ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: CULINARY ARTS

NAME OF PERSON SUBMITTING THIS REVIEW: Connie Garrish

DATE OF SUBMISSION: 10/14/2010

MANAGEMENT AREA (check one):
- ☐ Administrative Services
- x Instruction
- ☐ Student Services

ASSESSMENT OF PAST PROGRESS

Describe your progress on your previous year's objectives:
No previous Annual Program Review

Objective 1:	**Summary of Progress:**
Connection to other plans:	**Resources/Budget Used:**

Objective 2:	**Summary of Progress:**
Connection to other plans:	**Resources/Budget Used:**

CURRENT YEAR PROGRESS AND OBJECTIVES

What objectives and tasks will you take on for this year? (You may continue objectives from the prior year.) Will your allocated resources be sufficient given your objectives?

Objective 1: **We are in the preliminary stages of opening a student run 'restaurant' out of the Eagles Perch.**	**Action Plan (include who is responsible):** The purpose of the 'restaurant' is to expose our students to various aspects of the dining experience, better preparing them for the work force. The 'restaurant' will be open to the public and start monthly and will increase to bi-weekly and so on depending on our success. We would eventually like to have this 'restaurant' pay for itself (wages, product etc.). (Connie Garrish)
Connection to other plans: Objective 6 and 10.	**Resources/Budget Needed:** Instructional Staff Time, Product Costs and

	Financial office support, Maintenance Support, College CEO support, instructional office support.

Objective 2: **Curricular revision and development** **Connection to other plans:** N/A	**Action Plan** (include who is responsible)**:** Culinary Arts Instructor meetings (Garrish, Humphrey, Conry) update course outlines and addition/development of new classes **Resources/Budget Needed:** Staff Time, SB70 Support, Instructional office support and Title 5/ board approval support

Objective 3: **Increase Enrollment** **Connection to other plans:** N/A	**Action Plan** (include who is responsible)**:** Update program flyers and increase program publicity through more advertisement (radio and print and internet) Increased county participation (Taste of Plumas, Taste of Mohawk etc.) (Garrish. Humphrey, Conry) **Resources/Budget Needed:** Staff Time, Materials, Supplies and Product purchasing support.

Objective 4: **Full Time Culinary Arts Program Employee** **Connection to other plans:** N/A	**Action Plan** (include who is responsible)**:** To obtain paid, full time employee as Culinary Arts Head of Department (Garrish) **Resources/Budget Needed:** Staff Time

Objective 5: **Utilization of second year students as Teacher Assistants.** **Connection to other plans:** N/A	**Action Plan** (include who is responsible)**:** In order to most effetely use our lab time (with our increasing enrollment, that we expect to continue to increase in future semesters) Teachers Assistants would be an outstand asset to the Culinary Arts Program. Not only would this increase the learning opportunities for our more advanced students but it would help all of our students get more out of the classes. (Garrish, Humphrey) **Resources/Budget Needed:** Federal/ State work study funds

Objective 6: **Culinary Arts Scholarship**	**Action Plan** (include who is responsible): Utilize restaurant profit (after wages paid, overhead and

	product) as well as fundraising through culinary arts club for culinary arts scholarship. We would like to offer two $250 dollar scholarships a year, for local students. (Garrish, Conry) Have already contacted companies and organizations willing to financially match whatever we raise.
Connection to other plans: Objective 1 and 10	**Resources/Budget Needed:**

Objective 7: **Articulation with Plumas County Schools Culinary Arts Programs.**	**Action Plan** (include who is responsible)**:** To continue developing articulation between FRC Culinary Arts Program and Plumas County High School Culinary Arts programs. We started this last year (2009-2010) with three meetings funded by SB70. We would like to continue building on the progress made in the previous year in the future. (Garrish. Humphrey, Conry)
Connection to other plans: N/A	**Resources/Budget Needed:** SB70 support

Objective 8: **In beginning stages of developing Culinary Arts Club.**	**Action Plan** (include who is responsible)**:** We have already created a petition and found an overwhelming interest in a Culinary Arts club, we also found students interested in holding office positions in the club. We are in the preliminary stages of developing this. We would like to use the club for fundraising for Culinary Arts Scholarship and Class Equipment. (Garrish, Humphrey)
Connection to other plans: Objective 1, 6 and 10.	**Resources/Budget Needed:** Student Body approval, support and board approval.

