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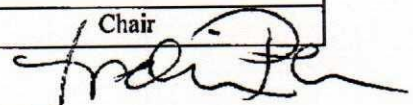
**Advisory Committee Fall 2017 Annual Meeting
Culinary Arts Academy
Vernon College- Thursday, November 2, 2017 at 3:30 p.m.
301 E. 3rd Street Burkburnett, TX 76354 Culinary Academy**

CHAIRPERSON: Kristin Cummins		
MEETING DATE: November 2, 2017	MEETING TIME: 3:30 p.m.	MEETING PLACE: 301 E. 3 rd Street Burkburnett, TX 76354 Culinary Academy
RECORDER: Melissa Plowman		PREVIOUS MEETING: October 13, 2015

MEMBERS PRESENT:	MEMBER'S ABSENT:	OTHERS PRESENT:
Name, Title, Company	Name, Title, Company	Name, Title, Company
Jennifer Briley, General Manager Hampton Inn TMI Hospitality	Larry Ahlhorn, Monarch Catering	Christina Feldman, Director of Continuing Education, Vernon College
Lee Partridge, Owner TGS Cupcakery	Dane Coene, Director of Operations Subway of Wichita Falls, Inc.	Chef Erika Colee, Culinary Arts/Hospitality Instructor, Vernon College
Melissa Plowman, Parkway Grill / Pelican Restaurant	Vicki Carr, Owner Casa Manana	Shana Drury, Associate Dean of Instructional Services, Vernon College
Scott Plowman General Manager Parkway Grill / Pelican Restaurant	Jordan Moser, Marketing Director, Chik-fil-a	Jean M. Castle-Wade, Administrative Assistant to the Associate Dean of Instructional Services, Vernon
Monica Wilkinson, Project Coordinator Red River Valley Expansion Project		Jim Martin, Adjunct Instructor Vernon College Culinary Academy
Thomas Nixon, Head Chef Foxhill		
James Gustafson, Sous Chef Foxhill		
Kristin Cummins, WIOA Case Manager Workforce Solutions		

AGENDA

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

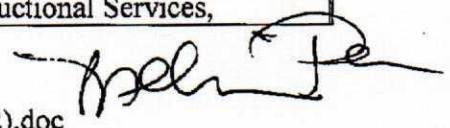


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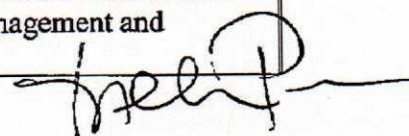
None)		
Continuing Business: (List if any, otherwise type None)	Continuing Business or None	Chair
New Business:		
Review program outcomes, assessment methods/results and workplace competencies	Information	Chair/Members Present
Approve program outcomes	Action	Members Present
Approve program assessment methods/results	Action	Members Present
Approval of course/exam of workplace competencies	Action	Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Chair/Members Present
Approve program revisions (if applicable)	Action	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Chair/Members Present
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Program statistics: Graduates, majors, enrollment	Information/Discussion	Chair
Local Demand	Information/Discussion	Chair/Members Present
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	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, Associate Dean of Instructional Services,



