

HAWAI`I COMMUNITY COLLEGE
ANNUAL
PROGRAM REVIEW REPORT

Culinary Arts (CULN)

December 3, 2009

(Assessment Period: 2008-2009)

Initiator: James Lightner
Writer(s): James Lightner

**UHCC December 2009 Coversheet –
Annual Report Program Data**

College: Hawaii Community College in Hilo and Kona

Program: Culinary Arts (CULN)

Check All Credentials Offered	AA	AS	ATS	AAS	CA	CC	COM	ASC	APC
				X	X	X			

Introduction: Brief description of the program and program mission.

Program Mission: The mission of the Culinary Arts Program is to provide students with skills specified by the American Culinary Federation as appropriate for someone in the culinary arts profession seeking employment in entry-level jobs at hotels, restaurants, institutions, and private clubs.

Program offers a Certificate of Completion (CC), Certificate of Achievement (CA), and an Associate of Applied Science (AAS) degree.

Both the Hilo and West Hawaii Programs are accredited by the American Culinary Federation.

Part I.

Quantitative Indicators (Reported on 2009 Summary Report Program Data excel sheet --includes health calls based on system scoring rubric).

**Annual Report of Program Data for Culinary Arts
Hawaii Community College Program Major(s): CULN,FSER**

Overall Program Health					Healthy		
Demand Indicators					Academic Year		
					Fall 06	Fall 07	08-09
1	New & Replacement Positions (State)	346	288	341	Demand Health Cautionary		
2	New & Replacement Positions (County Prorated)	40	40	73			
3	Number of Majors	76	80	84			
4	SSH Program Majors in Program Classes	708	754	1,743			
5	SSH Non-Majors in Program Classes	12	77	107			
6	SSH in All Program Classes	720	831	1,850			
7	FTE Enrollment in Program Classes	48	55	62			

8	Total Number of Classes Taught	13	13	29
---	--------------------------------	----	----	----

Efficiency Indicators		Academic Year			Efficiency Health Healthy
		Fall 06	Fall 07	08-09	
9	Average Class Size	15.5	18.0	18.2	
10	Fill Rate	69%	69%	79%	
11	FTE BOR Appointed Faculty	5.0	4.0	5.0	
12	Majors to FTE BOR Appointed Faculty	15.2	20.0	16.7	
13	Majors to Analytic FTE Faculty	23.2	24.5	21.3	
13a	Analytic FTE Faculty	n/a	n/a	3.9	
13b	Majors to Analytic FTE Faculty @12cr.	18.6	19.6	17.0	
13c	Analytic FTE Faculty @12cr.	4.1	4.1	4.9	
14	Overall Program Budget Allocation @12cr. F07, 0809	\$167,584	\$212,289	\$401,341	
14a	General Funded Budget Allocation	n/a	n/a	\$269,056	
14b	Special/Federal Budget Allocation	n/a	n/a	\$132,285	
15	Cost per SSH @12cr. F07, 0809	\$232.76	\$255.46	\$216.94	
16	Number of Low-Enrolled (<10) Classes	3	2	2	

Effectiveness Indicators		Academic Year			Effectiveness Health Healthy
		2006	2007	08-09	
17	Successful Completion (Equivalent C or Higher)	n/a	n/a	80%	
18	Withdrawals (Grade = W)	n/a	n/a	26	
19	Persistence (Fall to Spring)	80%	71%	84%	
20	Unduplicated Degrees/Certificates Awarded	n/a	n/a	30	
20a	Number of Degrees Awarded	12	13	13	
20b	Certificates of Achievement Awarded	12	13	10	
20c	Academic Subject Certificates Awarded	n/a	n/a	0	
20d	Other Certificates Awarded	n/a	n/a	16	
21	Transfers to UH 4-yr	2	0	1	
21a	Transfers with degree from program	n/a	n/a	1	
21b	Transfers without degree from program	n/a	n/a	0	

C/P denotes that the measure is provided by the college, if necessary.

