

# **Instructional Program Review 2019/20 UPDATE**

**Culinary Arts/Culinary Management**

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## General Information (Instructional Program Review 2019/20 UPDATE)

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## 2019/20 Instructional Program Review

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### SUBMISSION INFORMATION AND UPDATES (REQUIRED)

Lead writer - Tonya Whitfield

Liaison- Anar Brahmbhat

Chair - Tara Maciel / Mark Abijian

Manager - Danene Brown

CTE - Yes

Staff- Ilt left to pursue another position out of state. The program is currently working to hire a new ILT. The position is valuable in the assistance of both program and student. A NANCE position was made available to assist faculty and the program.

Program changes- Basic and advanced baking and pastry class has been divided into two separate classes. The industry has expanded in the are of sweets. The need for higher skilled employees in the baking and pastry areas has been a recent development. It is a shift from preprocessed to fresh, cleaner processes of all foods, especially sweets. The program has hired two new adjunct with specialties in the sweet areas of cooking. The program is in the process of creating a new class in the advanced pastries. The new curriculum will enhance the program and attract students looking for more focus on baking and pastries. The challenges are providing the space, equipment, and products to support both classes. It is an additional class that will raise the level of employability.

Strengths - partnerships within the industry is expanding. We have added new industry partnerships, which benefit the students in employment opportunities. The partnerships help the faculty with relevant techniques, trends and changes as they are happening. Challenges to having this valuable information as it is happening, is being able to institute the changes to advance students knowledge. The program needs to have the funds to purchase equipment and provide faculty professional development.

Challenges- Funds availability is the biggest challenge. The program is expanding and providing stronger course content. The faculty request grants from BARC, Perkins, and Strong Workforce. In addition, the faculty continue to explore ways to raise funds with student projects, revenues in the program dining, and sponsorships.

Another challenge is as the program expands the need for more space is very relevant. Faculty work hard in creating the course content and a positive learning environment. As the expansion happens, the program and faculty look to the campus for assistance in finding a solution to the space restrictions.

### OUTCOMES AND ASSESSMENT (REQUIRED)

**Form:** 2019/20 Program Review Outcomes and Assessment Section (See appendix)

### PROGRAM ANALYSIS FOR EQUITY AND EXCELLENCE (REQUIRED)

**Form:** 2019/20 Program Review Instructional Program Analysis Section (See appendix)

### PROGRAM GOALS (REQUIRED)

#### CACM Program Goal Set 2018-2019

##### Hire an Instructional Lab Technician

To hire an Instructional Lab Technician for Culinary & Hospitality

## Mapping

**CA- Mesa College Strategic Directions and Goals:** Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 1.4, Strategic Goal 2.2, Strategic Goal 2.3, Strategic Goal 3.2, Strategic Goal 5.1, Strategic Goal 6.2,

**CTE 2018/19:** Perkins Core Indicator Activity 3, Perkins Permissive Use 10.2, Perkins Permissive Use 10.3, Perkins Permissive Use 10.5, Perkins Permissive Use 10.6, Perkins Permissive Use 10.8, Perkins Requirement 3, Perkins Requirement 6, Strong Workforce Recommendation 2, Strong Workforce Recommendation 3,

**Institutional Learning Outcomes 2016/17:** Communication, Critical Thinking, Global Consciousness, Information Literacy, Professional & Ethical Behavior

## Clarifying Pathways

Design clear pathways for students to achieve success in a clear amount of time.

## Mapping

**CA- Mesa College Strategic Directions and Goals:** Strategic Goal 1.1, Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 1.4, Strategic Goal 1.5, Strategic Goal 1.6, Strategic Goal 2.2, Strategic Goal 2.3, Strategic Goal 3.1, Strategic Goal 3.2, Strategic Goal 3.3, Strategic Goal 4.4, Strategic Goal 5.1, Strategic Goal 5.2, Strategic Goal 6.1, Strategic Goal 6.2, Strategic Goal 6.3,

