

# Comprehensive Program Review Report



## Program Review - Culinary

### Program Summary

#### 2020-2021

**Prepared by:** Kyran Wiley

**What are the strengths of your area?:** The Culinary Arts Program is underway with two new certificates and a new degree. The culinary arts program is now offering a Associates of Science in Culinary Arts. The new degree will gives students the general skills and knowledge to enter and be successful in the culinary industry. We are offering all new courses in a more guided pathway for students to get through the program. Some of the new courses offered will be Baking and Desserts, Advanced Culinary Arts, and a big emphasis on Work Experience. The goal is to create opportunities and provide the essential skills for student success in the Culinary arts industry. We have one full time faculty and two adjunct professors to start the two new certificates. They will provide students with basic knowledge and skills to be successful in culinary arts without having to complete General Education. These additions provide a clear path to certificates and/or AS degree that has been lacking. Before these additions, the culinary arts certificates were unclear and difficult to acquire as some of the courses required to earn the certificates are no longer offered at the College of the Sequoias, also the courses provided were not broad enough to effectively provide students with the skills, knowledge, and work experience to be successful.

The Culinary Arts Program has received a huge amount of campus support. The program has been working with the new CTE dean to assist in creating opportunities for student work experience placement. Additionally the college Food and Beverage Director is providing work experience opportunities whereby students will be working with campus food service as part of the the curriculum. This will be beneficial to both the campus food service as well as giving students an introduction into the food service industry. Our student career services remains a helpful source for the culinary arts program in assisting students with resume help, soft skills, and job seeking. The Culinary program also works with the college CTE Student Success Coordinator in events like Coffee and Careers and Entree to Employment. Both events give culinary students an inside look at the industry. Coffee and Careers brings employers to the culinary lab and allows students to ask questions and communicate with local industry workers and leaders. This allows for students to get a good understanding of what will be asked and expected from them in the culinary arts industry. Entree to Employment is one of the students favorite events as they get to assist a local caterer in providing a three course meal to over one hundred event guest. The student get to assist the professional with plating the food, serving the food, and bussing the tables. It is a great way for students to understand the demands of a catered event.

Sandra Naba, our division technician, a classified employee has proved to be invaluable for the CFS division, in particular to the Culinary Arts Program. Continually maintaining and improving the culinary lab is a necessity and takes a lot of time in addition to the contractual obligations of the full time faculty. Sandra organizes, takes inventory, replaces equipment and lab utensils, cleans and sanitizes student materials (needed aprons, cleaning towels, etc.), shops for weekly food products needed for students and full time faculty, organizes and controls budgets, spreadsheets, and VTEA funds. With the onset of COVID-19, the culinary program has had to get creative in providing students food products to keep student engagement and continue student success. The program has been making "Food Packages" for students to pick up weekly so they can complete their lab hours at home. Making these "Food Packages" not only takes a lot of time to shop for, but Sandra also has been instrumental in organizing and making the "Food Packages." All of the duties Sandra performs are vital to the success of the program and takes a great amount of stress off full time faculty.

**What improvements are needed?:** The Culinary Program is consistently updating the Culinary Lab to keep up with the demand of the ever-changing industry. Full time faculty and adjunct faculty need to continue to attend professional development

workshops and conferences to keep up with culinary trends and techniques. Updating equipment and utensils will continue to be an important part of the culinary programs and student success. With the emergence of COVID-19 it is apparent that the Culinary Program will need more equipment and utensils for students to check out in order to complete the lab portion of culinary classes. Also with the rise of COVID-19, the Culinary Program has begun producing "Food Packages" for students to take home and complete lab assignments. With the new courses in place to start in the Spring we will have four different course running at the same time. With this in mind, it is important that the culinary program has enough room to store and hold over 100 "Food Packages" at a given time. Extra refrigeration will be necessary in order to supply enough cold storage for the demand.

The Culinary Program will continue to improve its relationship with the local high schools and the community. Faculty will need to continue attending Advisory Board meetings, reaching out local high school culinary programs, continual participation with Visalia Unified School District Expo, and work with COS high school liaison in improving participation and relationship with local high schools.