Data current as of: 8/19/2009 - 3:30:PM

Distance Education Completely On-line Classes		Academic Year			
		Fall 06	Fall 07	08-09	
22	Number of Distance Education Classes Taught	n/a	n/a	0	
23	Enrollment Distance Education Classes	n/a	n/a	0	
24	Fill Rate	n/a	n/a	0%	
25	Successful Completion (Equivalent C or Higher)	n/a	n/a	0	
26	Withdrawals (Grade = W)	n/a	n/a	0	
27	Persistence (Fall to Spring Not Limited to Distance Education)	n/a	n/a	0%	

Perkins IV Core Indicators				
Perkins IV Measures 2007-2008		Goal	Actual	Met
28	1P1 Technical Skills Attainment	90.00	74.29	Did Not
29	2P1 Completion	44.00	57.14	Met
30	3P1 Student Retention or Transfer	55.00	66.67	Met
31	4P1 Student Placement	50.00	95	Met
32	5P1 Nontraditional Participation	25.00	n/a	n/a
33	5P2 Nontraditional Completion	25.00	n/a	n/a

Part II Analysis of Program

Analysis of the Program (strengths and weaknesses in terms of demand, efficiency, and effectiveness based on an analysis of the data).

Overall Program Health: Healthy

Demand Health: Cautionary

Demand Indicators #2 and #3 has a ratio of CULN majors to New and Replacement Positions (County Prorated) to be 1.15 (84/73). This is a Cautionary score.

Efficiency Health: Healthy

Fill Rate of 79% is a healthy score. The enrollment in East Hawaii has been flourishing offsetting the historically low enrollment in West Hawaii which is due to a much smaller facility. Collectively the fill rate is at a healthy level. Majors to FTE BOR Appointed Faculty is 16.7, a healthy ratio. There are three FTE BOR Appointed Faculty on the West and two in the East, although enrollment in the East doubles or even triples that of the West. Again, the high enrollment in the East compensates for West's low enrollment. Indicator #11 FTE BOR Appointed Faculty shows 5; one of the faculty services as the Hospitality Division Chair covering CULN programs in East and West Hawaii and the Hospitality and Tourism program in East and West Hawaii.

Effectiveness Health: Healthy

Unduplicated Certificates/Degrees Awarded compared to Majors is 36% (30/84), a healthy score. Unduplicated Certificates/Degrees Awarded compared to New and Replacement Jobs County is .41 (30/73), a Cautionary score. It is typical to have an increase in students during a time of high unemployment causing this ratio to be somewhat unachievable. Persistence fall to spring is 84%, a Healthy score.

- Note: 1) Career Technical Education (CTE) programs must include in analysis any Perkins IV Core indicator for which the program did not meet the goal.**
- 2) If using alternative "program capacity" method to determine program efficiency, include in analysis.**

One out of the four Perkins IV Core Indicators was not met. Culinary is not a designated Nontraditional program.

1P1 Technical Skills Attainment: Students with limited academic skills drop out after attempting or failing courses such as Management, Nutrition, English, and Cost Control. To remedy this situation, the Management and Nutrition courses are being taught in traditional classroom face-to-face presentation rather than as a hybrid (face-to-face and online). In East Hawaii another instructor was assigned to teach Cost Control to meet the ACF required instructor to student ratio. The program coordinators are working more closely with the English and Math programs to monitor the progress of the CULN students.

Significant Program Actions (new certificates, stop-out; gain/loss of positions, results of prior year’s action plan).

Action Plan 2008-2009	Status
CULN 185 will be substituted for FSHN 185 in f2008.	Completed
In Hilo, evening classes will be added and lecturers teaching 12 credit hours in f2009 and 10 credit hours in s2010 will be hired.	Addition of lecturers during regular hours was found to be more attractive to potential students and gave the program coordinator better opportunity to supervise instruction.
Repairs and replacements will be made to Hilo’s Culinary Arts program to be in compliance with ACF standards.	Over \$100,000 in equipment was installed, ACF was notified and subsequently the program received ACF Accreditation for 3 years.
Curriculum schedule for fall 2010 at the new Palamanui Campus will be submitted in September 2009 to the curriculum committee	The plan for the use of floor space in the new Palamanui Campus was delayed until Oct. 2009, causing the curriculum changes request to be postponed until fall 2010.

In Fall 2008 the West Hawaii CULN program was reaccredited for 5 years, and the East Hawaii program for 3 years after over \$100,000 in new equipment was installed to meet American Culinary Federation (ACF) accreditation standards.

In East Hawaii, another lecturer was hired to teach second year students parallel to the present faculty which was necessary to meet ACF standards of 1 instructor to 15 students in laboratory courses.

