

Advisory Committee Meeting Minutes
Spring 2015
Culinary Academy
Vernon College

CHAIRPERSON: Melissa Plowman		
MEETING DATE: 4/30/2015	MEETING TIME: 3:00PM	MEETING PLACE: Parkway Grill
RECORDER: Larry Ahlhorn		PREVIOUS MEETING:

MEMBERS PRESENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Melissa Plowman	Parkway Grill	
Larry Ahlhorn	Luby's	
Jennifer Briley	Wellington	
James Cooley	Camp Chapparal	
Scott Plowman	Parkway Grill/Pelican	
Bob Bratcher	Daddy Bobs	
Shana Munson	Vernon College	Shelly Bass Vernon College, Nina Feldman Vernon College, Melissa Moore – Vernon College, LeAnn Scarbrough – Vernon College
MEMBERS ABSENT:		
Kathy Hicks	Kathy's Bakery	

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Election of Chair and Recorder	Action Motion made by Scott Plowman and Second by Larry Ahlhorn to elect Melissa Plowman to be chair for Culinary Advisory. Action Motion made by Bob Bratcher and second by Melissa Plowman to elect Larry Ahlhorn to be recorder for Culinary Advisory.	Program Coordinator
Approval of Minutes from the Last Meeting	Action: approved by email	Chair
Old Business:	None	Chair
Continuing Business:	None	Chair
New Business:		Chair
Program statistics: Graduates, majors, enrollment; list of graduates	Information: Introduction of new chefs hired to Culinary Academy, Erika Colee and Shelly Bass. 6 student currently enrolled and all have passed ServeSafe test. 4 female and 2 male students.	
Workplace competencies	Discussion of externships to be added to the program by local vendors,	

	restaurants, etc. Will be looked at and confirmed during the 2015-16 year to confirm action. Must be voted on by board for 2016-17 school year.	
Evaluation of facilities, equipment, and technology	Discussion- much of the equipment is adequate, all in favor of the culinary academy and kitchen.	
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	Discussion – Prostart is the current curriculum and all members in favor of the curriculum. All members agreed to communicate with instructors to help provide outside learning environments with local vendors. Externships will be discussed at 2015 meeting to put to a vote for including in curriculum for 2016-17 school year as it must be voted on by board. Externships would take place in the spring per practicum. Program revision to be discussed further at October 2015 meeting.	
Promotion and publicity about the program to the community and to business and industry; non-traditional recruiting	Discussion/Information- Ideas to continue to grow the culinary program will continue to take place through Facebook, website and local fairs, and other community events the culinary program will take place in. 2014-15 the Culinary Academy took part in the Burburnett Health Fair, Christmas Party, Cowboy True and much more. The goal is to fill 16 spots for 2015-16.	
Professional development of faculty	Discussion/Information- Both Erika Colee and Shelly Bass are in line to attend Prostart Culinary Educators Bootcamp. TRA will be paying for them to attend. Melissa is emailing application.	
Needs of students from special populations	Discussion/Information - NONE	
Curriculum Decisions:	No changes currently being made to curriculum.	
Review goals and objectives	Action Motion made by Scott Plowman to accept the program goals and outcomes listed for the Culinary Academy. Second made by Larry Ahlhorn. Motion passed. Program Goals and Outcome accepted.	
Program revisions, curriculum/course review	NONE	
Other:	Larry Ahlhorn discussed opportunities for books to be paid for students through Luby's if working for him. Also, TRA offers scholarships for up to \$500.00 for students that we can speak to Melissa and Bob about for future students. Discussion - Possibly adding cooking classes to students already in the restaurant and culinary business. More to discuss at next meeting in October.	
Recorder Signature	Larry Ahlhorn	Date: 5/5/15