Objective 9: **Offering more than one section for our more popular classes**	**Action Plan** (include who is responsible)**:** To better accommodate students and their ability to succeed in the challenges of Culinary Arts we would like to propose offering more than once section per semester for our popular classes. We would like to do this for the success of the student and also to keep within fire martial code regarding occupancy of a room. Overloading small classrooms is decreasing student learning and safety.
Connection to other plans:	**Resources/Budget Needed:**

N/A	Instructional Staff Time

Objective 10: **Procure additional Culinary Arts instructional equipment**	**Action Plan** (include who is responsible)**:** With Culinary Arts steady enrollment growth additional equipment is needed to accommodate inflated class sizes. We are in beginning stages of fundraising and researching grant funding resources to pay for these needs.
Connection to other plans: Objective 1, 6 and 8.	**Resources/Budget Needed:** Instructional equipment budget for Culinary Arts

Objective 11: **Implementing Lab Fee for classes with culinary arts labs.**	**Action Plan** (include who is responsible)**:** To implement a $25 lab fee per student per class with lab time. (Garrish)
Connection to other plans: N/A	**Resources/Budget Needed:** Instructional office support

BUDGET CHANGE REQUESTS FOR NEXT YEAR

Please provide rationale for budget *changes* (attach budget request sheets for entire annual budget).

Budget Request(s): Amount	Account Code	**Rationale** (include connection to other plans)**:**
$2,000		No previous budget for Full or Part time Office Culinary Arts staff member
$1,500		No previous budget for instructional supplies/ ingredients
$1,200		No previous budget for Culinary Arts instructional equipment.

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on data provided:

1. Describe the current status of the Program/Depart/Service Area.

The Culinary Arts program has shown steady growth for the last three years while it has been located on FRC campus. Culinary Arts showing equal or increased enrollment this semester in comparison to previous semesters. Staffing is currently inadequate. Culinary Arts seeks/needs a full time faculty member to allow Culinary Arts to grow and accomplish all of our objectives.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

N/A

3. Briefly explain significant changes expected during the upcoming year.

- Obtain Part time office support.
- Increase enrollment and expand, develop classes
- Increased student participation in FRC campus through restaurant and class collaboration with Eagles Perch.

APPENDIX

Attach supporting documents as appropriate. Please see Instructions for examples of supporting documents per Management Area.

Course	200930	200950	200970	201010	201030	201050	201070	Grand Total
NCA001	1		1			1		3
NCA002					1			1
NCA003			1				1	2
NCA004	1						1	2
NCA010	1		1		1			3
NCA012			1					1
NCA013			1					1
NCA014	1				1			2
NCA015	1							1
NCA021	1		1		1		1	4
NCA022							1	1
NCA023			1		1			2
NCA025	1		1				1	3
NCA026							1	1
NCA031							1	1
Culinary Total	**7**		**8**		**5**	**1**	**7**	**28**

10	Winter
30	Spring
50	Summer
70	Fall

As of 9-15-2010

Course	200930	200950	200970	201010	201030	201050	201070	Grand Total
NCA001	1		6			12		19
NCA002					15			15
NCA003			7				4	11
NCA004	5						16	21
NCA010	1		5		10			16
NCA012			11					11
NCA013			9					9
NCA014	5				13			18
NCA015	5							5
NCA021	9		16		13		17	55
NCA022							11	11
NCA023			6		2			8
NCA025	7		12				12	31
NCA026							18	18
NCA031							22	22
Culinary Total	**33**		**72**		**53**	**12**	**100**	**270**

10	Winter
30	Spring
50	Summer
70	Fall

As of 9-15-2010

APR Area	200930	200950	200970	201010	201030	201050	201070	Grand Total
Culinary	18	-	38	-	28	12	51	112

Unique ID's enrolled in at least one course by APR area by term for Census Date

Grand Total is total number of unique ID's from 200930 - 201070

As of 9-15-2010

Course	200930	200950	200970	201010	201030	201050	Grand Total
NCA001	100%	0%	100%	0%	0%	0%	92%
NCA002	0%	0%	0%	0%	64%	0%	64%
NCA003	0%	0%	100%	0%	0%	0%	100%
NCA004	100%	0%	0%	0%	0%	0%	100%
NCA010	0%	0%	100%	0%	86%	0%	90%
NCA012	0%	0%	83%	0%	0%	0%	83%
NCA013	0%	0%	100%	0%	0%	0%	100%
NCA014	100%	0%	0%	0%	57%	0%	71%
NCA015	100%	0%	0%	0%	0%	0%	100%
NCA021	100%	0%	77%	0%	46%	0%	71%
NCA023	0%	0%	100%	0%	33%	0%	64%
NCA025	100%	0%	100%	0%	0%	0%	100%
Culinary Total	**100%**	**0%**	**93%**	**0%**	**56%**	**0%**	**81%**