Increasing the number of students in the Culinary Program is an area that needs ongoing improvement. After an increase of FTES in 2017-2018, the Culinary Program has seen a decrease of FTES from 17.17 to 15.83. This data is also shown in FTES/ FTEF Ratio that has also decreased from 12.12 to 10.87 in those same years. Although COVID-19 may skew some numbers for the 2020-2021 year, steps need to be taken in order to improve in this area. One problem the program needs to address is marketing. No improvements have been made in this area. It will be something full-time faculty will be continually trying to increase and improve. Many students are not aware that COS has a Culinary Program. Brochures and business cards have been ordered to be passed out at CTE workshops and expos, local high schools, etc. The Culinary Program needs to better its marketing strategy in order to continue to increase its class/program size.

After a success rate jump from 83% to 91% from 2017-2018 to 2018-2019, the Culinary Program saw the success rate drop to 80% in 2019-2020. Although this could be due to COVID-19 move to distance education the last 2 months of the 2020 year, it is apparent that the Culinary Program needs to improve in student engagement even during an emergency. A success rate of 91% is a little unrealistic to maintain but something to strive for. Continuing professional development in distance education could help faculty improve in this area as increased student success rates/completion rates will be a main focus for the new classes, certificates, and degree.

An improvement in creating work experience opportunities for students will also be a focus of the new Culinary Program. Partnering with local businesses for students in work experience will be important for student success in the culinary arts industry as it helps create and develop skills and knowledge that cannot be duplicated in a classroom setting. The new Culinary Program is work experience driven and improvement in this area is a focus. In correlation with providing more work experience opportunities, it is also apparent that revamping the Advisory Board will be beneficial in improving in this area. An enhanced and committed advisory board will provide guidance, suggestions, and work experience opportunities.

**Describe any external opportunities or challenges.:** VTEA funding through Perkins funds has been a huge benefit to the enhancement of the Culinary Lab and the improvement to Culinary Program. It has provided Faculty and Adjunct professional development opportunities and assisted with the maintenance/updating of Lab equipment and utensils.

Strong Work-force program funding supports CFS Division Technician (0.6 classified position) as well as provides funding to support, expand, maintain, and strengthen the Culinary Program.

Work Experience placement has been a challenge with the strict regulations due to COVID-19. Students had to take an incomplete as their sites were closed due to the pandemic.

Providing students with the proper equipment and utensils to be successful in the course has become difficult due to COVID-19. Some labs require specific equipment to complete the assignments successfully. The Culinary Program does not have enough utensils and/or equipment for all students. One possible solution is to use funding to purchase "Baking Kits" and "Culinary Kits" for students to check out.

Food costs continue to increase with high quality ingredients, in particular, beef and seafood products. These products are an important topic and fall into the objectives of the courses. Cattle Women of Tulare County donation of \$300 is helpful in purchasing beef products.

The demand of the ever changing culinary industry. The industry is constantly evolving such as: incorporating new equipment,

utensils, food safety protocols, new cooking techniques, customer service training, new food products, etc. These constant changing conditions require the faculty to maintain up-to-date knowledge and skills to ensure students receive a high quality relevant culinary education. .

**Overall SLO Achievement:** Student Learning Outcomes have not been assessed. This is first semester of the new Students Learning Outcomes. Outcomes will be assessed upon completion of the semester.

**Changes Based on SLO Achievement:** NA

**Overall PLO Achievement:** Program Learning Outcomes have not been assessed. this is the first semester of the new Program. Outcomes will be assessed upon completion of the semester.

**Changes Based on PLO Achievement:** NA

**Outcome cycle evaluation:** NA

## Action: (2018-19) Review and revise the culinary program.

Review culinary courses and certificates and revise to meet student and employment needs. The program needs to be examined from the ground up, to determine what skills, course formats, program schedules and support students need to succeed in their culinary goals.

