



ATTN: Nina Feldman 689-3871

VERNON COLLEGE- Wichita Falls Century City Center

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Advisory Committee Meeting Minutes Culinary Academy

CHAIRPERSON: Melissa Plowman		
MEETING DATE: 10/13/15	MEETING TIME: 2:30 PM	MEETING PLACE: Culinary Academy
RECORDER: Scott Plowman		PREVIOUS MEETING: 4/30/15

MEMBERS PRESENT:


OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Melissa Plowman	Parkway Grill	
Lee Partridge	TGS Cupcakery	
Jennifer Briley	Hampton Inn	
Scott Plowman	Parkway Grill/Pelican	
		Shelly Bass Vernon College, Nina Feldman Vernon College, Melissa Moore – Vernon College, Erika Colee – Vernon College and Gary Don Harkey – Vernon College
MEMBERS ABSENT:		
Larry Ahlhorn	Luby's	
Bob Bratcher	Daddy Bobs	

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Election of Chair and Recorder	Action Motion made by Scott Plowman for Melissa to remain the Chair and Seconded by Shelly Bass to elect Melissa Plowman to be chair for Culinary Advisory. Action Motion made by Melissa Plowman and second by Jennifer Briley to elect Scott Plowman to be recorder for Culinary Advisory.	Program Coordinator
Approval of Minutes from the Last Meeting	Action: Minutes from April 2015 meeting approved	Chair
Old Business:	None	Chair
Continuing Business: Review program outcomes and goals discussed at April meeting. Need action to vote to approve on outcomes and goals to utilize to create syllabi and aid in program evaluation.	Action: Scott Plowman motions to accept program goals and outcomes. Melissa Plowman seconds. Motion approved.	Chair

New Business:		Chair
Program statistics: Graduates, majors, enrollment; list of graduates	Program currently has 5 new students. All five are working in hospitality, one at Monarch, two at SAFB, and one from home.	
Workplace competencies	Discussion of internships through local vendors continues to be a topic. At this time no vote needed as hours added to the program could be detrimental to the overall program. Scott and Melissa Plowman intend to allow students if prepared to begin possible internships through Parkway and Pelican.	
Evaluation of facilities, equipment, and technology	Discussion- Equipment is in great shape. The need for more workspace has been discussed. However the building needs are directly related to Burkburnett. For future meetings, need to get Burkburnett on board to advisory committee to discuss further facility needs. A new meat cutter was donated and a pasta maker found for the program. Local industry continues to be supportive of small items needed for the Academy. Lee Partridge donated a new skillet upon completion of meeting.	
Advice on selection and acquisition of new equipment and technology	Discussion- All advisory members on board to help with equipment if needed in the future.	
External learning experiences, employment, and placement opportunities	Currently, all adult students are working in the restaurant/hospitality field. The local businesses continue to be supportive of relaying job opportunities, internships, and other employment opportunities for students to Vernon College.	
Promotion and publicity about the program to the community and to business and industry; non-traditional recruiting	Discussion/Information- The culinary program will continue to market and promote through Facebook, website, local fairs, and other community events. Culinary Academy students took part in Empty Bowls, and have a list of numerous events to fill out the 2015-2016. We will continue to recruit at Vernon College sophomore round up in November and GenTX in May.	
Professional development of faculty	Both Erika Colee and Shelly Bass attended Prostart Culinary Educators Bootcamp summer 2015. TRA paid for their attendance and both instructors were educated on new and upcoming ways to teach classes. Both instructors have created syllabi for all classes involved in Culinary Academy.	
Needs of students from special populations	High school students who have completed the Culinary Academy in its entirety should be recognized at graduation at Burkburnett High School. Erika Colee will make sure follow up is made for those students to Brad Owen. Scott Plowman has invited students to an event recognizing their education with Vernon College and the culinary Academy.	
Curriculum Decisions:	Prostart is the current curriculum and all members in favor of the curriculum. However, HS students at Burkburnett are currently taking the manager ServSafe exam. In Texas, workforce requires Food Handlers not the manager certification. Scott Plowman motions to change test given to Burkburnett high school students food handlers exam. Adult program to continue with the managers certification. Melissa seconds and motion passes unanimously. High School students will retest Oct. 22 nd for food handlers and the adult program has taken managers certification test and waiting for results.	
Review goals and objectives	Review of goals and objectives from April set. No changes were made.	
Program revisions, curriculum/course review	Program is currently under evaluation and more information will be available after conclusion of this evaluation.	
Other:	Discussion of entering food	

	challenges for students was brought up and charged to the instructors for more outside experience for students. Students taking more field trips to experience true real life restaurant/hospitality experiences.	12 - 08 - 15
Recorder Signature		Date: