

FACILITIES NEEDS ASSESSMENT APPLICATION
Fall 2017

Name of Person Submitting Request:	Stacy Meyer
Program or Service Area:	Culinary Arts Program
Division:	Applied Technology, Transportation and Culinary Arts
Date of Last Program Efficacy:	2016
What rating was given?	continuation
Amount Requested (if available):	\$1,000,000.00 dollars
Strategic Initiatives Addressed: Strategic Directions + Goals	Establish and maintain partnerships with community organizations, K-12 systems, and adult schools Explore and expand online advising opportunities Improve access to transfer, CTE Certificate, and other courses needed for graduation Create better balance between transfer and CTE program offerings Use Student Learning Outcomes (SLOs) and Service Area Outcomes (SAOs) in an ongoing, systematic cycle of continuous quality improvement

NOTE: To facilitate ranking by the committee, submit separate requests for each project; however, multiple items can be submitted as one request if it is required that the projects are packaged together.

You are required to meet with Robert Jenkins--Director, Facilities, Maintenance, & Operations--prior to submitting a Facilities Needs Request. 909-384-8662 or rjenkins@sbccd.cc.ca.us. Please provide the date of your meeting:

10/03/17, Bob and I met to discuss the needs of the culinary department.

Capital Improvement Repair

Brief Statement of Request:

The culinary program has out grown the facility that was built 14 years ago. The program is growing and does not have the space to expand within the kitchen area provided. The program also is in need of a class room that is in close proximity to the kitchen.

The baking classes need space to put a dough sheeter, 4 sugar stations, a marble slab for chocolate work and a wooden table in order to work with pastry dough. The culinary department is in need of more space for catering preparation, a larger walk-in refrigerator and freezer. Also the department is in need of 2 generators so that when the power goes down the program does not lose all the food that has been purchased to run the Sunroom and Den.

At any given time there are 20-30 students in the kitchen. Without a larger kitchen the program cannot expand and meet the needs of the community. There are over 8 thousand local jobs in the culinary field. We can only train 20-30 students at a time. The students for the most part are not transferring but going directly into the industry.

If this request cannot be authorized can we at least discuss the immediate need of larger walk-in refrigerators, freezers for the department and generators for the department?

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes NO

If yes, what are they? _____

1. Provide a rationale for your request. (Explain, in detail, the need for this project.)

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In the kitchen area there is not room in the walk-in to run the Den, the Sunroom and caterings. The storage space does not allow the department to run all three at once. When the department has the larger caterings now several times a year the department chair has to close down the sunroom in order to make space in the small walk-in refrigerator to accommodate the food items needed for the caterings. The department is far past our limit for storage.

Because we share space with the cafeteria the space we would normally have on a daily basis is often taken for their needs. When the cafeteria has large caterings they also need work space to complete their caterings. We often have space discussions between the department chair of culinary and the cafeteria manager and or the supervisors of the cafeteria regarding space. The issue of equipment also comes up very often. The culinary department has equipment that has been purchased with grant money. The cafeteria is constantly saying that the equipment belongs to them. If we were to share equipment (which has been tried in the past) the culinary department always ends up with no equipment that is needed by culinary for training students.

Space for students to work is limited and students are having to work in areas not designated for certain types of preparation. By allowing the students to prepare food items in nonfood areas this opens the department up for reprimand from the health department and possible fines.

Many times the baking and culinary classes are holding lecture in the Sunroom as that is the only space we can hold classes so that we can utilize the kitchen and lecture at the same time. The dining area for lecture does not work as many have found out now as meetings are held in the campus center. The department chair gets complaints all the time from people that hold their meetings in the sunroom saying the dining room is not conducive to hold meetings. The acoustics are poor, the students cannot hear the instructor. The students cannot see the TV screen during lecture, the windows do not have shades to pull to help with the student viewing the TV. When the culinary and baking departments are not holding lecture classes in the sunroom we are across campus in the tech building and often must spend time walking back and forth from lecture room to kitchen to complete projects that need to be done in the kitchen area.

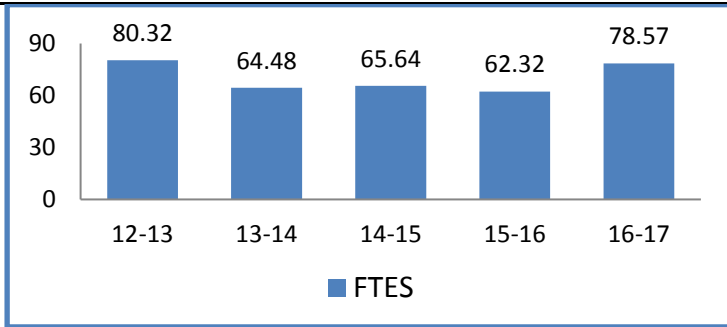
Whenever there is an event in the Sunroom the person in charge of the event unplugs the point of Sales system which disconnects our server and renders our Point of Sale useless. It takes the professional expert over an hours to bring it back online in order to open the Sunroom. There have been a few times when it did not come back online and the sunroom was not able to accept credit cards for the day. This is a problem because the culinary department runs the following fiscal year on what it brings in sales in the current fiscal year. Every time this happens it costs the sunroom at least \$400.00 a day in sales.