**CTE 2018/19:** Perkins Core Indicator Activity 2, Perkins Core Indicator Activity 3, Perkins Core Indicator Activity 4, Perkins Core Indicator Activity 5, Perkins Core Indicator Activity 6, Perkins Permissive Use 10.1, Perkins Permissive Use 10.11, Perkins Permissive Use 10.12, Perkins Permissive Use 10.13, Perkins Permissive Use 10.16, Perkins Permissive Use 10.2, Perkins Permissive Use 10.3, Perkins Permissive Use 10.4, Perkins Permissive Use 10.5, Perkins Permissive Use 10.6, Perkins Requirement 6, Perkins Requirement 7, Perkins Requirement 8, Perkins Requirement 9, Strong Workforce Recommendation 1, Strong Workforce Recommendation 12, Strong Workforce Recommendation 15, Strong Workforce Recommendation 2, Strong Workforce Recommendation 3, Strong Workforce Recommendation 7, Strong Workforce Recommendation 9,

**Institutional Learning Outcomes 2016/17:** Communication, Information Literacy

## Add additional laboratory equipment

## Mapping

**CA- Mesa College Strategic Directions and Goals:** Strategic Goal 1.1, Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 1.4, Strategic Goal 1.5, Strategic Goal 1.6, Strategic Goal 4.1, Strategic Goal 4.2, Strategic Goal 6.1, Strategic Goal 6.2,

**CTE 2018/19:** Perkins Core Indicator Activity 1, Perkins Core Indicator Activity 2, Perkins Requirement 2, Perkins Requirement 4, Perkins Requirement 5, Perkins Requirement 1, Perkins Requirement 3, Perkins Requirement 7, Strong Workforce Recommendation 1,

**Institutional Learning Outcomes:** Technological Awareness:

## Additional laboratory supplies

## Mapping

**CA- Mesa College Strategic Directions and Goals:** Strategic Goal 1.1, Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 1.4, Strategic Goal 1.5, Strategic Goal 1.6, Strategic Goal 6.1,

**CTE 2018/19:** Perkins Core Indicator Activity 1, Perkins Core Indicator Activity 2, Perkins Core Indicator Activity 3, Perkins Core Indicator Activity 4, Perkins Core Indicator Activity 5, Perkins Core Indicator Activity 6, Perkins Permissive Use 10.19, Perkins Permissive Use 10.3, Perkins Permissive Use 10.4, Perkins Permissive Use 10.5, Perkins Permissive Use 10.7, Perkins Permissive Use 10.8, Perkins Requirement 5, Perkins Requirement 1, Perkins Requirement 3, Perkins Requirement 6, Perkins Requirement 7, Strong Workforce Recommendation 11, Strong Workforce Recommendation 2,

**Institutional Learning Outcomes:** Personal Actions and Civic Responsibility:, Technological Awareness:

## Technology 2017/2018

Add technology in the lecture and laboratory classrooms, to include menu, recipe, textbook and accounting software

## Mapping

**CA- Mesa College Strategic Directions and Goals:** Strategic Goal 1.1, Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 1.4, Strategic Goal 1.5, Strategic Goal 1.6, Strategic Goal 2.2, Strategic Goal 3.1, Strategic Goal 3.2, Strategic Goal 3.3, Strategic Goal 4.1, Strategic Goal 4.2, Strategic Goal 4.3, Strategic Goal 5.1, Strategic Goal 5.2,

**CTE 2018/19:** Perkins Core Indicator Activity 1, Perkins Core Indicator Activity 2, Perkins Core Indicator Activity 3, Perkins Core Indicator Activity 5, Perkins Core Indicator Activity 6, Perkins Permissive Use 10.11, Perkins Permissive Use 10.7, Perkins Permissive Use 10.8, Perkins Permissive Use 10.9, Perkins Requirement 2, Perkins Requirement 5, Perkins Requirement 1, Perkins Requirement 3, Perkins Requirement 7, Perkins Requirement 9, Strong Workforce Recommendation 1, Strong Workforce Recommendation 11, Strong Workforce Recommendation 15, Strong Workforce Recommendation 7,

**Institutional Learning Outcomes 2016/17:** Communication, Critical Thinking, Global Consciousness, Information Literacy

## Create new certificates

Create 12-16 unit certificates to assist students with opportunities of multiple degree and certificate goals

## Mapping

**CA- Mesa College Strategic Directions and Goals:** Strategic Goal 1.1, Strategic Goal 1.2, Strategic Goal 1.3, Strategic Goal 1.4, Strategic Goal 1.5, Strategic Goal 1.6, Strategic Goal 2.1, Strategic Goal 2.2, Strategic Goal 2.3, Strategic Goal 3.1, Strategic Goal 3.2, Strategic Goal 3.3, Strategic Goal 4.1, Strategic Goal 4.3, Strategic Goal 5.1, Strategic Goal 5.2, Strategic Goal 6.2,

