

**Advisory Committee Fall 2018 Annual Meeting  
Culinary**

Vernon College – Tuesday November 13, 2018, Century City Room 115

**Members Present:**

Jennifer Briley, Hampton Inn  
Melissa Plowman, Parkway Grill/ Pelican Restaurant  
Scott Plowman, Parkway Grill/ Pelican Restaurant  
Xochitl Pruit, Region 9  
Monica Wilkinson, Project Coordinator, Red River Valley Expansion Project

**Vernon College Faculty/Staff Present:**

Chef Erika Colee, Culinary Instructor  
Shana Drury, Dean of Instructional Services  
Christina Feldman, Director of Continuing Education  
Holly Scheller, Coordinator of Marketing and Community Relations  
Mollie Williams, Assistant to the Dean of Instructional Services

*Christina Feldman welcomed the committee and began introductions.*

*Shana Drury reviewed the purpose of the committee and asked for volunteers or nominations for Chair, Vice-Chair and Recorder. Scott Plowman nominated Melissa Plowman for chair. Jennifer Briley agreed to serve as vice-chair. Xocitl Pruit volunteered to serve as the committee recorder.*

Chair: Melissa Plowman  
Vice-Chair: Jennifer Briley  
Recorder: Xochitl Pruit

**Old Business/Continuing Business:**

*Melissa Plowman began the meeting with new business.*

**Program Outcomes:**

*Christina Feldman reviewed the following program outcomes with the committee.*

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.

*Melissa Plowman asked for a motion to approve the program outcomes as presented.  
 Xochitl Pruti made motion to approve the outcomes as is.  
 Monica Wilkinson seconded the outcome.*

*The motion to approve program outcomes as presented has passed.*

**Assessment Methods:**

*Melissa Plowman asked that Christina Feldman explain in more detail the assessment methods and results.*

- 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.

*Melissa asked for a motion to approve assessment methods and results.  
 Jennifer Briley made motion to approve assessment methods and results as presented.  
 Scott 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 for the adult program and Servsafe Food Handlers exam for the high school program through the National Restaurant Association (NRA).

Program	Number of students who took course or licensure exam	Results per student	Use of results
1. Servsafe Manager Exam	10	10 students @ 90% 9 passed	State reporting
2. Servsafe Food Handlers exam	21	21 students @ 90.4% 19 passed	State reporting

*After discussion, Melissa Plowman asked for a motion to approve workplace competency.*

*Monica Wilkinson made motion to approve workplace competency as presented.  
Xochitl Pruitt second the motion.*

*The motion to approve workplace competency as presented passed.*

**Review program curriculum:**

*Christina Feldman reviewed the information below with the committee. Shana Drury reminded the committee that now is the time for the committee to make changes or updates to the curriculum.*

# Culinary Arts/Hospitality, Certificate of Achievement

## Continuing Education

CIP 12.0503

Instructional Location - Vernon College-Burkburnett Culinary Facility

Probable Completion Time - 9 months

## Requirements

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

## Verification of Workplace Competencies:

ServSafe®

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.

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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.

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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.

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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.

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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 vinegars; discuss and prepare various proteins; discuss and prepare various fruits, vegetables, and starches; discuss and prepare sandwiches and salads.

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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.

*Hearing no changes, Melissa Plowman stated that she thought the curriculum was well done and asked for a motion to approve program as presented.*

*Xochitl Pruitt made motion to approve program curriculum as presented.*

*Scott Plowman second the motion.*

*The motion to approve program as presented passed.*

### **Review Matrices:**

*Melissa Plowman asked Christina Feldman to lead the discussion on Review Secretary's Commission on Achieving Necessary Skills (SCANS), General Education, Program Outcomes Matrices, and Institutional Outcomes Matrices.*

*Christina Feldman reviewed in detail the matrices below.*

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

<b>Program: Culinary Arts</b>						<b>Credential: Certificate of Achievement</b>	
Award: Culinary Arts/Hospitality Certificate of Achievement							
Cip: 12.0503							
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES</b>							
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	

<b>Program: Culinary Arts</b>					<b>Credential: Certificate of Achievement</b>	
Award: Culinary Arts/Hospitality Certificate of Achievement						
Cip: 12.0503						
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES</b>						
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.	



<b>Program: Culinary Arts</b>					<b>Credential: Certificate of Achievement</b>
Award: Culinary Arts/Hospitality Certificate of Achievement					
Cip: 12.0503					
<b>LIST OF ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES</b>					
<b>Program Outcomes</b>					<b>General Education Outcomes</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
X	X	X	X	X	1. Critical Thinking Skills
X	X	X	X	X	2. Communication Skills
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.

