

ANNUAL
REPORT OF PROGRAM DATA

2022

UNIVERSITY of HAWAI'I

HAWAI'I
COMMUNITY COLLEGE



July 1, 2021 through June 30, 2022

Hawai'i Community College - Pālamanui Culinary Arts

**Submit this Review document in WORD via the
Hawaii CC - Program & Unit Review Submission portal**

<https://hawaii.kualibuild.com/app/builder/#/app/60ef56c477b0f470999bb6e5/run>

attachments and supporting documentation may be uploaded in WORD, PDF, or EXCEL

1. Program or Unit Description

Program or Unit Mission or Purpose Statement

What is the target student or service population?

This program is designed to provide for entry-level employment in hotels, full service restaurants, fast food restaurants, institutions (schools, hospitals, corrections, etc.) and private clubs. Accredited by the American Culinary Federation since July 2005.

High school graduates interested in culinary arts and hospitality careers are our primary “target” students. The two main high schools in our area are Konawaena and Kealakehe. A few students enter our program from Waimea, Kohala, Kau, and West Hawaii Explorations Academy. We also receive a few adult students that are changing or starting new culinary career paths.

2. Analysis of the Program/Unit

[UHCC Annual Report of Program Data \(VARPD\)](#)

Discuss the program’s or unit’s strengths and areas to improve in terms of Demand, Efficiency, and Effectiveness based on an analysis of the program’s ARPD Quantitative Indicators or comparable unit-developed measures or program-developed metrics. Include a discussion of relevant historical-trend data on key measures (i.e., last three years). Provide an explanation of any significant changes to the program’s Quantitative Indicators or unit’s key performance measures in the year of this Review.

Instructional programs must include a discussion of ARPD health indicators with benchmarks to provide a quick view on the overall condition of the program. CTE programs must include an analysis of Perkins Core indicators for which the program did not meet the performance level in the year of this Review.

The Program notes that the UHCC ARPD table of Quantitative Indicators referenced throughout this Review combines data for the East Hawai‘i and West Hawai‘i Culinary Arts Programs.

2022 Hawai'i Community College ARPD
Culinary Arts Program, Pāalamanui

The table below shows the Demand, Efficiency and Effectiveness Health calls for the last year.

	2022
DEMAND	HEALTHY
EFFICIENCY	PROGRESSING
EFFECTIVENESS	PROGRESSING

Efficiency Indicators:

The health of our fill rate is assessed as progressing and this assessment is accurate based on enrollment. Over the last year our fill rate has decreased 10% from the prior year fluctuated (51% 2020-21, 49% 2021-22). Because of the Covid pandemic, we have had minimal demonstrations at the high schools. Events and hosting career days on campus have also been cancelled. These demonstrations and events are our main tools for recruitment, and this has resulted in a substantial decrease in our enrollment. An FTE BOR appointed faculty position was swept the previous year. As the economy bounces back we will be actively recruiting students for fall. We are also working on an Early College Culinary Arts program that is slated to launch fall 2023 at Konawaena. This will enable high school students to complete one year of our program while in high school, saving these students money and time. We have been actively recruiting students at the high schools and this should result in increased enrollment for 2023. We have also launched a workforce development program with the L-2020 group. Some of these students may continue on with us in 2023.

Effectiveness Indicators:

Our persistence from fall to spring is very high (84% 2020-21, 72% 2021-22). The persistence from fall to fall is low (48% 2020-21, 45% 2021-2022). Many students come into the culinary program unprepared for the rigor of the profession. Currently there is an open door policy for any student entering our program. It may be a good practice to have some prerequisites in place prior to enrollment as this may increase the persistence percentage. Once the student starts the third semester, the persistence rate is approximately 95%.

We met both the 1P1 and 2P1 Perkins Indicators.

Discuss significant program or unit actions and activities over the year of this Review. Include new certificate(s), stop outs, gain/loss of position(s), organizational changes, changes in unit operations or responsibilities, etc. Include a discussion of external factors affecting the program or unit.

We have not replaced the FTE BOR appointed Pāalamanui culinary faculty position that was swept last year, and our APT position has not been restored. We have used our strong lecturer pool to

2022 Hawai'i Community College ARPD
Culinary Arts Program, Pāalamanui

collaborate and move forward to help teach our courses. The lecturers have all completed their program assessments with excellence.