**Leave Blank:** Essential for Operation

**Implementation Timeline:** 2019 - 2020

**Leave Blank:**

**Leave Blank:**

**Identify related course/program outcomes:**

**Person(s) Responsible (Name and Position):** Kyran Wiley, Milli Owens, Jesse Wilcoxson

**Rationale (With supporting data):**

**Priority:** High

**Safety Issue:** No

**External Mandate:** No

**Safety/Mandate Explanation:**

### Update on Action

#### Updates

**Update Year:** 2020 - 2021

09/25/2020

**Status:** Action Completed

New culinary program started in August 2020. 16 unit Beginning Culinary Certificate, 30 unit Culinary Fundamentals Certificate, and Associates of Science in Culinary Arts have been approved and started in August 2020. The new culinary program will give students a more guided pathway in achieving certificate/degree in culinary arts, add courses that provide students skill building, development of knowledge, and create opportunities for successful culinary career.

**Impact on District Objectives/Unit Outcomes (Not Required):**

## Link Actions to District Objectives

District Objectives: 2018-2021

**District Objective 1.1** - The District will increase FTES by 1.75% over the three years

**District Objective 2.1** - Increase the percentage of students who earn an associate degree or certificate (CTE and Non-CTE) by 5 percentage points over three years

**District Objective 2.4** - By 2021, Increase the percentage of CTE students who achieve their employment objectives by 5 percentage points

**District Objective 4.1** - Increase the use of data for decision-making at the District and department/unit level

## Action: (2018-19) Enhance and expand student foods lab experiences

Apply for VTEA, Workforce and other funding for supplies and equipment to enhance and improve the student experience in the food laboratory. In addition to updating small and medium-size equipment, we also need to upgrade the dish-washing area and front of the classroom. The dish-washing area needs to meet county health code requirements. The front of the classroom needs to

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adjusted so modern computer and display equipment can be used and allow the instructor to remain at the front and students to see from normal seats. Currently the screen position and cabinets prevent the instructor from standing in front of the class if the screen is being used. The instructor must stay to the side of the projector screen with their back toward the class. The screen is too large, low and close to student seating to allow good viewing. In the front of the classroom there are old, no longer working well, televisions suspended from the ceiling. They are so low that some students have to duck or adjust their walking path to avoid them.

**Leave Blank:** Essential for Operation

**Implementation Timeline:** 2019 - 2020

**Leave Blank:** 11/09/2015

**Leave Blank:**

**Identify related course/program outcomes:** This action relates to all four program outcomes:

1. Identify Proper Food Safety and Sanitation
2. Use Proper Equipment in Food Preparation
3. Recipe Adjustment
4. Create an Entree

**Person(s) Responsible (Name and Position):** Milli Owens

**Rationale (With supporting data):**

**Priority:** High

**Safety Issue:** Yes

**External Mandate:** No

**Safety/Mandate Explanation:**

## Update on Action

### Updates

**Update Year:** 2020 - 2021

09/25/2020

**Status:** Continue Action Next Year

Continuing to enhance and expand the Culinary Lab will be an on-going process as the industry is always evolving. The Culinary Program will apply for VTEA, Workforce and other funding for supplies and equipment to enhance and improve the students' experience in the food lab. In addition to updating small and medium size equipment is an on-going action. Add new commercial range/stove top to replace an older domestic oven. Continue to service the dishwasher to make sure it is operating properly. The culinary lab has continued to be updated to enhance and improve student experience. With help from the COS Foundation the culinary lab has received a smart cart and laptop. This allows for the instructor to stand in front of the students and increase student engagement and participation, as well as see their lecture notes without having to turn their back to the students.

**Impact on District Objectives/Unit Outcomes (Not Required):**

## Resources Description

**Facilities -** Updating the Foods Lab to meet current health code and safety issues and enhance the learning environment. (Active)

**Why is this resource required for this action?:** The foods lab was installed when the TULE building was built, over 20 years ago. The culinary field, health and safety guidelines and requirements and technology have changed greatly in that time. To keep up with these changes the foods lab must make regular upgrades to make sure it is compliant with new safety and health guidelines. For example, Regular hood cleaning and ANSUL system checks are required annually.