**CTE 2018/19:** Perkins Core Indicator Activity 1, Perkins Core Indicator Activity 2, Perkins Core Indicator Activity 3, Perkins Core Indicator Activity 4, Perkins Core Indicator Activity 5, Perkins Core Indicator Activity 6, Perkins Permissive Use 10.1, Perkins Permissive Use 10.11, Perkins Permissive Use 10.12, Perkins Permissive Use 10.13, Perkins Permissive Use 10.2, Perkins Permissive Use 10.3, Perkins Permissive Use 10.4, Perkins Permissive Use 10.5, Perkins Permissive Use 10.6, Perkins Permissive Use 10.7, Perkins Permissive Use 10.8, Perkins Requirement 4, Perkins Requirement 1, Perkins Requirement 3, Perkins Requirement 6, Perkins Requirement 7, Perkins Requirement 8, Perkins Requirement 9, Strong Workforce Recommendation 1, Strong Workforce Recommendation 11, Strong Workforce Recommendation 12, Strong Workforce Recommendation 15, Strong Workforce Recommendation 2, Strong Workforce Recommendation 3, Strong Workforce Recommendation 7, Strong Workforce Recommendation 8, Strong Workforce Recommendation 9,

**Institutional Learning Outcomes 2016/17:** Communication, Critical Thinking, Information Literacy

## Add multimedia content to classroom

### Mapping

**CA- Mesa College Strategic Directions and Goals:** Strategic Goal 1.1, Strategic Goal 1.3, Strategic Goal 4.1, Strategic Goal 4.2, Strategic Goal 6.2,

**CTE 2018/19:** Perkins Core Indicator Activity 1, Perkins Permissive Use 10.11, Perkins Permissive Use 10.6, Perkins Requirement 2, Perkins Requirement 4, Perkins Requirement 1, Perkins Requirement 6, Perkins Requirement 7, Perkins Requirement 8, Strong Workforce Recommendation 1, Strong Workforce Recommendation 15, Strong Workforce Recommendation 7,

**Institutional Learning Outcomes:** Communication:, Technological Awareness:

## ACTION PLANS FOR GOALS (REQUIRED)

### Actions

#### CACM Program Goal Set 2018-2019

Goal

##### **Goal: Hire an Instructional Lab Technician**

To hire an Instructional Lab Technician for Culinary & Hospitality

**Action:** Hire new classified staff

**Describe the actions needed to achieve this objective:** Hire one full time classified staff member

<b>Who will be responsible for overseeing the completion of this objective:</b>	Dean and Core faculty
<b>Provide a timeline for the actions:</b>	Begin search Fall 2019; ILT to begin Spring 2019- collaborate and assist with faculty with Culinary and Hospitality, including Fermentation.
<b>Describe the assessment plan you will use to know if the objective was achieved and effective:</b>	New ILT hired
<b>List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel &amp; Conference, Software, Facilities, Classified Staff, Faculty, Other):</b>	Budget for classified staff

### Goal: Clarifying Pathways

Design clear pathways for students to achieve success in a clear amount of time.

#### Action: Clear pathways

<b>Describe the actions needed to achieve this objective:</b>	Faculty will need to evaluate current pathways. New or additional pathways could be available for students within similar disciplines
<b>Who will be responsible for overseeing the completion of this objective:</b>	Associate Professor Tonya Whitfield and Professor Michael Fitzgerald
<b>Provide a timeline for the actions:</b>	Begin Fall 2019
<b>Describe the assessment plan you will use to know if the objective was achieved and effective:</b>	Students will be able to take multiple paths that create a well-rounded student and career enhancement values. Certificate and degree completion
<b>List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel &amp; Conference, Software, Facilities, Classified Staff, Faculty, Other):</b>	



