

FACULTY NEEDS ASSESSMENT APPLICATION
Fall 2017

Name of Person Submitting Request:		Stacy Meyer
Program or Service Area:		Culinary Arts
Division:		Applied Technology, Transportation and Culinary Arts
Date of Last Program Efficacy:		2016
What rating was given?		Continuance
# of FT faculty 1	# of Adjuncts 5	Faculty Load (per semester): 2.77
Position Requested:		Full Time Faculty x2
Strategic Initiatives Addressed: Strategic Directions + Goals		Create better balance between transfer and CTE program offerings. Maintain up-to-date curriculum that is relevant to community needs

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

The Culinary department is expanding and is in need of more full time faculty. The SWP grant allows for temporary full time faculty to be hired for one year. The department has put in an additional SWP request to fund full time temporary faculty for an additional year. The department does not know if the grant will be awarded to sustain the full time temporary faculty that has been hired for an additional year as the two one year programs have just started and the department has no data to pull from to justify this report. However the new baking program is very successful to date. The new culinary program also shows growth so far this semester. The two additional faculty are right now being used for the baking program however the culinary program is in need of an additional faculty to help teach students in the Den and Food truck as the current full time faculty is running the Sunroom restaurant and caterings and is already stretched to legal limit. The culinary program like many hands-on learning environments needs to have faculty in charge to run the areas and teach the students safety and production aspects of the industry. The department has asked for a larger space that would house the Den, caterings, baking and culinary under one roof thereby eliminating the need for multiply full time faculty to run the department because it would be under one roof and not spread all over campus. Each time the full time faculty leaves an area the students are left unsupervised and that is a safety issue. The department chair realizes that the FTEF are 2.77 per semester and this is justification for just one additional full time faculty. However every other culinary program has at least 5 full time faculty in the department to run the multiple aspects of the program. This department has only one full time faculty and has been running with one full time faculty for over 15 years however with the growth of the program the department is in need of additional faculty.

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.*)

The current EMP and efficacy reports do justify why this request is necessary. The department cannot continue with the level of service to the campus if not supported with additional faculty. The department chair has included this information in the needs assessments over the past 10 years with no avail. This request is directly tied to program planning. The department is expected to grow however has been asking for faculty to make that happen. Without the additional faculty

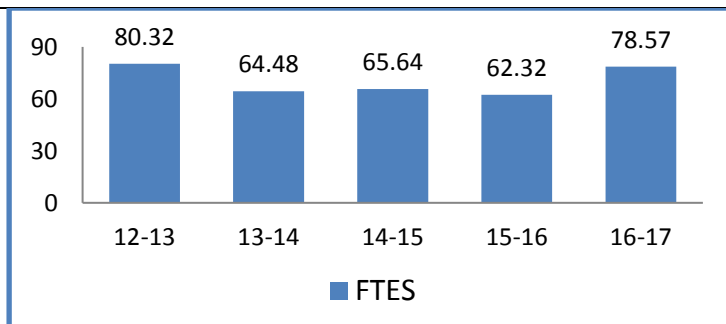
the program cannot be expected to grow or maintain the same service to the campus. Student success within the department has been good. The department chair is hoping that with the addition of the baking program the number of student success and student completions will go up.

3. Indicate any additional information you want the committee to consider (for example, course fill rates, regulatory information, compliance, updated efficiency, student success data, planning, etc.).

The department chair has attached a current EMP for the committee to review. The committee has access to the current efficacy report and student success data. The department does not have data on the new current program because it just began fall 2017.

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

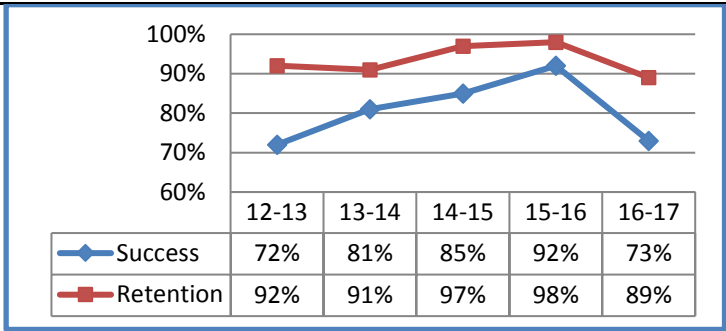
The Culinary Department trains students to go out into the industry and become gainfully employed or transfer to college. Within the program we have courses that allow the students to learn and understand all aspects of the industry, including customer service, catering, running a restaurant, food truck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

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

- FTES has fluctuated over the years. The department is hopeful that with the new program FTES will continue to increase.
- FTEF has fluctuated in the past few years. This will continue to increase as the program grows.
- Duplicate enrollment has also fluctuated over the years. It was at 375 in 13-14 but is at 384 for 16-17. The department has every student on duplicate enrollment.
- WSCH per FTEF has also fluctuated over the years. It was at 613, 13-14, 461 in 13-14, the department had 375 WSCH per FTEF in 14-15, the WSCH was at 385 and for 16-17 this 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 students in the program. 16-17 our success rate was 78.57% from the past couple of fiscal years. The department has revamped the program and is hoping to revamp the success rate of the students back to match the years past.
- Retention the retention for the program has decreased from years previous. The department has concluded this reduction is due to the program change. The program will take the students one year to complete.



	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

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

	<p>pages so they are accurate and marketing help to get the word out regarding our new programs.</p> <ul style="list-style-type: none"> • 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. <p>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.</p>	
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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
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<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	Time to enter curriculum and 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	The SWP grant will pay for one the salaries for one year however, after the grant ends the positions will become institutionalized.	2017-2018
<ul style="list-style-type: none"> • Hire 2 full time instructors, one for baking and one for culinary 	yes	The SWP grant will pay for one the salaries for one year however, after the grant ends the positions will become institutionalized.	2019
<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

4. What are the consequences of not filling this position?

The growth of the program will not be sustainable without the added faculty. The student success, certificates, graduation and transfer will suffer tremendously without additional faculty. The level of service to the campus will change dramatically.