We have worked with the division chair and the Hilo culinary program to consolidate the teaching of our lecture classes for East and West Hawai'i. CULN 115: Menu Merchandising and CULN 185: Culinary Nutrition are now taught online to both East and West Hawai'i students by an East Hawai'i faculty.

Modifications were made to our café as guests are still not permitted on campus due to COVID restrictions and construction of our *al fresco* dining area. This building was slated to be completed fall 2022. Our pay-in-advance café pick up service is difficult to operate without a payment app. The guest now needs to fill out a form and submit credit card payment using the file drop system. The software is not compatible with some computers and guests frequently have difficulty.

The file drop was cancelled by the business office, so now we can only handle checks and cash for payments. With the elimination of the APT position, there is no one hired to perform the sales, accounting, ordering, facility maintenance, and laboratory assistant duties necessary to operate the program and the café.

We were able to return to teaching F2F culinary classes from August 2021 through June 30, 2022. The hospitality industry is bouncing back from the COVID pandemic, and DOE classes have resumed F2F teaching.

We are communicating with the teachers and counselors at the high schools and have started to visit and perform presentations. This is one strategy we are using to help high school students pursue their culinary careers and dreams.

Instructional programs must provide the URL for the program's ARPD data tables and attachment(s) for relevant program-developed metrics discussed in this Review; non-instructional units must provide URLs for unit-specific data and attachment(s) for relevant unit-developed metrics discussed in this Review.

<https://uhcc.hawaii.edu/varpd/index.php?y=2022&c=HAW&t=CTE&p=2541>

3. Program Student Learning Outcomes or Unit/Service Outcomes

a) List all Program Learning Outcomes (**PLOs**) or Unit/Service Outcomes (**UOs**) and their alignment to the College's Institutional Learning Outcomes (**ILOs**).

CULINARY ARTS PROGRAM LEARNING OUTCOMES PLOs	Alignment to INSTITUTIONAL LEARNING OUTCOMES ILOs
PLO 1: Apply appropriate ethics for purchasing and receiving in the culinary industry.	ILOs 1, 2, 3, 5, 6
PLO 2: Demonstrate proper work attitudes and work habits.	ILOs 1, 2, 3, 5, 6
PLO 3: Demonstrate general knowledge of culinary departmental functions and their relationship.	ILOs 1, 2, 3
PLO 4: Demonstrate an understanding of the culinary industry business operations.	ILOs 1, 2, 3, 6
PLO 5: Demonstrate entry-level proficiency in technical skills required in the culinary industry according to the American Culinary Federation.	ILOs 2, 3, 5
PLO 6: Choose an appropriate career path based on industry knowledge or requirements.	ILOs 2, 4
PLO 7: Apply appropriate etiquette, appearance, and hygiene as required by industry standards.	ILOs 1, 2, 3, 5
PLO 8: Demonstrate skills necessary for acquiring a job in the culinary field.	ILOs 1, 2, 3, 4
PLO 9: Integrate their knowledge of Hawai'i's culture and food into cuisine.	ILOs 1, 2, 3, 6
PLO 10: Apply nutritional concerns to the creation of menus.	ILOs 1, 2, 3, 5

2022 Hawai'i Community College ARPD
Culinary Arts Program, Pālananui

b) *List the PLOs or UOs that have been assessed in the year of this Review. Instructional programs must list the courses that have been assessed in the year of this Review and identify the alignment(s) of Course Learning Outcomes (CLOs) to the PLOs. If no assessment was conducted in the year of this Review, provide an explanation and schedule of upcoming planned assessments.*

AY2021-22	Course(s) Scheduled for Assessment	Aligned to PLO
Fall 2021	CULN 111- INITIAL *	2,7
	CULN 112- CTL	2,7
	CULN 120- INITIAL	2
	CULN 133-CTL	2,5,7,8,9
	CULN 170-CTL	7
	CULN 240- CTL	2, 3, 5, 7, 8
	CULN 252-CTL	8
Spring 2022	CULN 131- CTL	8
	CULN 140- CTL	8
	CULN 160v.- INITIAL	3,7,8
	CULN 270- INITIAL*	3,4
	CULN 220- CTL	2, 5, 7, 8, 9

* The Initial assessment report was not completed this cycle and will be reported on the next APR.

