

Advisory Committee Fall 2020 Minutes

Culinary

4:00pm – October 26, 2020 – Virtual, via Microsoft Teams

Members present:

David Aldrete, 35 years in the restaurant business
Melissa Plowman, Parkway Grill/ Pelican
Scott Plowman, Parkway Grill/ Pelican
Danae Torres, Workforce Solutions
Proxy for Crystal Ojeda
David Diaz, Chili's

Members not present:

Sidney Bentley
Meghan Byrum
Xochitl Pruit

Guests:

Elizabeth Paul, Workforce Solutions
Brandie Carlson, Workforce Solutions

Vernon College Staff/Faculty:

Erika Colee
Michelle Downes
Shana Drury
Nina Feldman
Chelsey Henry
Amanda Jasso

Christina Feldman welcomed the committee and started introductions.

Shana Drury began the meeting by asking for volunteers since our Chair Erik Scott was not able to be present. The following committee members volunteered.

Chair: Danae Torres
Vice-chair: Scott Plowman
Recorder: Melissa Plowman

Old Business/Continuing BusinessDanae Torres

None

New BusinessDanae Torres

Danae Torres began the meeting with new business since there was no old business.

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

Danae Torres asked the faculty member to briefly review the program outcomes with the committee.

Christina Feldman reviewed the program outcomes listed below.

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 hospitality industry.

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

❖ **Approve program outcomes**

Danae Torres asked the committee for a motion to approve the program outcomes as presented. Melissa Plowman made a motion to approve the program outcomes as presented. David Diaz seconded the motion.

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

❖ **Approve assessment methods and results**

Danae Torres asked the faculty member, Erika Colee, to explain in more detail the assessment methods and results.

Erika Colee stated the program has been using the Manage First textbooks from the National Restaurant Association with pretty good success. We still offer the ServSafe Managers Certificate, the Nutrition Certificate, Controlling Service Food Costs, Hospitality and Restaurant Management, Hospitality and Human Resources Management and Supervision exams. Exams are good indicators if the student has mastered the material. Erika stated they have added quizzes plus presentations to increase soft skills. Once they earn all 5certificates and have 800 industry work hours they can apply for a ManageFirst Professional credential.

Christina Feldman stated that currently do not have any students that have provided those credentials most students go straight out into the workforce.

- 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.

Danae Torres asked for a motion to approve the assessment methods as presented.

David Diaz made a motion to approve the assessment methods as presented.

David Aldrete seconded the motion.

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

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

Danae Torres asked the faculty member, Erika Colee, to tell us about the competency and how the students have performed on the competency.

Erika Colee mentioned that there were two things that she had heard from local employers were knife skills and a sense of urgency needed in the restaurant business. Erika stated that since potatoes are cheap currently they are practicing knife skills more. Shana Drury suggested time limits to help with the sense of urgency in preparing items.

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
<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 requirements and all effective workplace safety programs and regulations. 	7	7 students @ 86% 6 passed. (adult)	State reporting Students are able to get jobs who require Servsafe immediately. Requirement to apply for ManageFirst Credential.

Hospitality and Restaurant Management Certification through NRA.

Program Outcome	Number of students who took 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. 	6	6 students @ 83% 5 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
<ul style="list-style-type: none"> • Demonstrates the fundamental principles and knowledge of food service/culinary management techniques, skills, and applications for food service. 	6	6 students @ 100% 6 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
<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. 	4	4 students @ 100% 4 passed. (adult)	Vernon College reports and requirement to apply for ManageFirst Credential.

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
<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 hospitality industry. 	6	6 students @ 100% 6 passed. (adult)	Vernon College reports and requirement 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

Shana Drury asked about the differing number of students, did some students not have to take every test.

Christina Feldman stated that some students have already been certified in some areas, also some students may not come back in the spring semester so that makes the numbers differ.

Christina gave an example from last year, two students were already certified in one exam and one student purchased the wrong book and did not have access to the codes that come with the purchase of a new book to take one of the exams for certification.

Danae Torres asked the committee for a motion to approve the workplace competency as presented.

Melissa Plowman made a motion to approve the workplace competency as presented.

David Aldrete seconded the motion.

The motion passed and the committee approved the workplace competency as presented.

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

Danae Torres asked the faculty member to please discuss with the committee on the program's curriculum and degree plans for 2021-2022.

Christina Feldman reviewed the following information with the committee.

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

HAMG 1021	Introduction to Hospitality Industry	48 Class Hours
CHEF 1001	Basic Food Preparation	80 Class Hours
CHEF 1005	Sanitation and Safety	32 Class Hours
IFWA 1010	Nutrition and Menu Planning	64 Class Hours
HAMG 2037	Hospitality Facilities Management	32 Class Hours
CHEF 2001	Intermediate Food Preparation	80 Class Hours
HAMG 1024	Hospitality Human Resource Management	48 Class Hours
LEAD 1100	Workforce Development with Critical Thinking	32 Class Hours
	Total Credit Hours:	416

Shana Drury informed the committee about the LEAD 1100 course addition. After a comprehensive local needs assessment employers (100%) and faculty agreed that this course needed to be added to every Career and Technical Program at Vernon College. This course will be offered in the fall semesters. Once a student has finished the course, they are able to test and if they pass, the student will receive a certificate in work ethics from the Center of Work Ethics.

Course descriptions and learning outcomes provided as a separate document.

❖ **Approve program revisions (if applicable)**

Danae Torres asked the committee for a motion to approve the program revisions as presented. David Diaz made a motion to approve the program revisions with updates as discussed. Melissa Plowman seconded the motion.

The motion has passed and the committee will approve the program revisions as presented.

❖ **Approve SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices**

Danae Torres asked the faculty member to please discuss the matrices with the committee.