“Our vision for the coming year by the East Hawaii Culinary Team is being rejuvenated by the arrival and installation of the 13 pieces of new equipment 39 years in the making. We are especially inspired by our new lecturers and the hiring of a kitchen manager. With over 125 years of cumulative work experience under our belts we will surge ahead with a new vision. Our curriculum revolves around the basic foundation of the American Culinary Federations core courses. With our new equipment we will be able to offer a more contemporary style of cooking and menu presentation. Our choices will no longer be hampered by the use of outdated and archaic tools and equipment. There are currently a multitude of changes in technology and food products and inventions that are discovered almost daily. We are now on cusp of all of this. The 1st and 2nd semesters our students are taught over 300 recipes and procedures per semester. Our 2nd year classes over 100 per semester. The new equipment allows to expand our recipe base 10 fold. The new staff allows us a greater vision. We will now be able to accomplish this and still remain in our basic core of ACF required courses, which is endorsed by our statewide PCC and CIP groups.”

Palamanui Campus is estimated to open in fall 2011 if the Supplemental Environmental Impact study and building plans are approved in a timely manner. Any delays would push the opening back until fall 2012. The culinary program presently has one 1,200sf teaching kitchen and one 500sf classroom. The present plan shows one 1,200 sf teaching kitchen, one 800sf baking, and two classroom, storage areas, and offices. This arrangement should allow teaching of 50 credit students plus a strong skills-building non-credit program.

Part III Action Plan

Planning the culinary area for the new Palamanui Campus has been progressing since August 2007. Presently floor plans and culinary equipment list are available. Detailed energy saving equipment has not been specified and will need the recommendations of the CULN faculty. The ACF Kona Kohala Chefs Association has pledged \$1 million dollars to purchase and install contemporary culinary equipment in the new campus. The CULN faculty is actively participating in this effort.

Student contact hours in West Hawaii are taught both in the small 1,200sf kitchen and 500sf classroom by using off-campus events to supplement the hours scheduled on campus. These events are required of all the students and documented using grading rubrics for each event. In this manner the student contact hours are the same as those of East Hawaii which has a 22,000sf culinary building allowing much greater number of students and scheduling of courses spread over five days for both the first and second year students.

In West Hawaii a video/slideshow DVD is being created for recruiting new students and introduction to the culinary industry. The DVD will be distributed to area high schools and restaurants to build awareness of the culinary arts program.

Benefiting from the Great Teachers Seminar experience last summer, Chef Betty Saiki has been organizing her first year students into groups of 5 to encourage team building and peer coaching. This is very similar to the on-the-job culinary world where close team work is necessary.

In both East and West Hawaii, skill building workshops are needed for both culinary workers and non-professionals interested in the culinary arts. In cooperation with the Office of Continuing Education and Training workshops will be organized using the present culinary facilities and staff. Presently guest chefs conduct workshops to which key members of the culinary industry are invited.

At both campuses, faculty is building positive relations with the press by submitting photos and press releases of students' culinary activities such as field trips, competitions, guest chef workshops and community events.

Completion of hiring process for East Hawaii Cafeteria Manager to start work in January 2010 is needed.

A clerk typist was hired in fall 2008 in West Hawaii to handle 50% West Hawaii Campus work and 50% work for HOST and CULN programs for both Kona and Hilo. She has limited Word, Excel and basic business skills. She has made considerable progress in telephone procedures and communications with the college and the public. In cooperation with the West Hawaii administration, help is needed to increase the clerk typist's office skills. Using Microsoft tutorials is an option.

In addition to the new equipment in East Hawaii, other replacements and repairs are needed as shown on the table below.

Part IV Resource Implications (physical, human, financial)

No other positions need to be filled in Hilo after the Cafeteria Manager is hired starting in spring 2010.

If Palamanui Campus is to open in fall 2011, an additional lecturer in Kona will be needed to start in August 2011.

Hilo Maintenance and Repair Summary 2009 - 2010	
	Cost
Repair 3-door refrigerator in main kitchen	1,500
Repair the refrigerator under the counter in gourmet kitchen	1,300
Repair stools and booths in Café	400
Paint walls in Café	
Paint walls in Cafeteria	
Install two-burner units in Café	1,000
Install air conditioning in Café	
Install curtains in Café	
Replace broiler in Café	3,500
Replace deep fryer in Bakery	3,000
Replace microwave in Cafeteria	1,000
Replace hot top/oven combo	4,000
Repair/Replace freezer/walk-in unit	30,000
Replace Steamer	13,000
Replace Dishwasher system	15,000
Replace hot warmers	10,000
Replace two-burner hot line in Café	1,000
Replace refer glass unit	4,500
SS replacement stands	285
Purchase new ice machine for the Café	4,000
Purchase counter top convection oven for the Café	1,500

Annual Report Program Data and analysis located on college website at:

[AY 2009 Completed Annual Program-Unit Reviews](#)