

1. Assessment Plan - Four Column



PIE - Business - CS&DT: Hospitality & Restaurant Unit

Narrative Reporting Year

2017-18

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Program Planning Dialog: Create a Hospitality Transfer degree using new CTE Model Curriculum.

Research Creation of Culinary Arts Bachelors degree for Mt. SAC

Evaluate new Food Safety Book and Exam. No budget or facility implications to complete the plans we have proposed.

External Conditions, Trends, or Impacts: 1. Job Growth: According to Restaurant News there is a shortage of chefs with an expected 9% growth rate for the next 10 years. According to Hcareers.com California is the best state for culinary workers, paying 10% higher than the national average. Also employing the most culinary workers in the following categories: Chef's & Head Cooks, short order cooks, and food scientists. Experienced workers in the above stated categories earn above the living wage. With an expected annual growth of 9%, which is 2% higher than growth across all sectors.

2. Technology Advancements: Changes in technology and processes within the hospitality industry is increasingly requiring faculty to participate and attend professional development workshops, trade-shows, and conferences on a regular basis.

Internal Conditions, Trends, or Impacts : Staffing: The new Business Division Building, slated to open in 2018, support staff is crucial to operate the student run restaurant. Four full time lab technicians have been hired and scheduled to start May 14. Hiring in process for full time Culinary Arts Faculty, slated to start Fall 2018 or Spring 2019.

Office space is essential for the faculty and staff that are being hired. Currently, there are 2 single faculty spaces and one shared space. For lab technicians, there is a single office space located in the kitchen and a shared space located in another building. There is a need for additional office space for lab technicians located closer to the student run restaurant.

There is need for a training kitchen to support the 10 new culinary classes, allowing for the restaurant kitchen to be utilized for the capstone class as well as catering events.

With the addition of HRM and CUL classes, there is a need for additional classrooms. The dining room space is proving to be a difficult teaching space due to visual and auditory distractions.

Critical Decisions Made by Unit: Hospitality Transfer degree using new CTE Model Curriculum being submitted through the curriculum process.

Started the conversation with prominent university with regards to articulation agreements and the opportunity for a university center.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: 1. National Restaurant Show in Chicago, our industries national trade show, including educational seminars on hot topics. Susan Chavez escorted 6 students to this trade show introducing them to the vastness of our industry, along with educational seminars and culinary experiences.

2. Created workshop series for soft skills including goal setting, resume development, mock interviews, and conflict management focused the hospitality and culinary

environment.

Notable Achievements for Theme B: To Support Student Access and Success: 1. Curriculum: Created a Culinary Arts Associates degree and 10 new courses. Curriculum has gone through the approval process, courses will start summer 2018.

2. Outreach: Attended career and college days at local high schools (including West Covina High School, Diamond Bar High School, La Puente Adult Education, and Walnut High School) and on the Mt. SAC campus for their resource fair. Presented program to the Mt. SAC Adult Education students. Presented at the Etiquette Dinner for Bridge. Sponsored booth at the Mountie Fresh Day event. Participated in the Prostart, Shelley Doonan was a judge at the event, we also sponsored a booth, and sent student to volunteer.

3. Hospitality Club: Club was active for both Fall, Winter, and Spring semesters. Participated in Friendsgiving, field trips, and workshops. Six club members will be attending the National Restaurant Food Show 2018.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: 1. Applied for Strong Workforce grant money and received resources to support the opening of a student run restaurant.

2. Four lab technicians were hired to support the Student Run Restaurant.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: 1. Supported Department of Earth Science and Astronomy Kepler fundraising event by participating on the committee. HRM students volunteered for the event as service staff.

