

## 2008 Annual Report of Program Data Coversheet

**College: *Windward Community College***

**Program: *Intro to culinary Arts***

<b>Check All Credentials Offered</b>	<b>AA</b>	<b>AS</b>	<b>ATS</b>	<b>AAS</b>	<b>CA</b>	<b>CC</b>	<b>COM</b>	<b>ASC</b>	<b>OTHER</b>
									X

***College Mission Statement (or provide link)***

Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

***Program Mission Statement (or provide link)***

The mission of Windward Community College, Employment Training Center, is to serve the community by providing short-term, career-focused education and training in a flexible, learner-centered and supportive environment.

<b><i>OVERALL PROGRAM HEALTH (Check one)</i></b>		
<b><i>Healthy</i></b>	<b><i>Cautionary</i></b>	<b><i>Unhealthy</i></b>
	X	

***Part II. Analysis of the Program (strengths and weaknesses in terms of demand, efficiency, and effectiveness based on an analysis of the data)***

***A. Overall Program Status***

The overall status is cautionary.

ICA needs to:

- 1) Increase registered students
- 2) Continue to increase completion rate. ICA's completion rate has significantly improved over last year, but still is not satisfactory.
- 3) Better tracking of former students
- 4) Increase cost efficiency at the HCC site.
- 5) Increase number of successfully transitioning students

***B. Overall Program Demand***

Program demand is healthy.

The food service industry continues to grow and with that growth, numbers of personnel also grow. Our student count has gone down from last year but our student completion rate has increase by more than 20%. One of the reasons is due to the counselors placing students in the appropriate programs. We no longer have students who quit the program after two weeks because culinary is not what they thought it would be. The counselors and chef instructors are doing a better job of new student orientations.

### *Overall Program Efficiency*

Program efficiency is cautionary.

At HCC : The class fill rate is 96% and the cost per student is \$28. Increasing the fill rate will help the cost per student. Due to the high volume of the operations, these numbers can get better, but they will not equal WCC's numbers.

At WCC : All of the numbers will be even better due to the staffing of the kitchen. Instead of 5.2 FTE faculty and instructional support, there is only 4.2 FTE faculty and instructional support at this time.

### *C. Overall Program Outcomes*

Overall program outcome is cautionary.

HCC : 66.7% completion rate needs to increase to 81%.

WCC : 78.7% completion rate needs to increase to 81%.

### ***Significant Program Actions (new certificates, stop-out; gain/loss of positions, results of prior year's action plan)***

This year the program filled two chef positions -general funded and tenure track., and one general funded APT position to handle fiscal affairs and catering.

### ***Part III. Action Plan***

All of the following plans of action will increase student intakes, student learning, the instructor's ability to create innovative lesson plans, the student's transition back to school or employment and the overall health of the program.

- a. Complete ICA's online web site by March 09. This site will be a tremendous help in lecture and improving resources for the students. The ease of use and accessibility should help the students in retention of information. The videos online will be just as good as seeing a live demonstration. Besides benefiting the students to increase their success, this web site will be a valuable tool in recruiting new students for the program.
- b. Approve the new curriculum by January 09 and implement the module curriculum in spring 09 to increase student success and compatibility to the program.
- c. Enclose the back landing at HCC for additional storage or enclose it for a walk-in refrigerator.
- d. Request replacement funds for the steamer at HCC. It is expected it will break down or need major repair within one year. Recommend replacing with a new "combi steamer". This is a fairly new technology and would benefit the students due to the private sector now using this piece of equipment.
- e. Request replacement funds for the ice machine at HCC. This unit is old and no longer makes "clean" ice.
- f. Need a countertop hot food merchandiser for WCC and HCC.
- g. Continue to replace and update small wares. (Smaller hand tools for the kitchen)
- h. Complete the hiring of the APT by January 09 and, if funds are available, possibly add one more chef instructor and/or EA for WCC by June 2009.

- i. Secure offices for counselor, program coordinator, and APT at WCC by march 09.
- j. Set up speakers and/or meetings for the development of faculty and staff.
- k. ICA will conduct employer surveys of our graduates to better track and improve our student's learning and retention.
- l. Work with our advisory committee on our competencies to solidify external validation.

***Part IV. Resource Implications (physical, human, financial)***

NOTE: The following is listed by priority:

- 1) Increase in staffing will improve the student outcomes but also increase the budget.
- 2) Building offices at WCC for the counselor, program coordinator, and the APT needs immediate attention.
- 3) Enclosing the back landing of HCC should not be too costly if done by ETC or the trades apprentices.
- 4) The "combi steamer" is the most costly. It's new technology, and it's also a piece of equipment that a person has to use on a daily basis to really know how to use it.
- 5) Equipment replacement (small wares) must be done as the needs arise.
- 6) Hot food merchandising units cost about \$3,000 each. (One unit each for WCC and HCC)
- 7) Cold food merchandising units cost about \$3,000 each. (One unit for HCC)
- 8) Ice machine will cost about \$8,000.
- 9) Field trips and guest chefs will increase the budget but the instructors will have to be wise in their selection of each project.