North Hall kitchen is not working for us as a professional kitchen. This class room is good for food and nutrition courses but not culinary or baking. This is not situated as a classroom. This space was copied from the old north hall however in the old north hall they had a class room attached to the kitchen area or very close to it. But the space was used as a home economics class room. Not a professional kitchen classroom. The plans for that space is that Food and Nutrition courses such as healthy cooking be held in that classroom.

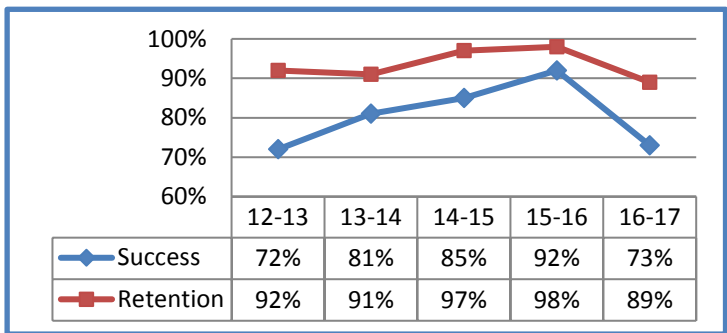
2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. *(Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.)*

Description: (Provide an updated overview of your program/area.)

The Culinary Department trains students to go out into the industry and become gainfully employed or transfer to a 4 year college. Within the program we have courses that allow the students to learn and understand all aspects of the food service industry, including customer service, catering, running a restaurant, food truck and coffee shop. Upon completion of this program the student will be able to open their own food service establishment or manage a food service establishment for a chain or small restaurant. The skills taught in this program are baking, cooking, business, and management, hands-on skills running a student run restaurant and catering.



	12-13	13-14	14-15	15-16	16-17
Duplicated Enrollment	375	362	344	287	384
FTEF	3.93	4.19	5.25	4.85	5.54
WSCH per FTEF	613	461	375	385	425



	12-13	13-14	14-15	15-16	16-17
Sections	11	17	20	18	21
% of online enrollment	0%	0%	0%	0%	0%
Degrees awarded	4	3	6	6	3
Certificates awarded	17	14	20	33	15

Assessment: (Provide an analysis based on the data provided. As you do so, address each of the tables/charts.) (225 Words Max)

- FTES has fluctuated over the years. The department is hopeful that with the new one year program FTES will continue to increase.
- FTEF has fluctuated in the past few years also. This will continue to increase as the program grows.
- Duplicate enrollment has also fluctuated since 12-13 but is at 384 for 16-17. The department goal is to have every student on duplicate enrollment.
- WSCH per FTEF us has also fluctuated since 12-13 which was at 613, 13-14, 461 in 13-14, in 14-15 the department had 375 WSCH per FTEF and in 15-16 the WSCH was at 385 and for 16-17 the department is at 425. Student contact hours should increase with the new program.
- Success rates for the program will fluctuate depending on the skill level of the student we attract in the program. 16-17 our success rate is down from the past couple of fiscal years. The department has revamped the program and is hoping with this revamp the success rate of the students will go back to match the years past.
- Retention the retention for the program has also decreased from years previous. The faculty of the department has concluded this reduction is because of the program change. The program change will take the students one year to complete and hopefully that will raise the success rate of the program and the retention rate.
- Certificates awarded is down in 16-17 from the last couple of years. With the new program in place the certificates will increase because certificate completions will be at the end of each program. Instructors will help students apply for the certificates instead of relying on the students to apply for certificates themselves.
- Degrees awarded overall has been low for the program. Most of the students walk with their certificates and then go into the industry to work. Some of our students transfer to Cal Poly and Cal State SB. The department was tracking the students however this became overwhelming and the chair could not keep up with all past and present students.

Progress from Last Year's Action Plan: [Provide an update on the progress made from last year's Action Plan.] (225 Words Max)

Last year's action plan consisted of creating a one year culinary and baking program, Purchasing a food truck and increasing enrollment within the program.

