

**FACULTY NEEDS ASSESSMENT APPLICATION**  
**Fall 2019**

Name of Person Submitting Request:		<b>Stacy Meyer</b>
Program or Service Area:		<b>Culinary Arts Department</b>
Division:		<b>Applied Technology, Transportation and Culinary Arts</b>
Date of Last Program Efficacy:		<b>2016</b>
What rating was given?		<b>conditional</b>
# of FT faculty 3	# of Adjuncts 1	Faculty Load ( <b>per semester</b> ):1.43
Position Requested:		Full time faculty
Strategic Initiatives Addressed:		1,2,3,4,5,6
Needs Assessment Resources (includes Strategic Initiatives):		<a href="https://www.valleycollege.edu/about-sbvc/campus-committees/academic-senate/program-review/needs-assessment.php">https://www.valleycollege.edu/about-sbvc/campus-committees/academic-senate/program-review/needs-assessment.php</a>

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

The culinary department received a Strong Workforce Program (SWP) grant to hire two full time temporary instructors for a three-year span. The additional faculty has allowed the program to run a food truck. This gives the students interested in running a small business the opportunity to not only work on the truck but to learn the business aspect of running a small business. With the additional faculty the department has also been able to start a baking program. It has been helpful to have a full-time staff, as it has been a challenge to find qualified adjunct instructors to teach the baking courses.

The FTEF has increased over the past three years, in 16-17 FTEF was 5.54, in 17-18 FTEF was 7.01 and in 18-19 FTEF is up to 8.71. The increase in FTEF shows the program growth. The SWP funding for the full-time faculty will end in June 2020. The department is hopeful that the college will institutionalize the positions in order to continue the programs.

When the SWP funding ends the program will be stripped back to the original program, which is one full time faculty. The food truck and baking program will be canceled. Caterings on campus from the culinary department will also be cut back due to lack of faculty to instruct students while catering. Currently all three full-time faculty have overload in order to meet the needs of the students.

Adjunct faculty is very hard to find due to their work schedules within the industry. Most professionals do not meet minimum qualifications to teach.

The food truck course load prohibits an adjunct from teaching the course because the food truck class meets load. The class cannot be split into two classes due to the continuity of the course. Therefore, if the full-time instructor cannot be hired permanently the food truck classes would not continue.

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.*)

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funding for the full-time faculty will end in June 2020. The FTEF reflects that the program can support 4 full time faculty.

The latest efficacy was before the SWP funding was applied. The program has changed significantly due to the funding awarded from SWP.

The department is working on the efficacy report due in spring 2020. The report will reflect the changes that have taken place within the department over the last 4 years.

Retention of students is up from last year, in 16-17 and 17-18 retention was at 89% and in 18-19 retention is 95%. This shows that students are remaining with the program and doing well in the new one-year program.

FTES is slightly lower than last year. In 14-15 FTES was 65.64, in 15-16 FTES was at 62.32 and in 16-17 the FTES jumped to 78.57, in 18-18 FTES was 87.77 and in 18-19 the FTES dipped to 82.75 still higher than some of the past years. The department thinks the dip in FTES from last year is due to more to the fact that students are entering the program, but they have jobs so they need to take fewer courses. Many of the current students are only registered in half of the program instead of the entire course offerings as suggested by the programs guided pathway. This means the students will not graduate or transfer within the two-year time frame as suggested by the state of California. Currently the culinary program is an intense one-year program which does not allow students enrolled in the program to take any general ed courses while enrolled in the culinary program. If the students do not enroll entirely in culinary and try and take both general ed courses with culinary courses generally the student fails one or both.

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 culinary department follows state and local health guidelines. The students are required to have either a food handlers' card or a manager Servsafe certificate in order to handle food within the class. The Sanitation and Safety class is the pre-requisite to the entire program. This course must be run each semester and during the summer in order to capture all incoming students.

The kitchens must be kept clean and food kept safe because the program services the public.

The course fill rates are better this year than in previous years. Most of the culinary and baking courses had a wait list this year which is opposite of the department norm.

The food truck and baking programs have been helpful in advertising efforts.

The Art Institute in San Bernardino has officially closed. They were our biggest competitor in the area, now we are getting students that would have applied there for culinary. That is helping our enrollment tremendously along with the new programs offered.

Full time faculty are imperative within the culinary program. Student success is up from last fiscal year. In 14-15 student success rate was 85%, in 15-16 the rate was 92% and in 16-17 the success rate dropped to 73% in 17-18 the rate increased to 80% and in 18-19 the rate increased once more to 81%. The department can attribute the drop in 16-17 to the new one-year program coming online. The counselors and students were confused as to how to get students into the program.

The Sanitation and Safety class is the pre-requisite to the entire program. This course must be run each semester and during the summer in order to capture all incoming students. Students were hesitant because it is such an intense program and full time is 17 to 23 units per semester. If students try and work Monday thru Thursday, their schoolwork will suffer, and the pass rate will drop. The program tries to mimic the industry, so the students have an idea of the hours and dedication it takes to become successful.

The program would like to also expand caterings to cater off premise which does not happen currently. Because the program must be self-sustaining except for labor and cost are rising, (food cost, maintenance and repair costs), the program needs a boost in income. Off premise catering is the only avenue not explored to date.

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

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The food truck course load prohibits an adjunct from teaching the course because the food truck class meets load. The class cannot be split into two classes due to the continuity of the course. Therefore, if the full-time instructor cannot be hired permanently the food truck classes would not continue.

**Departmental/Program Goals:**

- Hire full time instructors for culinary.
- Hire two full time lab technicians, one for culinary and one for baking.
- Hire adjunct instructors for culinary.
- Hire three adjunct instructors to teach baking.
- Get a larger kitchen in order to teach both evening and daytime classes.
- Create a space where the classrooms are near the kitchens so lecture can be done along with labs.
- Work on curriculum to coincide with the Hospitality program.
- Start catering outside venues with the truck and or catering class to increase revenue for the program.
- Create online courses for culinary and hospitality.
- Create a certificate and degree program for hospitality.
- Have ample storage space for equipment needed to run classes.
- Increase enrollment for culinary and baking.
- Storage for the Den
- A refillable first aid kit

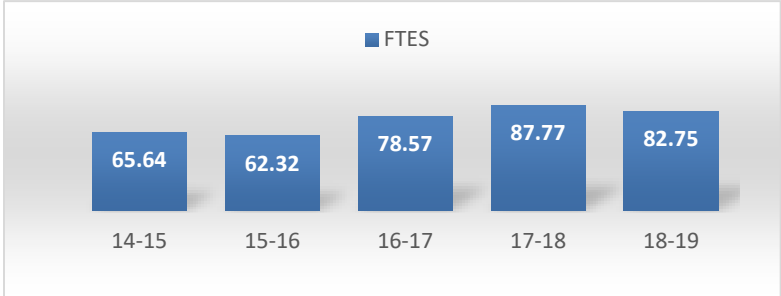
**Challenges & Opportunities:**

**Challenges:**

- Larger kitchen to run evening and daytime classes
- Storage space for the equipment needed in the program
- Hiring qualified full time and part time instructors
- Classroom space close to the kitchen
- Qualified full time and part time faculty
- Marketing the program
- Outreach to area high schools
- Full time classified staff to support the program

**Opportunities:**

- Off premise catering
- Catering the games on campus
- Offering a full-blown Hospitality Program
- Marketing
- Online classes



	14-15	15-16	16-17	17-18	18-19
Duplicated Enrollment	344	287	384	360	373
FTEF	5.25	4.85	5.54	7.01	8.71
WSCH per FTEF	375	385	425	376	285