Success % = [Number of students who received grade of (A, A-,B+,B,B-,C+,C, P, CR)] / [Number of students receiving a grade or drop after census date (excludes I, Ix, IP, RD, NG)]

10	Winter
30	Spring
50	Summer
70	Fall

As of 9-15-2010

Course	200930	200950	200970	201010	201030	201050	Grand Total
NCA001	100%	0%	100%	0%	0%	0%	92%
NCA002	0%	0%	0%	0%	79%	0%	79%
NCA003	0%	0%	100%	0%	0%	0%	100%
NCA004	100%	0%	0%	0%	0%	0%	100%
NCA010	0%	0%	100%	0%	86%	0%	90%
NCA012	0%	0%	100%	0%	0%	0%	100%
NCA013	0%	0%	100%	0%	0%	0%	100%
NCA014	100%	0%	0%	0%	64%	0%	76%
NCA015	100%	0%	0%	0%	0%	0%	100%
NCA021	100%	0%	100%	0%	46%	0%	80%
NCA023	0%	0%	100%	0%	33%	0%	64%
NCA025	100%	0%	100%	0%	0%	0%	100%
Culinary Total	**100%**	**0%**	**100%**	**0%**	**62%**	**0%**	**86%**

Retention % = [Number of students who received grade of (A, A-,B+,B,B-,C+,C, P, CR, D+,D,F,NC,NP)] / [Number of students receiving a grade or drop after census date (excludes I, Ix, IP, RD, NG)]

10	Winter
30	Spring
50	Summer
70	Fall

As of 9-15-2010

Culinary Arts Equipment

Item	Have	Want
Standing Mixers	3	3
Hand held Mixers	2	5
Heat Resistant Spatulas	6	10
Bread pans and Baskets	0	3
Bread Knives	0	2
Scales	2	6
Bread Towels	4	6
Knife Sharpener	0	1
Thermometers	6	8
Tartlets pans	0	6
Measuring Cups Liquid and dry	8	10
Product Containers	very few	as many as possible
Bench Scrapers	3	8
Strainers	5	8
Pastry tips	0	1 set
Rolling Pins	6	6
Pastry Brushes	2	10
Food Processers	3	4
Ice Cream maker	0	1
Pie Pans	4	5
Pots and Pans	Shared with Eagles Perch	4 ea

2011-2012 BUDGET PROPOSAL

RESPONSIBILITY: CFO/DIRECTOR OF BUSINESS SERVICES

FUND CODE: 1100 GENERAL - UNRESTRICTED
ORGANIZATION CODE: 40080 FOOD SERVICES
PROGRAM CODE: 694000 FOOD SERVICES

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

ACCOUNT CODE	ACCOUNT TITLE (Please provide specific detail supporting *Proposed Budget Request*.)	Strategic Planning Goals & Objectives Policy Area (If Applicable)	2009-10 ENDING BUDGET	2009-10 ACTUAL	2010-11 ADJUSTED FINAL BUDGET	2011-12 PROPOSED BUDGET REQUEST
2125	Classified Hourly Temp 5200.40080.2125.694000		56,000	57,660.00	56,000	56,000
2335	Non-Inst Student 5200.40080.2335.694000		27,580	31,338.00	27,580	32,540
3000	Fringes 5200.40080.3000.694000		8,031	-	8,031	8,150
3121	STRS Classified Other 5200.40080.3121.694000		-	3,825.27	-	-
3221	PERS Classified Other 5200.40080.3221.694000		-	39.32	-	-
3321	FICA Classified Other 5200.40080.3321.694000		-	598.93	-	-
3341	Medicare Classified Other 5200.40080.3341.694000		-	836.00	-	-
3521	Unemployment Classified Other 5200.40080.3521.694000		-	173.01	-	-
3621	Workers Comp Classified Other 5200.40080.3621.694000		-	1,779.96	-	-
4325	Non-Instructional Supplies 5200.40080.4325.694000		66,739	(1,525.00)	71,039	74,500

5020	Dues and Memberships 5200.40080.5020.694000	188	-	188	235
5075	Repairs - Equipment 5200.40080.5075.694000	2,000	-	2,000	2,000

Strategic Planning Goals & Objectives 2010 - 2013

Strategic Direction I: Institutional Effectiveness

Strategic Direction II: Student Learning

Strategic Direction III: Resources

Strategic Direction IV: Leadership and Governance