### Goal: Add additional laboratory equipment

#### Action: High-level production equipment

<b>Describe the actions needed to achieve this objective:</b>	Purchase high-level production equipment to assist faculty in training students for volume-type and specialized business within the culinary/hospitality industry
<b>Who will be responsible for overseeing the completion of this objective:</b>	Associate Professor Tonya Whitfield and Professor Michael Fitzgerald
<b>Provide a timeline for the actions:</b>	Begin Fall 2019
<b>Describe the assessment plan you will use to know if the objective was achieved and effective:</b>	Students will be trained in industry relevant equipment and obtaining positions in exclusive specialized positions within the culinary hospitality industry.
<b>List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel &amp; Conference, Software, Facilities, Classified Staff, Faculty, Other):</b>	<ol style="list-style-type: none"><li>1. Rational oven</li><li>2. Proofer/Oven combination</li><li>3. Convection oven</li><li>4. Commercial standard equipment for use in the above equipment</li><li>5. Spay booth</li></ol> Faculty are researching for competitive pricing on all equipment required to complete this goal

### Goal: Additional laboratory supplies

#### Action: Auxiliary supplies

<b>Describe the actions needed to achieve this objective:</b>	Faculty will compile a list of supplies that will support and enhance student learning and success in their education and career goals. The additional equipment will be used in conjunction with the high-level production equipment.
<b>Who will be responsible for overseeing the completion of this objective:</b>	Associate Professor Tonya Whitfield and Professor Michael Fitzgerald
<b>Provide a timeline for the actions:</b>	Begin Fall 2019
<b>Describe the assessment plan you will use to know if the objective was achieved and effective:</b>	The use of the auxiliary equipment will be used on a daily basis. The faculty will review the student use and recommendations for more applications in each laboratory class.
<b>List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel &amp; Conference, Software, Facilities, Classified Staff, Faculty, Other):</b>	Faculty are reviewing current requests to ensure proper auxiliary equipment is being purchased. The equipment may require specialized commercial pans and tools to operate properly. Cost associated are being evaluated at the same time.

Conference, Software, Facilities, Classified Staff, Faculty, Other):

**Goal: Technology 2017/2018**

Add technology in the lecture and laboratory classrooms, to include menu, recipe, textbook and accounting software

**Action: Technology**

<b>Describe the actions needed to achieve this objective:</b>	Faculty are updating necessary industry related technology and software associated with specific course work and outcomes.
<b>Who will be responsible for overseeing the completion of this objective:</b>	Associate Professor Tonya Whitfield and Professor Michael Fitzgerald
<b>Provide a timeline for the actions:</b>	Begin Spring 2019
<b>Describe the assessment plan you will use to know if the objective was achieved and effective:</b>	Proficient use of the new technology and additional software across all platforms that enhance the overall learning environment.
<b>List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel &amp; Conference, Software, Facilities, Classified Staff, Faculty, Other):</b>	<ol style="list-style-type: none"><li>1. New Point of sales system for restaurant operations and technology updates</li><li>2. Laptops with Microsoft Office, Adobe pro, Quickbooks, Digital textbooks and Mastercook for the lecture classroom</li><li>3. Charging carts</li></ol>

**Goal: Create new certificates**

Create 12-16 unit certificates to assist students with opportunities of multiple degree and certificate goals

**Action: Specialized training certificates**

<b>Describe the actions needed to achieve this objective:</b>	Faculty need to research industry need for specialized training areas for current and returning students, as well as industry professionals with a need for specific training to further their career goals.
<b>Who will be responsible for overseeing the completion of this objective:</b>	Associate Professor Tonya Whitfield and Professor Michael Fitzgerald
<b>Provide a timeline for the actions:</b>	Begin Fall 2019
<b>Describe the assessment</b>	Enrollment into the new developed courses will assist faculty in assessing the

**plan you will use to know if the objective was achieved and effective:**

course need and success. Industry engagement in the courses will be required to ensure success.

**List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):**

Faculty time will be required to work on research and develop new curriculum for approval.

**Goal: Add multimedia content to classroom**

**Action: Classroom Multi-Media**

**Describe the actions needed to achieve this objective:**

Faculty will update the master list of requested multi-media as it pertains to classroom objectives and outcomes.

**Who will be responsible for overseeing the completion of this objective:**

Associate Professor Tonya Whitfield and Professor Michael Fitzgerald

**Provide a timeline for the actions:**

Complete by Spring 2020

**Describe the assessment plan you will use to know if the objective was achieved and effective:**

The use of different forms of media enhances the overall learning environment. Faculty will evaluate the use of new software in the lecture classrooms. Using multi-media in different modules will be assessed by the instructor based on test outcomes and understanding presented by the student during laboratory.

**List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):**

To work with these items the classrooms would need to be equipped with ability to stream from various digital platforms, DVD players and in so cases VHS player.

