

Advisory Committee Annual Meeting Minutes Fall 2016
 Culinary Academy, Room CA301
 Vernon College- Burkburnett, Culinary Academy

CHAIRPERSON: Lee Partridge		VICECHAIR PERSON: Vicki Karr
MEETING DATE: October 27, 2016	MEETING TIME: 3:15 PM	MEETING PLACE: Burkburnett Culinary Academy, Room CA301
RECORDER: Melissa Plowman		PREVIOUS MEETING: October 13, 2015

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Larry Ahlhorn, Monarch Catering	Bob Bratcher, Owner, Daddy Bobs	Christina Feldman, Director of Continuing Education, Vernon College
Jennifer Briley, General Manager, Hampton Inn Wichita Falls	Dane Coenen, Director of Operations, Subway of Wichita Falls, Inc.	Chef Erika Colee, Culinary Arts/Hospitality Instructor, Vernon College
Vicki Karr, Owner, Original Casa Manana		Chef Paul Kinash, Culinary Arts/Hospitality Instructor, Vernon College
Lee Partridge, Owner, TGS Cupcakery		Shana Drury, Associate Dean of Instructional Services, Vernon College
Melissa Plowman, Partner, Parkway Grill/Pelican Restaurant		Donna Egoavil, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Scott Plowman, Owner, Parkway Grill/Pelican Restaurant		Melissa Moore, Early College Start Coordinator, Vernon College

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Christina Feldman
Purpose of Advisory Committee	Information	Shana Drury
Election of Chair, Vice Chair and Recorder	Action	Christina Feldman
Approval of Minutes from the Last Meeting	Action	Chair
Old Business: (if any, otherwise type None)	Old Business or None	Chair
Continuing Business: (List if any, otherwise type None)	Continuing Business or None	Chair
New Business:		Chair



Review program outcomes, assessment methods, and results	Information	Chair
Approve program outcomes and assessment methods	Action	Chair/Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Chair
Approve program revisions (if applicable)	Action	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Chair
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Chair
Approval of course/exam of workplace competencies	Action	Members Present
Review student handbook	Information/Discussion	Chair
Approve changes (if applicable)	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Chair
Evaluation of facilities, equipment, and technology	Action	Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Members Present
External Learning experiences, employment and placement opportunities	Information	Chair
Professional development of faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	Chair/Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Chair
Serving students from special needs	Information	Chair
Adjourn	Action	Chair/Members Present

MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Christina Feldman welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves and stated their positions and the agency they represented. Note: Each committee member received a packet via email which included all documents that would be reviewed and discussed.
Purpose of Advisory Committee	Shana Drury explained the purpose and importance of an advisory committee and how their input guarantees that the college is maintaining the most current practices, direction and equipment. The committee ensures that the skills knowledge and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the Culinary Arts Academy field.
Election of Chair, Vice Chair and	Christina Feldman explained the offices of the committee and asked for


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Recorder	nominations. Scott Plowman nominated Lee Partridge for Chair. Larry Ahlhorn seconded. Larry Ahlhorn nominated Vicki Karr for Vice Chair position and Melissa Plowman seconded. Scott Plowman nominated Melissa Plowman for Recorder and Larry Ahlhorn seconded. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Lee Partridge asked the committee to review the previous minutes and they did. Melissa Plowman made a motion to approve the last meetings minutes and Scott Plowman seconded. The committee agreed unanimously.
Old Business: (if any, otherwise type None)	Lee Partridge noted that there was no old business.
Continuing Business: (List if any, otherwise type None)	Lee Partridge noted that there was no continuing business.
New Business:	
Review program outcomes, assessment methods, and results	Lee Partridge asked members to review the program outcomes, assessment methods, and results and they did. Christina Feldman informed the committee that although the outcomes were approved last year, the members needed to make sure they were still valid. Melissa Plowman noted that they were broad enough to prepare students for the restaurant business. Larry Ahlhorn noted that knife skills were not a part of the outcomes and thought they should be. Erica Colee noted that it could be covered under outcome number 5. Lee Partridge expressed his employee's lack of knife knowledge was an issue also. No other recommendations were made at this time.
Approve program outcomes and assessment methods	Lee Partridge asked members to approve program outcomes and assessment methods as is. Vicki Karr made a motion to accept and Larry Ahlhorn seconded. The committee agreed unanimously.
Review program curriculum/courses/degree plans	Lee Partridge moved to program curriculum/courses/degree plans. Christina Feldman explained the current list of courses and syllabi. Melissa Plowman asked if the program was developed with the Prostart curriculum. Christina Feldman stated that it was. Erica handed out several textbooks that follow the same format and title as the present textbooks, but are an updated version from ServSafe. Erica asked the committee to consider adopting them for the program instead of the present text books for two reasons. She added that presently there is no assessment for college students and the new curriculum included a test. In addition, completers will receive a nationally recognized certificate making them more marketable. Larry Ahlhorn asked how many books in the bundle and the cost. Erica responded that it would be up to the committee which books are chosen and that they were \$80.00 each. Melissa Plowman noted that the students would basically be paying for the certificate. Melissa Plowman asked Erica Colee if she had the opportunity to talk to teachers who presently use the curriculum. Erica informed the committee that she had not. Melissa Plowman likes the simplicity of the suggested textbooks. Erica noted that the books would be reusable, but new students would buy answer sheets and a certificate. Scott Plowman stated that the National Restaurant Society has been working on the curriculum for a long time and believed it was sufficient. A discussion ensued on the importance of topics to cover and practicums. The committee recommended Vernon College look at adding a practicum for the students and looking into translating that into the high schools if applicable. Melissa Plowman added that she would be willing to offer her business as a practicum site and that there are probably others who would be willing to also. Melissa Plowman suggested that Erica review that textbooks and that the members accept her analysis of the potential new curriculum.
Approve program revisions	The Chair asked members to approve the possible changes upon Erica Colee's analysis of the new curriculum. Melissa Plowman made a motion to approve the possible new curriculum as long as it fits in with the program