*Melissa Plowman opened the floor for discussion or recommendations. After some discussion, Melissa asked the committee for a motion to approve matrices as presented.*

*Scott Plowman made motion to approve matrices as presented.*

*Jennifer Briley seconded the motion.*

*The motion to approve matrices as presented passed.*

**Program Statistics:**

*Melissa Plowman asked Christina Feldman to discuss the information below. Christina reviewed the information below.*

- Program Statistics:
  - Graduates 2017-2018: 8
  - Enrollment Summer 2018: N/A
  - Majors Fall 2018-2019: N/A
  - Enrollment Fall 2018:

There are currently 83 students in the high school program; 58 in the introduction year, 11 in the restaurant management year (Culinary Arts 1), and 10 in the practicum year. There were 9 adult students in the evening program; however, after the new year we only had 5 returning students.

### **Local Demand:**

*Scott Plowman stated that he did not have a lot of turn over but he did have some because he does employee college students and they move when they graduate. Scott did say that he usually hires about 20 a year.*

*Erika Colee stated that the base we hiring for the Shepard Club.*

*Melissa Plowman stated there was a restaurant owners Facebook, Local Wichita Falls Restaurant Owners, page that might like to connect with Vernon College.*

*Jennifer Briley stated that she has 3 openings but are not in hospitality, more front desk and house keeping.*

### **Evaluation of facilities, equipment:**

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

*Erika Colee mentioned that they are currently using non-stick pans and the students are having a hard time remembering not to use metal utensils on the non-stick pans. We are currently asking if the school will purchase newer pans. In addition, replacements for the paddle attachments and the dough hooks need to be replaced on the kitchen aid mixers.*

No new equipment for 17-18.

Perkins helped to purchase a new electric smoker for 18-19.

### **External learning experiences:**

*Melissa Plowman moved discussion to external learning experiences, employment, and placement opportunities. Erika Colee reviewed the information below with the committee.*

Local Events students participated in:

- Empty Bowls in October 10, 2018
- The ProStart Competition
- Burkburnett STEM career fair
- Participated in Red River Wine and Beer Festival March 24, 2018
- Participation in the Farmers Market dinners September 26, 2017 and May 1, 2018
- Culinary I and Practicum went to a Ben E. Keith Food Show in September.

Placement Rate of Program Completers by Reporting Year [1]			
Program	3-Year Average		
	Plc	Cmp	%
12050000-Culinary Arts and Related Services		17/21	81%

*Christina Feldman stated that currently we have the completion rate listed for 2017-2018. In the future, we will have students who are placed into the workforce. We will have more details for placement in 2018-2019.*

**Professional development of Faculty:**

*Melissa Plowman asked Erika Colee to review the professional development listed below.*

Erika Colee attended Certified Culinary Essentials Program in Miami, FL. June 11-16, 2017. BISD held professional development in July 2018, "Camp PBL" for Project Based Learning.

**Promotion and Publicity:**

*Melissa Plowman asked the committee to review the 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
- Sophomore Round Up
- 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 2017
- Participation at the United Way Chili cook off
- Burkburnett STEM career fair
- Participation in the Farmers Market farm to table events

*Erika Colee mentioned that Burkburnett was starting Family Night in the Park and she would like to have the students there in uniform. This would help remind Burkburnett Vernon College is present and accepting students.*

**Serving students from special populations:**


*Melissa Plowman asked if Christina Feldman would like to discuss serving students from special populations.*

1. individuals with disabilities;
2. individuals from economically disadvantaged families, including foster children;
3. individuals preparing for non-traditional fields;  
 For 2017-2018 we have a total of 49 students.  
 43 high school students, 13 Female and 30 male/ 6 Adult students,  
 1 Female and 5 Males
4. single parents, including single pregnant women;
5. displaced homemakers; and
6. individuals with limited English proficiency

*Monica Wilkinson asked Erika what she thought was inhibiting adult students. Erika Colee stated that she thought the location being in Burkburnett was hard for some adults to get out to Burkburnett. Xochitl Pruitt stated that she agreed with that because many of the students that have contacted Region 9 for help in the program cannot always travel all the way to Burkburnett.*

*Xochitl Pruitt stated that this was great program and the students that Region 9 is currently helping are totally committed to this program.*

*Without any other discussion, Melissa Plowman adjourned the meeting at*

Recorder Signature: 	Date: 11/20/18	Next Meeting: Fall 2019 
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