**GOAL STATUS REPORT (REQUIRED)**

**Action Statuses**

**CACM Program Goal Set 2018-2019**

Goal

**Goal: Hire an Instructional Lab Technician**

To hire an Instructional Lab Technician for Culinary & Hospitality

<b>Action:</b> Hire new classified staff	
<b>Describe the actions needed to achieve this objective:</b>	Hire one full time classified staff member
<b>Who will be responsible for overseeing the completion of this objective:</b>	Dean and Core faculty
<b>Provide a timeline for the actions:</b>	Begin search Fall 2019; ILT to begin Spring 2019- collaborate and assist with faculty with Culinary and Hospitality, including Fermentation.
<b>Describe the assessment plan you will use to know if the objective was achieved and effective:</b>	New ILT hired
<b>List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel &amp; Conference, Software, Facilities, Classified Staff, Faculty, Other):</b>	Budget for classified staff

**Status for Hire new classified staff**

<b>Current Status:</b>	In Progress
<b>If the Current Status was marked Completed, what was the impact of the completed objective on your program:</b>	
<b>If the Current Status was not marked Completed, what are the implications and next steps:</b>	The committee is reviewing applications on Dec. 16th. Interviews to begin after the new year. ILT position should be hired before the end of the Spring semester.

**Goal: Clarifying Pathways**

Design clear pathways for students to achieve success in a clear amount of time.

**Action:** Clear pathways

<b>Describe the actions</b>	Faculty will need to evaluate current pathways. New or additional pathways could be
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<b>needed to achieve this objective:</b>	available for students within similar disciplines
<b>Who will be responsible for overseeing the completion of this objective:</b>	Associate Professor Tonya Whitfield and Professor Michael Fitzgerald
<b>Provide a timeline for the actions:</b>	Begin Fall 2019
<b>Describe the assessment plan you will use to know if the objective was achieved and effective:</b>	Students will be able to take multiple paths that create a well-rounded student and career enhancement values. Certificate and degree completion
<b>List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel &amp; Conference, Software, Facilities, Classified Staff, Faculty, Other):</b>	

Status for Clear pathways

<b>Current Status:</b>	In Progress
<b>If the Current Status was marked Completed, what was the impact of the completed objective on your program:</b>	
<b>If the Current Status was not marked Completed, what are the implications and next steps:</b>	Faculty are collaborating with the counseling department and faculty from multiple programs to create a complete list of pathways available to students

**Goal: Add additional laboratory equipment**

**Action:** High-level production equipment

<b>Describe the actions needed to achieve this objective:</b>	Purchase high-level production equipment to assist faculty in training students for volume-type and specialized business within the culinary/hospitality industry
<b>Who will be responsible for overseeing the completion of this objective:</b>	Associate Professor Tonya Whitfield and Professor Michael Fitzgerald
<b>Provide a timeline for the actions:</b>	Begin Fall 2019

**Describe the assessment plan you will use to know if the objective was achieved and effective:**

Students will be trained in industry relevant equipment and obtaining positions in exclusive specialized positions within the culinary hospitality industry.

**List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):**

1. Rational oven
  2. Proofer/Oven combination
  3. Convection oven
  4. Commercial standard equipment for use in the above equipment
  5. Spay booth
- Faculty are researching for competitive pricing on all equipment required to complete this goal

#### Status for High-level production equipment

**Current Status:**

In Progress

**If the Current Status was marked Completed, what was the impact of the completed objective on your program:**

**If the Current Status was not marked Completed, what are the implications and next steps:**

Grant requests from BARC and Perkins are in progress for the 2019/2020 BARC fiscal year and Perkins 2020/2021

#### Goal: Additional laboratory supplies

**Action:** Auxiliary supplies

**Describe the actions needed to achieve this objective:**

Faculty will compile a list of supplies that will support and enhance student learning and success in their education and career goals. The additional equipment will be used in conjunction with the high-level production equipment.

**Who will be responsible for overseeing the completion of this objective:**

Associate Professor Tonya Whitfield and Professor Michael Fitzgerald

**Provide a timeline for the actions:**

Begin Fall 2019

**Describe the assessment plan you will use to know if the objective was achieved and effective:**

The use of the auxiliary equipment will be used on a daily basis. The faculty will review the student use and recommendations for more applications in each laboratory class.