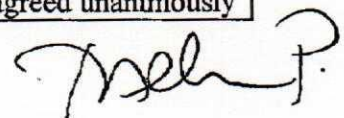
	explained the purpose and importance of an advisory committee and how their input guarantees that the college is maintaining the most current practices, direction and equipment. The committee ensures that the skills knowledge and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the Culinary Arts field.
Election of Chair and Recorder	Shana Drury explained the positions and asked for nominations for Chair. Kristin Cummins was elected Chair by acclamation. Thomas Nixon was elected Vice Chair by acclamation. Melissa Plowman was elected Recorder by acclamation. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Kristin Cummins, Chair, asked the committee to review the previous minutes. Kristin asked for a motion to approve the last meeting minutes. Scott Plowman made the motion to approve. Melissa Plowman seconded the motion. The committee agreed unanimously.
Old Business: (if any, otherwise type None)	Kristin Cummins, Chair, stated there is no old business.
Continuing Business: (List if any, otherwise type None)	Kristin Cummins, Chair, noted that there was no continuing business.
New Business:	
Review program outcomes, assessment methods/results and workplace competencies	<p>Kristin Cummins asked the committee members to review the program outcomes, assessment methods/results and workplace competencies. Christina Feldman stated there are five program goals. Ms. Feldman said the wording in the program outcomes was changed this Fall. Shana Drury and Christina Feldman stated there is a change to the wording in number five of the program outcomes, which will read, "Demonstrates (OSHA) requirements". The word "knowledge" will be removed from outcome number five. Christina Feldman stated the program assessment methods consist of tests, quizzes, presentations and event participation. Ms. Feldman stated the workplace competency is the Servsafe Manager exam for the adult program and Servsafe Food Handlers exam for the high school program through the National Restaurant Association (NRA). There is a much higher success rate with these workplace competencies. The books for the program were changed at the end of last year. The following four certifications are through the National Restaurant Association and provided at the end of each topic covered. They are new for the 17-18 year. These provide the building blocks for additional credentials through NRA. At the end of the program students have the opportunity to test for a ManageFirst Credential through NRA to build their resumes. The certifications are:</p> <ul style="list-style-type: none"> • Hospitality and Restaurant Management Certification • Hospitality Human Resources Management and Supervision Certification



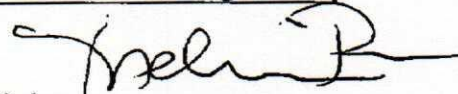
	<ul style="list-style-type: none"> • Controlling Food cost Certification • Nutrition Certification <p>The members had no other suggestions/recommendations.</p>
Approve program outcomes	Kristin Cummins asked members to approve program outcomes as presented. Melissa Plowman made a motion to approve the program outcomes as discussed. Monica Wilkinson seconded the motion. The committee agreed unanimously.
Approve program assessment methods/results	The Chair, Kristin Cummins, asked members to approve the assessment methods/results as presented. Jennifer Briley made a motion to approve the assessment methods/results as presented. Lee Partridge seconded the motion. The committee agreed unanimously.
Approval of course/exam of workplace competencies	Kristin Cummins, Chair, asked members to approve workplace competencies as presented. Melissa Plowman made a motion to approve the workplace competencies as presented. James Gustafson seconded the motion. The committee agreed unanimously.
Review program curriculum/courses/degree plans	The Chair, Kristin Cummins, asked the committee to review the program curriculum, courses, and degree plans. Christina Feldman stated the classes, the registration process, and degree plans/hours for the Culinary program were outlined in the agenda. Ms. Feldman asked for any questions, additions, deletions, and recommendations. Thomas Nixon and James Gustafson stated the potential student might need to be in the industry to peek an interest in furthering their education. Christina Feldman stated hours can be added to the program in the form of a practicum. Shana Drury stated the lack of enrollment in the adult program is still an issue but a practicum can be added. Christina Feldman will coordinate with the various facilities to insure there is a willingness to hold the practicum and have students working in the various facilities. Christine Feldman stated there are other potential options for the program such as hospitality. Jennifer Briley stated she is willing to have students at Hampton Inn to work behind the scenes to better learn the industry in any capacity. Jennifer stated she needs hospitality staff which include, guest service agents and housekeeping. Erika Colee stated there is a great deal of management emphasized in the program. Scott Plowman stated the industry is not limited to food preparation and includes advertisers, suppliers and others. Scott Plowman, Thomas Nixon, and Jennifer Briley stated they would be willing to speak to potential students or participate in promotions. The committee had no other recommendations.
Approve program revisions (if applicable)	Kristin Cummins, Chair, asked members to approve program curriculum, courses and degree plans with updates discussed. Lee Partridge made a motion to approve the program revisions

