss personal hygiene and safe food handling procedures; describe food storage and refrigeration techniques; explain sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; discuss Occupational Safety and Health Administration (OSHA) requirements and workplace safety programs.

IFWA 1010 Nutrition and Menu Planning - Application of principles of nutrition in planning menus for the food service industry.

Trace the changes in nutritional requirements of the human body throughout the lifecycle; associate nutrients to their related food groups; identify foods in the food pyramid; recognize substitutions in the food exchange program; and prepare a menu for a target group assuring nutritional needs are met.

HAMG 2037 Hospitality Facilities Management - Identification of hospitality building systems and facilities; to include sustainability and risk management.

Describe the role and function of the engineering and maintenance departments within the hospitality industry; assess the security procedures for guest protection, internal control, and ADA building requirements; analyze the selection factors for contract maintenance services; and identify sustainability trends in the hospitality industry.

CHEF 2001 Intermediate Food Preparation - Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques.

Master the identification of spices, herbs, oils, and vinegar's; discuss and prepare various proteins; discuss and prepare various fruits, vegetables, and starches; discuss and prepare sandwiches and salads.

HAMG 1024 Hospitality Human Resource Management - Principles and procedures of human resource management in the hospitality industry.

Describe the procedures involved in recruiting, interviewing, selecting, hiring, training, developing, and terminating employees; and describe federal and state laws and regulations relating to human resources management.

After discussion, Jennifer Briley asked for a motion to approve program curriculum. Erik Scott made motion to approve program curriculum as presented. Scott Essary second the motion.

The motion to approve workplace competency as presented passed.

Review of Matrices:

Jennifer Briley led the discussion on Review Secretary’s Commission on Achieving Necessary Skills (SCANS), General Education, Program Outcomes Matrices, and Institutional Outcomes Matrices and asks the faculty to expand on them.

Christina Feldman explains the matrices below.

Program: Culinary Academy								Credential: Certificate of Achievement	
Award: Culinary Arts/Hospitality									
Cip: 12.0503									
LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES									
SCANS COMPETENCIES								Course Number	Course Title
1	2	3	4	5	6	7	8		
x	x		x	x	x	x	x	HAMG 1021	Introduction to Hospitality
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
								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

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	HAMG 1021	Introduction to Hospitality
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
						6. Personal Responsibility	
						5. Social Responsibility	
						4. Teamwork	
						3. Empirical and Quantitative Skills	
						2. Communication Skills	
						1. Critical Thinking Skills	

Program: Culinary Arts			Credential: Certificate of Achievement
Award: Culinary Arts/Hospitality Certificate of Achievement			
Cip: 12.0503			
LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES			
Program Outcomes	Course Number	Course Title	

1	2	3	4	5		
x		x	x		HAMG 1021	Introduction to Hospitality
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		HAMG 2037	Hospitality Facilities Management
x	x			x	CHEF 2001	Intermediate Food Preparation
x		x	x		HAMG 1024	Hospitality Human Resource Management
					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 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.	

Program: Culinary Arts					Credential: Certificate of Achievement	
Award: Culinary Arts/Hospitality Certificate of Achievement						
Cip: 12.0503						
COMPETENCIES					LIST OF ALL COURSES REQUIRED AND IDENTIFIED	
Program Outcomes					General Education Outcomes	
1	2	3	4	5		
X	X	X	X	X		1. Critical Thinking Skills
X	X	X	X	X		2. Communication Skills
X	X	X	X	X		3. Empirical and Quantitative Skills
X		X		X		4. Teamwork
X	X	X	X	X		5. Social Responsibility
X	X	X	X	X		6. 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 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.

*Jennifer Briley asked for a motion to approve matrices.
Erik Scott made motion to approve matrices as presented.
Melissa Plowman seconded the motion.*

The motion to approve matrices as presented passed.

Program Statistics:

Jennifer Briley proceeded into discussing Program statistics

- Program Statistics:
 - Graduates 2018-2019: 8 adult , 7 high school students completed
 - Enrollment Summer 2019: N/A
 - Majors Fall 2019-2020: N/A
 - Enrollment Fall 2019: 8 adult High school numbers: Intro - 14, Culinary I - 18, Practicum - 6

❖ **Local Demand**

The Chair, Jennifer Briley, opened the floor to talk about the Local Demand for the program.

Melissa Plowman states that the industry is a rotating door. They always need someone. The demand for employees changes everyday.

Erik Scott agrees with Melissa.

Jennifer Briley explains that she has some openings for the hospitality end.

The committee all agreed that there is still a major demand in the area for the program as a whole.

Evaluation of facilities/equipment:

*Jennifer opened up discussion on evaluation of facilities, equipment, and technology.
Recommendation for acquisition of new equipment and technology.*

- **New electric smoker was purchased.**

- **We did not invest in a huge number of new items for the year. We were in transition to work with the WFISD for a new place to hold the adult program. Contracts were confirmed in May of 2019.**

External learning experiences:

Jennifer moved discussion to external learning experiences, employment, and placement opportunities

Local Events students participated in:

- Family Night in the Park Burkburnett September 26, 2018
- Farm to Table dinner downtown WF, October 2, 2018
- Ben E. Keith Food show in Dallas, TX. October 3rd, 2018.
- Empty Bowls in October 9, 2018.
- Burkburnett STEM career fair October 4th, 2018
- Participated in Red River Wine and Beer Festival April 6, 2019
- Participation in the Farmers Market dinner at Foxhill on June 3, 2019.

*Due to Perkins transition this is the most recent report

Placement Rate of Program Completers by Reporting Year [1]			
Program	2018-2019		
	Plc	Cmp	%
12050000-Culinary Arts and Related Services	90%	8/9	89%

Professional development of faculty:

The Chair moves to professional development of faculty and recommendations:

Erika Colee attended Culinary Educators Enrichment Workshop at Grayson College June 6-7, 2019.

BISD held professional development in July 2019, "Camp PBL"

Promotion of Program:

Jennifer proceeds to promotion and publicity (recruiting) about the program to the community and to business and industry.

- Facebook
- Literature, brochures, fliers
- KFDX morning show
- Channel 6 morning show
- Region IX senior send off
- Region IX GED classes
- Career Expo – Workforce

- Preview Day
- Early College Start Coordinator Melissa Moore mentions in high school visits
- Rachel White mentions during recruitment events
- Spring Fest at Vernon College
- Culinary Around the World classes
- Farmers Market events and promotions
- Empty Bowls in October of 2018
- Burkburnett STEM career fair
- NEW Culinary FB video!!!

Serving students from special populations:

Jennifer would like to discuss serving students from special populations.

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 non-traditional fields; for 2018-2019 we had a total of 8 adult students: 3 Female and 5 Male students.
 - 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. a. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
 - ii. b. is on active duty (as such term is defined in section 101(d)(1) of such title).

Adjourn

The meeting is adjourned at 4:50PM

<p>Recorder Signature</p> <p>DocuSigned by:  <small>C2B96E1A0134404</small></p>	<p>Date</p> <p>6/16/2020</p>	<p>Next Meeting: Fall 2020</p>
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