**List resources needed to achieve this objective and associated costs (Supplies,**

Faculty are reviewing current requests to ensure proper auxiliary equipment is being purchased. The equipment may require specialized commercial pans and tools to operate properly. Cost associated are being evaluated at the same time.

**Equipment, Computer  
Equipment, Travel &  
Conference, Software,  
Facilities, Classified Staff,  
Faculty, Other):**

Status for Auxiliary supplies

**Current Status:** In Progress

**If the Current Status was  
marked Completed, what  
was the impact of the  
completed objective on  
your program:**

**If the Current Status was  
not marked Completed,  
what are the implications  
and next steps:**

Faculty are compiling the necessary tools and equipment required along with the associated cost

**Goal: Technology 2017/2018**

Add technology in the lecture and laboratory classrooms, to include menu, recipe, textbook and accounting software

**Action: Technology**

**Describe the actions  
needed to achieve this  
objective:**

Faculty are updating necessary industry related technology and software associated with specific course work and outcomes.

**Who will be responsible for  
overseeing the completion  
of this objective:**

Associate Professor Tonya Whitfield and Professor Michael Fitzgerald

**Provide a timeline for the  
actions:**

Begin Spring 2019

**Describe the assessment  
plan you will use to know if  
the objective was achieved  
and effective:**

Proficient use of the new technology and additional software across all platforms that enhance the overall learning environment.

**List resources needed to  
achieve this objective and  
associated costs (Supplies,  
Equipment, Computer  
Equipment, Travel &  
Conference, Software,  
Facilities, Classified Staff,  
Faculty, Other):**

1. New Point of sales system for restaurant operations and technology updates
2. Laptops with Microsoft Office, Adobe pro, Quickbooks, Digital textbooks and Mastercook for the lecture classroom
3. Charging carts

Status for Technology

**Current Status:** In Progress

**If the Current Status was marked Completed, what was the impact of the completed objective on your program:**

**If the Current Status was not marked Completed, what are the implications and next steps:**

New additional technology was added Spring 2019 and continue to be added through Spring 2020. A complete year is needed to gain insight on the effectiveness and utility of the hardware and software.

**Goal: Create new certificates**

Create 12-16 unit certificates to assist students with opportunities of multiple degree and certificate goals

**Action:** Specialized training certificates

**Describe the actions needed to achieve this objective:**

Faculty need to research industry need for specialized training areas for current and returning students, as well as industry professionals with a need for specific training to further their career goals.

**Who will be responsible for overseeing the completion of this objective:**

Associate Professor Tonya Whitfield and Professor Michael Fitzgerald

**Provide a timeline for the actions:**

Begin Fall 2019

**Describe the assessment plan you will use to know if the objective was achieved and effective:**

Enrollment into the new developed courses will assist faculty in assessing the course need and success. Industry engagement in the courses will be required to ensure success.

**List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):**

Faculty time will be required to work on research and develop new curriculum for approval.

Status for Specialized training certificates

**Current Status:** Not started

**If the Current Status was marked Completed, what**



**was the impact of the completed objective on your program:**

**If the Current Status was not marked Completed, what are the implications and next steps:**

Faculty time to research and develop curriculum is needed. Once a new ILT position is hired, faculty intend on starting the process.

**Goal: Add multimedia content to classroom**

**Action: Classroom Multi-Media**

**Describe the actions needed to achieve this objective:**

Faculty will update the master list of requested multi-media as it pertains to classroom objectives and outcomes.

**Who will be responsible for overseeing the completion of this objective:**

Associate Professor Tonya Whitfield and Professor Michael Fitzgerald

**Provide a timeline for the actions:**

Complete by Spring 2020

**Describe the assessment plan you will use to know if the objective was achieved and effective:**

The use of different forms of media enhances the overall learning environment. Faculty will evaluate the use of new software in the lecture classrooms. Using multi-media in different modules will be assessed by the instructor based on test outcomes and understanding presented by the student during laboratory.

**List resources needed to achieve this objective and associated costs (Supplies, Equipment, Computer Equipment, Travel & Conference, Software, Facilities, Classified Staff, Faculty, Other):**

To work with these items the classrooms would need to be equipped with ability to stream from various digital platforms, DVD players and in so cases VHS player.

