**Planning and Budget Council Summary Sheet**

**Part I. General Information**

- **Unit, Department or Program:** WCC ETC Introduction to Culinary Arts- Hon CC
- **Date of request:** 11/13/09
- **Date required by:** ASAP
- **Start date:**

<table>
<thead>
<tr>
<th>Type of request:</th>
<th>Resources requested:</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and safety</td>
<td>Positions</td>
<td></td>
</tr>
<tr>
<td>Program improvement</td>
<td>Equipment</td>
<td>Ounce &amp; Pound Food scales</td>
</tr>
<tr>
<td>New program</td>
<td>Operating</td>
<td></td>
</tr>
<tr>
<td>Facilities, R&amp;M</td>
<td>Other 1</td>
<td></td>
</tr>
<tr>
<td>Other Replacement</td>
<td>Other 2</td>
<td></td>
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</tbody>
</table>

**Alignment with Strategic Plan:** 4.6, 5.4, 5.5
(i.e., Action Outcomes 2.1, 4.3)

**Total:** $400.00

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**Part II. Narrative - Description and Rationale (do not exceed space provided)**

**Why is this request important?** (what are the most important reasons for this request)

The reason for this request is to provide students the ability to weigh food items for appropriate portion control and to teach students measurement by weight.

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**Descriptive Summary of the Request** (provide a summary of the resource request)

"Ounce scales"; to weigh food items by ounces
"Pound scales"; to weigh heavier items exceeding 3 pounds

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**Rationale for Request** (how will the request benefit the unit, department, program or institution; alignment with Strategic Plan and other supporting documents, e.g., program review, annual assessments, department report, etc.)

Portion control is essential in maintaining food costs within the kitchen. Students will be able to weigh out items by enhancing efficiency in food cost, portion control and recipe conversions.

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**Part III. Evaluation**

<table>
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<tr>
<th>Notes</th>
<th>Rating (1-5)</th>
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</thead>
</table>

**Total**