2. Prepared 20 turkeys for the Salvation Army Thanksgiving event.

3. Prepared the food and served at the Friendsgiving event for the International Students.

Contributors to the Report: Shelley Doonan - CSDT, Susan Chavez - CSDT

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Restaurant Operations Series - Launching and supporting student-run restaurant. Status: Active Goal Year(s): 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 Date Goal Entered (Optional): 09/01/2016</p>	<p>Report directly on Goal</p> <hr/> <p>In Progress - Hourly Instructional (student) Aides Describe Plans & Activities Supported: Funding source to support the hiring of student aids to assist with culinary classes that are part of the new culinary arts associates degree. Lead: Shelley Doonan One-Time Funding Requested (if</p>	<p>Reporting Year: 2017-18 % Completed: 50 Kitchen has been built but has not been turned over to the department, estimated turnover date 5/7/18. Lab technicians will start product development mid May and students will start culinary classes in summer. Student run restaurant estimated to be open for service Spring 2019. (04/30/2018)</p>

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applicable): 15000
Type of Request: Staffing
Planning Unit Priority: Medium
What would success look like and how would you measure it?:
 Successful placement of human resources in our lab classes. Students gain on the job experience when assisting with the culinary classes.
In Progress - Hire a part-time Agriculture Lab Technician to maintain the farm to table garden
Describe Plans & Activities
Supported: Funding for part-time Agriculture Lab Technician
Lead: Shelley Doonan and AG/Farm coordinator
One-Time Funding Requested (if applicable): 39620
Type of Request: Staffing
Planning Unit Priority: Medium
What would success look like and how would you measure it?: A sustainable organic garden that supplies our student run restaurant with seasonal produce.

In Progress - Hire Full-time Culinary Arts faculty
Describe Plans & Activities
Supported: \$96,000 (SWP Funded)
Lead: Shelley Doonan/HRM coordinator
On-Going Funding Requested (if applicable): 96000
Type of Request: Human Resources
Planning Unit Priority: High
What would success look like and how would you measure it?: Hiring of full-time Culinary Arts professor.

Full Funding Requested - Hire two

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additional lab technicians.
Describe Plans & Activities Supported: Lab technicians needed to support additional culinary courses and supporting retail bakery operations for Sodexo. Note the 4 lab technicians that were hired this year will be utilized for restaurant operations including front of the house service, back of the house service, purchasing, menu development, and systems & procedures.
Lead: Shelley Doonan
On-Going Funding Requested (if applicable): 120000
Type of Request: Staffing
Planning Unit Priority: Medium
What would success look like and how would you measure it?: Lab technicians would allow an increase in culinary course offerings and support retail bakery operations.

<p>Culinary Arts Degree - Develop Curriculum to support a Culinary Arts Degree. Status: Active Goal Year(s): 2016-17, 2017-18, 2018-19 Date Goal Entered (Optional): 09/01/2016</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2017-18 % Completed: 75 Classes going through for summer start, degree is projected for Winter 2019. (04/30/2018)</p>
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<p>Marketing - Secure funding to market the Culinary Arts Program Status: Active Goal Year(s): 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 Date Goal Entered (Optional): 09/01/2016</p>	<p>Report directly on Goal No Funding Requested - Marketing of Culinary Arts Program Describe Plans & Activities</p>	<p>Reporting Year: 2017-18 % Completed: 75 Secured Strong Work Force funding \$50,000 per year for 3 years. Money has been used for bus ads and the wrap to advertise program on the culinary van. (04/30/2018)</p>
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Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

Supported: Market new courses and new degree utilizing students to be ambassadors of the program to attend career fairs and high school outreach events. Develop outreach kits that include professional program packets, flash drives, and signage for event booths.

Lead: Shelley Doonan

One-Time Funding Requested (if applicable): 50000

Type of Request: Marketing

Planning Unit Priority: High

What would success look like and how would you measure it?: Increase the number of career fairs and high school out reach events attended, increase enrollment, and completion rates.

Related Documents:

[Est_567_from_GET_MORE_WRAPS_6368\(1\).pdf](#)

Full Funding Requested -

Professional expert to develop a social media marketing plan for the student run restaurant.

Describe Plans & Activities

Supported: Expert to utilize social media to attract students and promote the restaurant and program.

Lead: Susan Chavez

One-Time Funding Requested (if applicable): 10000

Type of Request: Marketing

Planning Unit Priority: Medium

What would success look like and how would you measure it?: Program and student run restaurant would increase enrollments and

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create reservations for the restaurant.