**Status for Classroom Multi-Media**

**Current Status:**

In Progress

**If the Current Status was marked Completed, what was the impact of the completed objective on your program:**

**If the Current Status was not marked Completed, what are the implications and next steps:**

New multi-media in the streaming digital platforms will be used for the first time Spring 2020 in advanced class.



## Request Forms

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**CLASSIFIED POSITION, BARC AND FACULTY POSITION REQUEST**

## Reviewers

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### LIAISON'S REVIEW

**Form:** Instructional Program Liaison's Review 2019/20 UPDATE

### MANAGER'S REVIEW

**Form:** Instructional Program Manager's Review 2019/20 UPDATE

# Appendix

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- A. **2019/20 Program Review Outcomes and Assessment Section** (Form)
  - B. **2019/20 Program Review Instructional Program Analysis Section** (Form)
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# Form: "2019/20 Program Review Outcomes and Assessment Section"

**Created with :** Taskstream

**Participating Area:** Culinary Arts/Culinary Management

## **(REQUIRED) Program name**

Culinary Arts/Management

## **(REQUIRED) Are you on target with your assessment schedule?**

Every two years, all of our courses are reviewed. Over the past six years, all classes have been assessed and evaluated to ensure current content and materials are being utilized. The courses are compiled into two categories. The first year and second year courses directly relate to the programs certificate and degree. Spring of 2020 will conclude our assessment of the upper division classes for the degree. All classes are on track and consistently meeting our students' needs.

## **(REQUIRED) What have your assessments revealed about your courses/programs/service area/school/division/office?**

Our program has sought to provide more opportunities to enhance and further student knowledge in specialized and more focused areas of the industry. At the same time, the assessment has brought the need to expedite the students toward graduation. The industry is in need of workers. Our students funnel directly into the industry within the first year of being in the program. As the industry grows, the need for workers becomes more and more apparent. Students have conflict with completing their education goals or working full-time in their chosen career. As we assess the course content, we are evaluating the prospects that our courses that only run once a year possibly may run every semester. As the assessments continue into the spring, a survey of the students in the upper division classes will help faculty to reshape the curriculum and determine the need for the additional classes.

## **(REQUIRED) Based on your assessments, what resource needs have you identified?**

As the industry changes on a regular basis, the program finds that industry standard technology, equipment and tools are required to maintain student knowledge as the industry dictates. Student success in their education and career goals are always one of the most important factors when determining the needs of the program. The culinary program has added laptops to the lecture classrooms and tablets to the laboratory classrooms. With this additional technology, the students are able to complete course work with faculty assistance and advance their knowledge in what otherwise would have been impossible. The program undeniably needs to replace old technology in the student operated restaurant. The real-life training is crucial to our student success. The Point of sales system fails to operate on a daily basis, which reduces positive learning environment. In addition to the technology, our program has identified a lack of production-type equipment. With the new building, some production-type equipment was installed. It was a good start, but not enough. The hotel industry in San Diego equates to over half of the hospitality industry. Students working inside hotels and large convention sites are working with equipment that is meant for high-level production. Almost half of our student population are working or desire positions within this sector of the industry. The faculty are striving to be more aware of the equipment required for our students to achieve success in both their college and career goals.

**Please provide any other comments.**

The Culinary program is requesting a new Point of sales (POS) and other large high-level production type equipment. We are working with facilities in choosing the correct pieces of equipment that will fit in our programmatic space without going outside our space. The equipment we are choosing have been identified as crucial elements to student success. The students will have a wider spectrum of job opportunities if they can operate the equipment that is currently being used in the industry. Technology and industry relevant equipment assist the faculty in their lessons and curriculum review.

# Form: "2019/20 Program Review Instructional Program Analysis Section"

Created with : Taskstream

Participating Area: Culinary Arts/Culinary Management

## Program Name

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**(REQUIRED) Type your program name.**

Culinary Arts/Management

**Part A: In this section, please analyze your program in terms of course success metric. Start by disaggregating the available data by race, gender, and any other parameters of interest to your program and answer the following questions.**

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**(REQUIRED) A1. What patterns do you notice with regard to equity in course success at the program level by race/ethnicity?**

You may also conduct analysis by course and/or by modality.

Equity Gap: When a group of students who share a common characteristic (e.g. race/ethnicity) have lower access and/or outcome rates than their peers. The size of the equity gap along with the size of the group determine whether that gap is significant. Larger groups should, statistically, have smaller gaps and therefore when gaps are present (even small ones) they may be significant. Smaller groups will see wider variation in outcomes, therefore gaps should be seen consistently over time and/or reviewed by looking at multiple years in aggregate to determine if they are significant.