**Notes (optional):**

**Cost of Request (Nothing will be funded over the amount listed.):** 25000

## Link Actions to District Objectives

District Objectives: 2018-2021

**District Objective 2.1 -** Increase the percentage of students who earn an associate degree or certificate (CTE and Non-CTE) by 5 percentage points over three years

**District Objective 2.4 -** By 2021, Increase the percentage of CTE students who achieve their employment objectives by 5 percentage points

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District Objectives: 2015-2018

**District Objectives** - 2.1 - Increase the number of students who are transfer-prepared annually.

**District Objectives** - 2.2 - Increase the number of students who earn an associate degree or certificate annually.

**District Objectives** - 2.4 - Increase Career Technical Education course success rates and program completion annually.

## Action: (2018-19) Maintain and improve laboratory environment, supply acquisition and fiscal control to support student learning opportunities.

Provide on-going and stable support for the CFS Division technician. This position is essential for the CFS division to operate. Currently this position is funded through WorkForce grant which requires monitoring and shifting between WorkForce grants.

**Leave Blank:** Essential for Operation

**Implementation Timeline:** 2019 - 2020

**Leave Blank:**

**Leave Blank:**

**Identify related course/program outcomes:** Because the technician works in all laboratories, culinary, fashion and child development, outcomes in all these areas are directly affected. For example:

CHLD 149:

Math Activity Presentation

Lesson Plan Design

Math Activity Evaluations

CULN 205:

Knife Skills

Mise en place skills

Recipe Adjustments

CULN 206:

Mise en place

Yeast products

Culinary kitchen practices

FASH 160:

Laying Out/Cutting Fabrics

Inner Construction

Construct 3 Garments

Sewing Sample Book

Because the technician develops and maintains fiscal spreadsheets showing each course, department and total division expenses courses in the CFS division which are not directly related to laboratory content are also related.

**Person(s) Responsible (Name and Position):** Milli Owens, Division Chair, Jesse Wilcoxson, Area Dean

**Rationale (With supporting data):** This position is essential for our division classes. The technician orders and maintains supplies and

equipment for the child development, fashion and culinary labs as well as shops about twice/week for culinary classes. Shopping is also done for fashion and child development, but it is not needed as frequently. In the

culinary lab the technician maintains, orders and cleans equipment, maintains and rotates food supplies, conducts end of semester cleaning as well as

develops spreadsheets to track culinary expenses by class section. The culinary spreadsheets are sent to culinary faculty weekly.

The technician also develops and maintains spreadsheets showing available funds and expenses for each department in the division. These department spreadsheets are sent to all CFS full-time faculty monthly, with information available more

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frequently if needed.

**Priority:** High

**Safety Issue:** No

**External Mandate:** No

**Safety/Mandate Explanation:**

## Update on Action

### Updates

**Update Year:** 2020 - 2021

09/25/2020

**Status:** Continue Action Next Year

This position is supported through strong WorkForce grants through the next academic year. However, there is still no stable on-going support for this essential position. Without this position the culinary courses and NUTR 20 course will not be able to continue. Other courses in the department will also be negatively affected. The position has increased in importance with the COVID pandemic as the division has begun to create ways to continue to engage students through picking up "Food Packages" or other department materials for students to take home to complete their lab assignments. This not only takes a lot of time to organize but also takes time to buy materials and make the packages for students to take home. The position is also vital in allocating division funds to each department and this position created the spreadsheet and will maintain the spreadsheet to monitor funds between the four departments.

**Impact on District Objectives/Unit Outcomes (Not Required):**

## Resources Description

**Personnel - Classified/Confidential** - Provide on-going and stable support for the part time CFS Division technician. This position is essential for the CFS division to operate. Currently this position is funded through Strong WorkForce grant (Active)

**Why is this resource required for this action?:** This position is essential for our division classes. They order and maintain supplies and equipment for the child development lab and the fashion lab as well as shop about twice/week for culinary classes. In the culinary lab the technician maintains, order and clean equipment, maintain and rotate food supplies, end of semester cleaning as well as develop spreadsheets and track culinary expenses by section. This position needs to shift to the general fund so funding is ongoing and permanent.

**Notes (optional):**

**Cost of Request (Nothing will be funded over the amount listed.):** 40000