Melissa Plowman

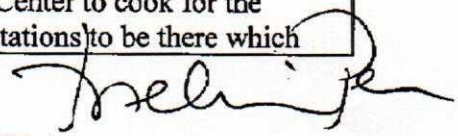
	as discussed. Jennifer Briley seconded the motion. The committee agreed unanimously.
Review SCANS and Gen Ed outcomes matrices	The Chair, Kristin Cummins, asked members to review and discuss SCANS and Gen Ed outcomes matrices. Christina Feldman explained the purpose of the three matrices. The SCANS are the federal requirements and how they are mapped into the courses. The Gen Ed has six requirements and how they map back into the course. The Outcomes matrix has the student learning outcomes. Christina Feldman asked for recommendations. The committee had no additional recommendations.
Approve SCANS and Gen Ed outcomes matrices	Kristin Cummins asked members to approve the three matrices as presented with corrections. Melissa Plowman made a motion to approve the three matrices as discussed. James Gustafson seconded the motion. The committee agreed unanimously.
Program statistics: Graduates, majors, enrollment	<p>Kristin Cummins, Chair, read the following statistical information on the program: In 2016-2017, we had 34 high school students in the Culinary Academy. There were 34 students in the introduction year, 14 in the second year, and 4 in the final year. 4 high school students and 4 adult students completed the program for a total of 8 completers for 2016-2017 year. For 2017-2018, there are currently 37 students in the high school program. There are 13 students in the introduction year, 19 in the second year, and 5 in the final year. There are 6 adult students in the evening program for 2017-2018.</p> <p>Erika Colee said the high school numbers drop after the first year when the students find out the introduction class is about human resources and management. The high school students enjoy cooking but they do not enjoy the other things that are involved in the process such as cleaning and management. Shana Drury stated there is a large drop from the second to the third year students. Erika reported the high school students don't start the program until their junior year. The high school student(s) graduate and leave before the practicum class which accounts for the variation in enrollment. Shana Drury stated there is concern over the adult program lacking enrollment. The adult program only received 6 enrollments last year. Christina reported there are currently two adults who have committed to the program for the upcoming year. She also noted there are two new instructors this year which will help with recruitment to the program. The program is approximately \$3,800.00 and books are included. This is a 9 month certificate program.</p>
Local Demand	Kristin Cummins asked the committee members to talk about the local demand for the program. Scott Plowman stated he is hiring as is Jennifer Briley. The committee agreed unanimously



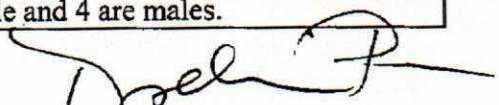
	the program is of value and should continue.
Evaluation of facilities, equipment, and technology	Kristin Cummins asked all members if they have toured the facility. Christina Feldman offered to provide all committee members a tour after the meeting was adjourned. Erika noted the equipment and learning environment for the Culinary Academy is in good shape. Erika did state the facility has an issue with hard water which clogs the lines and causes damage to some of the equipment which must be repaired frequently. Christina stated there had been no new equipment purchased in 2016-17. The committee had no further discussion.
Recommendations of selection and acquisition of new equipment and technology	Kristin Cummins, Chair, asked if there are any recommendations for new equipment or technology from the committee members. The committee had no further recommendations.
External Learning experiences, employment and placement opportunities	<p>Kristin Cummins asked the committee to review the external learning experience opportunities. Christina Feldman stated the students have taken place in several event which are listed:</p> <ul style="list-style-type: none"> • Empty Bowls in October of 2016 • Heart Gallery fundraiser in November of 2016 • Participation at the United Way Chili cook off • Burkburnett STEM career fair • Participation in the Farmers Market recipe card showcase • Students external learning experiences, employment, and placement opportunities: <ul style="list-style-type: none"> High school students 2016-17: <ul style="list-style-type: none"> • 1 student working at McDonalds • 1 student working at a golf course • 1 student working at Tuesday Morning • 1 not working at all. Adult students 16-17: <ul style="list-style-type: none"> • 1 student working at Texas Roadhouse upon completion, and continued school at Tarleton • 1 student working at YMCA upon completion and looking for work now in the industry. • 1 student teaching assistant at Skyviews Restaurant in Lubbock, TX. • 1 student not working. <p>Melissa Plowman, James Gustafson, and Thomas Nixon suggested the addition of mentors and internships/externships to the program to help retain students from high school into the adult program. Christina Feldman stated the high school side is more difficult for implementation of internships due to schedules and transportation. Melissa Plowman stated they could work with the local restaurants in Burkburnett to get the</p>