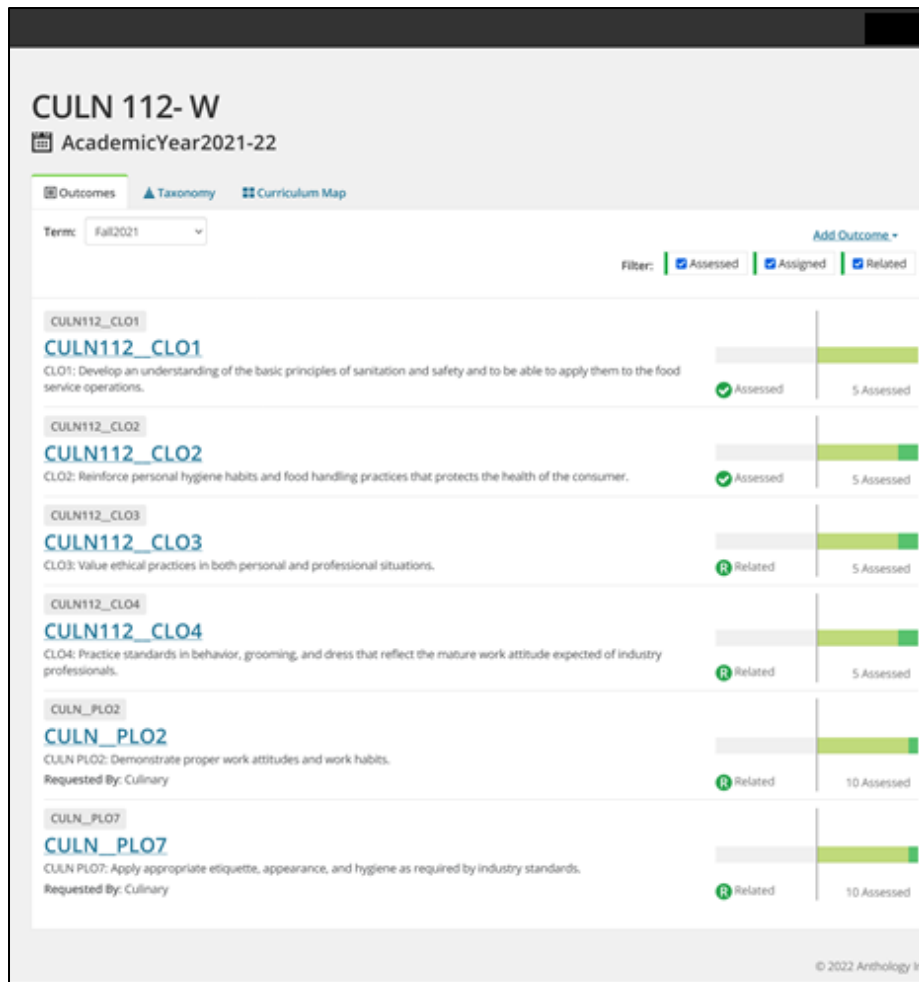
2022 Hawai'i Community College ARPD
Culinary Arts Program, Pālanuanui

- c) *Assessment Results: provide a detailed discussion of assessment results at the program (PLO) and course (CLO), or unit (UO), levels in the year of this Review. Provide an analysis of how these results reflect the strengths and challenges of the program or unit in meetings its Outcomes.*