The culinary program has a few equity gaps that need to be addressed.

Reporting year 18/19

Age 18-24 is -22.5% below campus awarded

Male student is -0.2% below campus awarded

Asian/Pacific Islander is -7.6% below campus awarded

White is 18.2% below campus awarded

The program's main focus will be centered on finding out why the age range of 18-24 and white students are not successful in completing the AA/AS or certificate. The gaps in these two areas have significant and need to be addressed in the near future.

**(REQUIRED) A2. Do these patterns persist over time (e.g., look at the last five years)? Describe if equity gaps are increasing, decreasing, or staying the same?**



The equity gap in the age range of 18-24 years of age have been consistent over the past five years. Currently it is -22.5% with a reporting of -21.6% in the past five years. The program should be conducting surveys of students in this age range to find out why the equity gap is so high. Faculty need to find ways of closing the gap more effectively.

The gap in the gender category of male has reduced significantly over the last five years. Currently, -0.2% of males are not completing the program. Where as, -10.5% over the past five years. The program is researching the connection between the number of male to female students taking the program. The percentage is improving.

Asian/Pacific Islander gap is -7.6% compared to the overall five year period at -4.7%. The last reporting years that an Asian/Pacific Islander has enrolled in the program was 2015/2016 (one student) and 2014/2015 (one student).

White gap is -18.2% compared to -3.0 over the past five years. the negative gap has continued to grow in this area. The faculty will need to examine reasons why the gap is present and why the gap continues to increase negatively.

**(REQUIRED) A3. What factors may have influenced these results? What are your most significant findings?**

The program is examining the gaps and trying to determine the best way to navigate and identify the reasons. As the program grows and changes curriculum, the faculty will look at the modalities for each class. A survey will be given to the students to help determine where the students believe the gaps are in their education. These surveys should help faculty draw conclusions and make the necessary adjustments.

**(REQUIRED) A4. How have you/might you alter practices to increase student success and reduce equity gaps?**

Currently, the program is in the process of separating basic and advanced baking classes to give more opportunities to more students. The addition of technology and equipment has helped bridge gaps in contact time and availability to all students. Less students have wait times and are not forced to share equipment, which delays learning and gives way to distraction.

**(REQUIRED) A5. How does your program contribute to the College's identity of being a Hispanic Serving Institution?**

Our programs success rate is above the campus success rate at +8.7%. Our industry has a high influx of Hispanic workers that cross the boarder daily for work. The population of Hispanic students attending our program to gain employable skills and/or degree has risen in the past five years by 5%. Students have the opportunity to share their culture through food and community.

**(REQUIRED) A6. Have you identified resource needs? If yes, please list.**

Faculty are still working on identifying the resources needed to reduce the equity gaps. Faculty are collaborating to make clear determinations on how best to serve the student needs for success.

**(REQUIRED) A7. Do any of your program goals address these implications or needs? If not, please develop a new goal that addresses your findings and subsequent reflection.**

Our program goals address the need for technology and equipment, which will help our faculty to reach more students. Faculty are evaluating the needs of the program and students on a constant basis. The addition of an ILT position will aid students with more contact time and more hands-on opportunities. With the additional technology, the students can make connections while participating in class. Clear pathways will give students the ability to complete in a more timely manner. The clear pathways may also bring more opportunities to students that are not finding their specific niche in the industry. The extra training from smaller certificates can also bridge gaps for students. They can use the specialized skills to obtain higher positions within the industry.

**Part B: In this section, look at the area of focus you identified in last year's program review and answer the following questions.**

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**(REQUIRED) B1. How have you developed this focus? Are you seeing any results? What are your next steps?**

Our focus was centered on the smaller certificate classes that would allow students and industry workers to attend and learn a specialized skill. The certificates have been difficult to start. The program ILT left at the beginning of this semester, which has left a gap in assignments. Full-time contract faculty have had to pick up the collateral duties. Once the replacement ILT is hired, the contract faculty can place their resources back to the small certificates. The areas of focus have been identified as artisan bread, butchery, sustainability, and frozen desserts. The curriculum for each is the next steps. We are working with industry experts and culinary faculty to ensure we are teaching relevant course content. The need is present locally and regional.