- The department has accomplished starting a baking program. The baking program has started out strong. The department is recruiting for next fall's baking program students as the program starts once a year.
- The new one year culinary program has also started. This program has not taken off as planned as enrollment is down. However the department is actively recruiting with hopes that the next fiscal year enrollment will increase. If not the culinary program will be reevaluated once again.
- The Food Truck is currently out for Bid. The department is hoping to have the truck for the 2nd annual Foodie Fest that will take place in April.
- Marketing for the program has not occurred as planned. The department is in need of more full time help in order to correct the culinary web pages so they are accurate and marketing help to get the word out regarding our new programs.
- Increased enrollment will hopefully happen when the department corrects the web pages and marketing for the program occurs.
- Hiring full time temporary faculty for the baking program is under way.
- Hiring 2 full time temporary lab techs is underway.
- Hiring a Den manager has not been done. Instead a professional expert was hired to assist and manage the Den. This will position will turn into a full time position eventually if the Den is successful over the next 2 years.

The department chair is working diligently on trying to accomplish the items on last year's action plan however has been met with some road blocks. For instance; the department chair was not told that to purchase a Food Truck that cost is over a certain amount of money will have to go out to bid. So this process delayed the purchase. Also grant money is being used to hire faculty and lab techs for the department. This has also been a lengthy process and has been met with challenges.

SAOs/SLOs/PLOs: (Summarize how the assessment of SAOs, PLOs and/or any SLOs that shows significant effect has influenced your goals.) (200 Words Max)

The department creates SLO's and PLO's based on the advisory committee meetings that are made up from many different aspects of the food service industry. The entire program SLO's, PLO's and department goals are based on the recommendations of this committee and that is what the program is based on. Industry needs and trends fuel the courses created that make up the program. When SLO's are assessed it might mean that the department needs to update the SLO if the assessment shows that the SLO is not being met or that the instruction on that particular topic needs to be adjusted.

The SLO's tell the program what equipment is needed, how many staff are needed and how the program should be set up in order for the students to succeed.

Departmental/Program Goals: (Goals should be specific, measurable, linked to your data analysis, and reflected in the Action Plan section). Tie goals to the college's [strategic goals](#).) (200 Words Max)

- The department will increase student success within the program based on the one year program. Upon completion of the program all students will receive certificates. This will allow the student to become gainfully employed or transfer to a four year college.
- Increase enrollment thru advertising and concurrent enrollment.
- Increase accessibility for all students. Offer classes on the weekend for the weekend college students. This will start in fall of 2018. Lecture courses such as sanitation and safety.
- Create a Hospitality program – there are over 9,000 jobs available in Hospitality in our region. These courses will be designed to close that gap.
- Create online courses within the culinary department
- Complete Small Work Force Grants for 2019/2020
- Complete the purchase of the Food Truck 12/2018

Challenges & Opportunities: [Challenges & Opportunities should be reflected in the Action Plan.] (200 Words Max)

Opportunities are:

- Concurrent enrollment
- Visibility of program thru food truck and advertising.
- Creating a hospitality program
- Weekend classes
- Marketing

Challenges are:

- Finding instructors to teach concurrent enrollment courses in the high schools.
- Purchasing the Food Truck
- Finding instructors to teach weekend classes
- Having time to market the program or finding a marketing person.
- Hire full time instructors for baking and culinary programs.

Action Plan: [Describe your top priorities reflected in the Departmental/Program goals and provide specific steps to reach these goals.]

Action Step	Departmental Goal	Necessary Resources to Complete	Target Completion Date
<ul style="list-style-type: none"> • Work with the marketing staff to correct the web pages for the program. Add a web page for the Den. And market the culinary/baking program. 	Yes	Time	12/17
<ul style="list-style-type: none"> • Increase enrollment 	yes	Time	12/2018
<ul style="list-style-type: none"> • Offer weekend courses 	yes	Time	12/2018
<ul style="list-style-type: none"> • Create a hospitality program 	yes	Time to enter curriculum and approval from consortium	10/2019
<ul style="list-style-type: none"> • Work with CTE Dean to increase Concurrent enrollment 	yes	approval from consortium	08/2019
<ul style="list-style-type: none"> • Finalize Food Truck and bring online for Spring 2018 	yes	The district to complete the bid process. The department needs to work with the company that wins bid to custom create the food truck.	12/18
<ul style="list-style-type: none"> • Complete Small Work Force Grants and Reports 	yes		
<ul style="list-style-type: none"> • Hire 2 full time instructors, one for baking and one for culinary 	yes		2017-2018
<ul style="list-style-type: none"> • Complete the hiring process for the 2 full time temporary lab technicians. 	yes	The SWP grant will pay for one the salaries for one year however, after the grant ends the positions will become institutionalized.	2019
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3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

Each time the health department comes to inspect the sunroom kitchen the program gets written up for building issues, lights being out, floor drains being dirty, sinks not draining well, ceiling tiles not being placed and large gaping holes in the ceiling. Floors are not being kept up as needed as per health code. Space is an issue for the health department because food items are being prepared and stored where they are not supposed to be due to space issues.

4. What are the consequences of not funding this facilities request?

The department will not grow as expected. Caterings will have to be limited as there is no space to prepare, and store the items.