Training and Conferences - Secure funding to attend conference and trainings to help with the development of new culinary arts curriculum. Ensuring that we are developing classes that are in line with with current trends and technology in an ever evolving industry.
Status: Active
Goal Year(s): 2016-17
Date Goal Entered (Optional): 09/01/2016

Report directly on Goal

In Progress - As a CTE program, HRM /CUL faculty and lab technicians must stay informed of rapidly developing changes in the Hospitality Industry. Faculty and lab technicians should attend the Annual National Restaurant Show in order to stay abreast of current requirements and trends in the education and training of hospitality professionals. In addition, we should attend a variety of discipline-specific conferences and workshops in order to maintain currency.

Describe Plans & Activities

Supported: National Restaurant Show estimate \$1800.00 per person
 Culinary Vegetable Institute - Roots Conference \$1,200 per person
 Council of Hotel and Restaurant Trainers (CHART) - \$1,800 per person

Lead: Shelley Doonan

On-Going Funding Requested (if applicable): 26000

Type of Request: Professional Development

Planning Unit Priority: Medium

What would success look like and how would you measure it?:

Utilization of learning in the

Reporting Year: 2017-18

% Completed: 50

Secured Strong Work Force funds of \$5,000 a year for 3 years. Faculty and lab technician used funds for conference called Roots (focusing on sustainability, food as medicine, and farm to table) and for attending National Restaurant Show 2018. (04/30/2018)

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classroom or in mentoring of students

Documentation Attached?: No

<p>Adequate Classroom and Office Space - Provide students with classroom and training spaces that allow them to perform to their highest level of ability. Office space to support the faculty and staff for this dynamic program. Status: Active Goal Year(s): 2017-18 Date Goal Entered (Optional): 07/06/2017</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2017-18 % Completed: 50 Currently have one classroom space for lectures, restaurant dining room to be used for lecture portion of culinary classes and to be used for student run restaurant, and Back of House divided into bakery, butchery, restaurant line, and culinary classroom. In need of a lecture space, training kitchen, or smaller class sizes.</p> <p>Currently there are two single offices for faculty and one shared space. There are currently 6 lab technicians and there is a single space as part of the kitchen and a shared space located a distance from the kitchen. (04/30/2018)</p>
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In Progress - Currently have one classroom space for lectures, restaurant dining room to be used for lecture portion of culinary classes and to be used for student run restaurant, and Back of House divided into bakery, butchery, restaurant line, and culinary classroom. In need of a lecture space, training kitchen, or smaller class sizes.

Currently there are two single offices for faculty and one shared space. There are currently 6 lab technicians and there is a single space as part of the kitchen and a shared space located a distance from the kitchen. In need of adequate office space for 6 lab technicians located conveniently near the restaurant.

Describe Plans & Activities

Supported: This supports the scheduling of classes, a smooth

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opening and running of the restaurant, a proper learning environment for the students.
Lead: Shelley Doonan
Type of Request: Facilities
Planning Unit Priority: Medium
What would success look like and how would you measure it?: Training kitchen with at least 5 stations
Office space for 5 lab technicians to be hired winter/spring 2018
Additional lecture space
Documentation Attached?: No

<p>Culinary Arts Bachelors Degree Program at Mt SAC - Research the opportunity to create a bachelors degree in culinary arts on the Mt. SAC campus. Research schools we could partner with, that would allow our students to transition from the community college level to the university level, all while never leaving Mt. SAC. Status: Active Goal Year(s): 2020-21 Date Goal Entered (Optional): 07/10/2017</p>	<p>Report directly on Goal</p> <p>In Progress - Pursue Johnson and Wales as a potential university center for our campus. Partner with this university would allow our students to transition from the community college level to the university level, all while never leaving Mt. SAC. Describe Plans & Activities Supported: Faculty stipend to support activities beyond the contract. \$2000.00 for initial research. Lead: Shelley Doonan One-Time Funding Requested (if applicable): 2000 Planning Unit Priority: Medium What would success look like and how would you measure it?:</p>	<p>Reporting Year: 2017-18 % Completed: 25 Johnson and Wales has expressed interest in articulation agreements and partnering to create a university center on the Mt. SAC campus. Once curriculum is finalized faculty to meet with representatives from the university. (04/30/2018)</p>
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Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

Students graduating with a bachelors degree in culinary arts with out leaving Mt. SAC's campus.

Documentation Attached?: No