	outcomes and a possible practicum. Larry Ahlhorn seconded. The committee agreed unanimously.
Review SCANS, Gen Ed, and Outcomes matrices	Lee Partridge asked members to review and discuss each matrix and they did. Shana Drury explained the purposes of the three matrices.
Approve SCANS, Gen Ed, and Outcomes matrices	The Chair asked members to approve the three matrices as is. Scott Plowman made a motion and Larry Ahlhorn seconded to approve the matrices as is. The committee agreed universally.
Review verification course/exam of workplace competencies	The Chair asked the committee to review verification course/exam of workplace competencies. Melissa Plowman expressed the importance of the ServeSafe management certification for all restaurants and how she looked for someone with those credentials when hiring. Scott Plowman and Larry Ahlhorn agreed. Erica Colee noted that the Prostart newsletter stated that as of Sept 1, all individuals dealing with food are required to have a food handling permit. Vicki Karr asked why they don't pass out Food Handler books. Scott Plowman noted that they are now on line.
Approval of course/exam of workplace competencies	Lee Partridge asked members to approve the SERV SAFE managers test as the course/exam of workplace competencies. Melissa Plowman made a motion and Jennifer Briley seconded to approve course/exam workplace competencies. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	The Chair asked Christina Feldman to expound on the graduates, majors and enrollments. Christina acknowledged Paul Kinash as the new Chef for Vernon College's evening program. She noted that there were currently 6 students enrolled. Shana Drury stressed the need for the members to spread the word regarding the program. She informed the members that now that the program is a THECB approved program, the number of students in attendance needs to be higher to maintain 25 students in five years and noted that there is an 85 % placement rate requirement. She also noted that the program was on probation because of the lack of numbers. A discussion about the viability of the program ensued. Scott Plowman asked if the 10 minute drive was an issue. Shana confirmed. Christina Feldman noted that people were not aware of the academy. Vicki Karr stated that she continually promotes the program and found most people are unaware of the program. Lee Partridge stated that the members and other local businesses would agree that promoting the program would benefit them. Paul Kinash mentioned placing an ad in the help wanted section of the paper, but most of the members stated that they no longer receive the paper. Melissa suggested a preview night. Members expressed that they are willing to advertise in their businesses more. The members further discussed the possible issues and solutions. They agreed to help advertise in their businesses. Erica Colee updated the members on the high school Academy.
Evaluation of facilities, equipment, and technology	Lee Partridge moved to evaluation of facilities, equipment, and technology. Christina provided members with a list of new equipment. Erica Colee stated the academy had all it needed.
Recommendations of selection and acquisition of new equipment and technology	The Chair asked for recommendations of selection and acquisition of new equipment and technology. Members expressed that the academy was well equipped at the present time. They did not have any recommendations.
External Learning Experiences, employment and placement opportunities	Lee Partridge move to External Learning Experiences, employment and placement opportunities. Christina Feldman stated that it was covered under curriculum/course/degree plans agenda item. The committee agreed.
Professional development of faculty and recommendations (if applicable)	The Chair asked Christina Feldman to update the members on any professional development opportunities that had been taken advantage of. Christina informed the committee of an upcoming CCEEP conference which the Perkins Grant helped fund. Christina asked for field trip or guest speaker ideas. The committee had no recommendations.
Promotion and publicity (recruiting)	Lee Partridge asked Christina Feldman to inform the committee on

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about the program to the community and to business and industry (gender equity)	promotion and publicity of the program. Christina provided members with an update on promotion and publicity in the community and at Vernon College. Vicki Karr suggested to talking to younger children. Christina stated that the program was represented at an EXPO event for 8 th graders and in the summer VC Kids College offers a cooking class.
Serving students from special needs	<p>Lee Partridge continued with the definition of “special populations” as outlined by Perkins:</p> <ul style="list-style-type: none"> • In referencing “special populations” in the Local Plan and in any other applicable sections of the Application, the Applicant shall use the term to mean: • 1. individuals with disabilities; • 2. individuals from economically disadvantaged families, including foster children; • 3. individuals preparing for non-traditional fields; • 4. single parents, including single pregnant women; • 5. displaced homemakers; and • 6. individuals with limited English proficiency. <p>Christina Feldman noted that VC works with DARS. Shana Drury expounded on the definitions and the effort VC puts forth in all programs to reach the 25% requirement of the non-traditional gender. Melissa plowman stated that she has 60% men/ 40% women, except in management where women outnumber the men. Erica Colee noted that in the high school classes she has four girls out of twenty-five students in her first class and fifty/fifty in the second class. In the VC classes, girls out number boys.</p>
Adjourn	Lee Partridge asked for a motion to adjourn at 4:50 PM. Scott Plowman made a motion and Melissa Plowman seconded. The committee agreed unanimously.

RECORDER SIGNATURE: 	DATE: 11/16/16	NEXT MEETING:
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