Erika Colee reviewed the following information with the committee. Christina Feldman assisted Erika in reviewing the information.

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									
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES									
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	

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.

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 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.

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		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	X	HAMG 2037	Hospitality Facilities Management
x	x			X	CHEF 2001	Intermediate Food Preparation
x		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.	

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.

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					General Outcomes
1	2	3	4	5	
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 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.

Danae Torres opened the floor for discussion and recommendations, hearing none Danae asked the committee for a motion to approve the matrices as presented.

Melissa Plowman made a motion to approve the matrices as presented.

David Aldrete seconded the motion.

The motion passed and the committee approved the matrices as presented.

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

- Program Statistics:
 - Graduates 2019-2020: 6 completers
 - Enrollment Summer 2020: N/A
 - Majors Fall 2020-2021: N/A
 - Enrollment Fall 2020: 8 students for fall 2020.

❖ **Local Demand**

Shana Drury asked the committee if the program was viable and needed in the local workforce. Shana stated that we understand that the restaurant business like all others has been effected by the COVID pandemic.

Melissa Plowman, agreed that the program was needed, being able to hire someone with these certifications is important.

Christina Feldman stated that Erik Scott has allowed students to come to The Highlander to get some hands on experience.

David Diaz stated that there was a local demand. David also stated that the biggest area of need is that the students understand the demands and requirements in a busier restaurant. David also mentioned that they were currently hiring front of the house team members and in May a part time position for a prep chef would be opening.

David Aldrete stated that once things settle down there will be a bigger need due to newer specialty restaurants coming to this area

Scott Plowman stated that Parkway Grill was currently hiring.

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

Danae Torres stated that the committee was welcome to tour the lab facilities after the meeting.

Erika Colee reviewed information below as well as the move to the new facility with the CEC WFISD locations. Erika mentioned that the facility only had large pots when they began so they worked to get students smaller individual pans so that each student can work with their own pans instead of one large pan. Erika mentioned that they were having trouble getting into a computer lab at the new location. Shana Drury stated that we could discuss that with WFISD.

- Purchased new bins to hold flour, rice, sugar, etc. were purchased for the WFISD location.

No new equipment was needed for the WFISD location; however, this is the time to discuss how the equipment is holding up with both programs ongoing. Do we need to invest in anything at the WFISD location?

Danae Torres asked the committee for discussion or recommendations for new equipment, hearing none Danae moved forward.

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

“Vernon College offers a job board on the website. Businesses can contact Chelsey Henry, Coordinator of Career Services, 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 Judy Ditmore, jditmore@vernoncollege.edu.”

Placement Rate of Program Completers by Reporting Year [1]												
Program	2017-2018			2018-2019			2019-2020			3-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
12050000-Culinary Arts and Related Services	4	4	100	7	8	88	6	6	100	17	18	94

Local Events students participated in:

- Farm to Table dinner downtown WF, August 26, 2019 4 adult students from 18-19 assisted and one high school student attended.
- Family Night in the Park Burkburnett September 25, 2019
- Empty Bowls in October 15, 2019.
- High school students participated in the Texas ProStart Competition in Frisco, TX. February 7-8, 2020,

All other events after March Spring Break week were cancelled due to the COVID-19 pandemic. All classes went online until May. Adult program missed out on hands on opportunities in local establishments due to closures and the regulations of the state. Returning in May for the adult program presented the opportunity to reassess sanitation and safety concerns on a higher level.

Danae Torres asked the committee if there was any further discussion, hearing none Danae moved forward.

❖ **Professional development of faculty and recommendations**

Danae Torres asked the committed to take this time to review the professional development opportunities that the faculty has attended or will attend.

Erika Colee reviewed the information below:

Erika presented at the Region 9 8th grade career expo on October 2, 2019. All other travel during summer of 2020 for professional development was cancelled due to the pandemic. Erika did attend two virtual conferences:

- Prostart Educators Conference July 13-17, 2020.
- TIVA (Texas Industrial Vocation Association) conference July 19-21, 2020.

Erika Colee stated that the TIVA conference was good but not directed for culinary arts so she probably would not want to attend it next year.

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

Danae Torres asked the committee to take time to review the promotions and publicity opportunities that the program is currently using.

- Facebook
- Literature, brochures, fliers

- KFDX morning show
- Channel 6 morning show
- Region IX senior send off
- Region IX GED classes
- Career Expo – Workforce
- Early College Start Coordinator Melissa Moore mentions in high school visits
- Rachel White mentions during recruitment events
- Culinary Around the World classes
- Farmers Market events and promotions
- Empty Bowls in October of 2019
- Burkburnett STEM career fair
- Culinary FB video

Amanda Jasso stated that she was giving presentations at the high schools that were allowing visitors. Amanda mentioned that she was also delivering a series of seven posters to all area high schools that showcase all Career and Technical Education programs.

Danae Torres asked if there was any further discussion or recommendations, hearing none she moved forward.

❖ **Serving students from special populations:**

Danae Torres asked the committee to please note the federal definition of special populations below.

Erika Colee discussed the services to the students who qualify.

Christina Feldman stated that Region 9 and Texas Workforce Commission (TWC) were both providing assistance to our students who qualify. If the student does not qualify for Region 9 or TWC, they do qualify for some of the Vernon College assistance.

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 2019-2020 we had a total of 6 adult students: 1 Female and 5 Male students complete**
 - 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).

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, 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.

Danae Torres asked the committee if there was any further discussions.

Shana Drury took this time to thank the committee for their participation.

Danae Torres adjourned the meeting at 5:03pm

Recorder Signature – Melissa Plowman 	Date 12-2-2020	Next Meeting: Fall 2021
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