	<p>intern program off the ground for high school students. Lee Partridge stated he would be willing to have interns at his business. The committee was unanimously in the opinion the program should have an internship/externship. Thomas Nixon, Scott Plowman and Melissa Plowman stated they would be interested in starting/contributing to a scholarship. Melissa Plowman stated there is an education foundation which has been assisting but it might be able to do something on the matter. Shana Drury stated the scholarship could be designed with specific criteria set forth by the local restaurant owners and the association. Christina Feldman stated Kristin Cummins, Workforce Solutions, and Region 9 will be partnering to get students into the program by supplementing costs. Shana Drury stated any person/business can sponsor (fund) any potential student in the program. The funder could have the student sign a contract to provide service upon completion of the program or something similar. The committee had no additional requests at this time.</p>
<p>Professional development of faculty and recommendations (if applicable)</p>	<p>The Chair, Kristin Cummins, asked the committee to review the professional development of the faculty. Christina Feldman stated Erika attended the Certified Culinary Essentials Program in Florida which was very beneficial. The committee had a discussion and made no recommendations.</p>
<p>Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)</p>	<p>Kristin Cummins asked Christina Feldman to inform the committee on promotion and publicity of the program. Christina provided members with an update of the program recruitment and promotion.</p> <ul style="list-style-type: none"> • Facebook • Literature • New posters • Fliers • KFDX ad spot • Senior Send Off at Region IX • Career Fairs • Youth Expo Day in September • GenTX Day, now called Spring Fest April 2017 <p>Christina Feldman noted the instructors are currently working on the recruiting efforts for the program and Erika stated there is a lack of information in the public about the Culinary Academy. Erika and Jim stated the location of the facility may also contribute to the downturn in enrollment. Ms. Colee thinks there might be a lack of advertising towards the target population. Jim Martin stated he plans on taking his classes out to do more community involved projects to promote the program. Mr. Martin said he currently has plans to take his class to the North Texas Veterans Relief Center to cook for the homeless. He has invited the news stations to be there which</p>



	<p>will help to promote the program. Thomas Nixon noted the Farmer's Market in Wichita Falls would be a good place to promote the program. Christina Feldman stated Monica Wilkinson has been working on a grant, known as the Farmer's Market Grant, where she was able to obtain funding for certain activities like recipe cards for promotions. Erika has held competitions for the students to have their picture on the recipe cards. Monica Wilkinson stated there are approximately 1000 recipe cards printed which will be donated to the program for marketing. Christina Feldman report the students participated in the first farm to market table dinner, which was a great success. The area restaurants can see from these types of functions how the students work and then pick up the student as a permanent employee. Thomas Nixon stated he would like to see more collaborative dinners at the Farmer's Market where the students are serving the public. Monica Wilkinson stated this would be great for exposure and it could be incorporated into the current schedule for the Farmer's Market. Melissa Plowman stated considerations should be given to projects such as a chef competition. United Market Street could also be petitioned to host a demonstration by the students in the program. Christina Feldman stated she would work toward more public appearances for the students in the program.</p> <p>The committee had a discussion and made recommendations.</p>
<p>Serving students from special needs</p>	<p>Kristin Cummins, Chair, asked Christina Feldman to update the committee on how the program was serving students from special needs.</p> <p>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: <ul style="list-style-type: none"> • 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 stated for 2017-2018 we have a total of 42 students. There are 37 high school students in the program of which, 12 are females and 25 are males. There are also 5 adult students of which, 1 is female and 4 are males.</p>



Adjourn	Kristin Cummins asked for a motion to adjourn. Melissa Plowman made a motion to adjourn at 4:40 P.M. The committee agreed unanimously.
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RECORDER SIGNATURE: 	DATE: 12/17/17	NEXT MEETING: Spring 2018
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