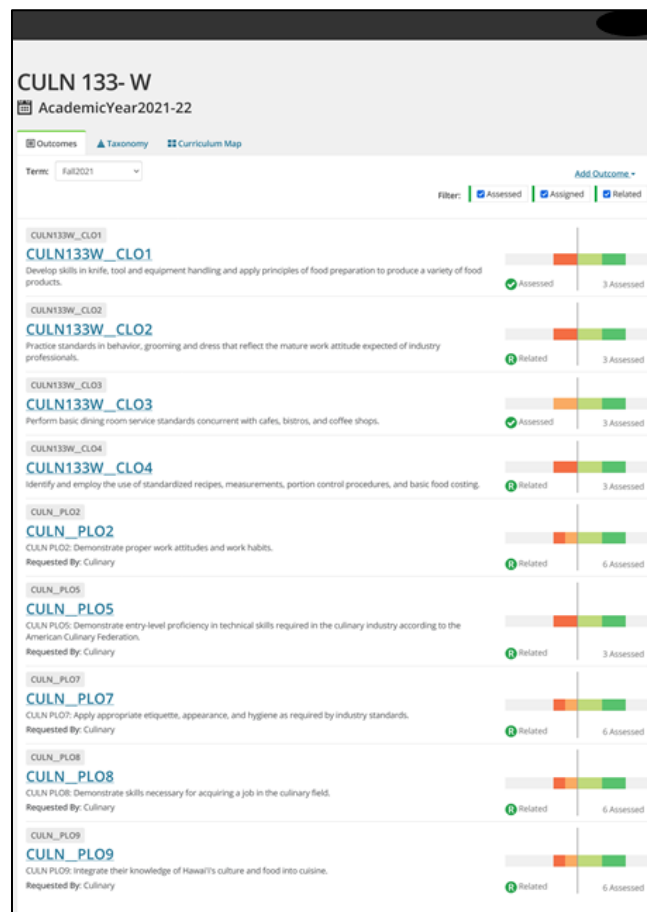
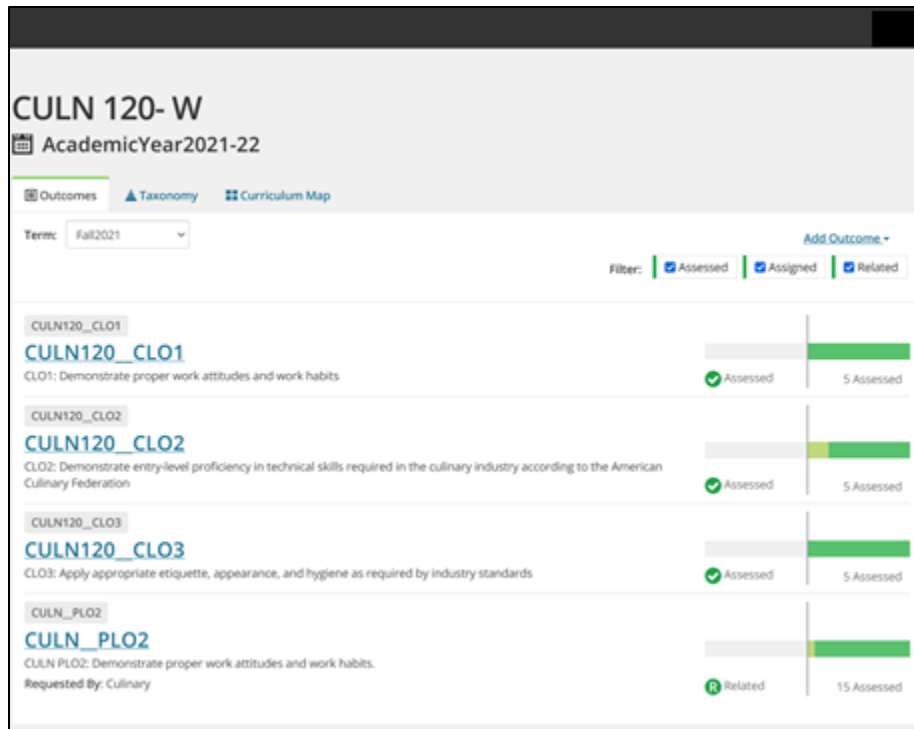
The graphs below from Campus Labs show the assessment results for all courses assessed.

KEY
Culinary Arts Program Pālanuanui
AY21-22 Assessment Results

Red = Does not Meet // Orange = Partly Meets // Light Green = Meets // Dark Green = Exceeds



2022 Hawai'i Community College ARPD
Culinary Arts Program, Pālananui



2022 Hawai'i Community College ARPD
Culinary Arts Program, Pālananui

CULN 133- W
 AcademicYear2021-22

Outcomes Taxonomy Curriculum Map

Term: Fall2021 Add Outcome +

Filter: Assessed Assigned Related

<p>CULN133W_CLO1</p> <p>CULN133W_CLO1</p> <p>Develop skills in knife, tool and equipment handling and apply principles of food preparation to produce a variety of food products.</p>	<p>Assessed 3 Assessed</p>
<p>CULN133W_CLO2</p> <p>CULN133W_CLO2</p> <p>Practice standards in behavior, grooming and dress that reflect the mature work attitude expected of industry professionals.</p>	<p>Related 3 Assessed</p>
<p>CULN133W_CLO3</p> <p>CULN133W_CLO3</p> <p>Perform basic dining room service standards concurrent with cafes, bistros, and coffee shops.</p>	<p>Assessed 3 Assessed</p>
<p>CULN133W_CLO4</p> <p>CULN133W_CLO4</p> <p>Identify and employ the use of standardized recipes, measurements, portion control procedures, and basic food costing.</p>	<p>Related 3 Assessed</p>
<p>CULN_PLO2</p> <p>CULN_PLO2</p> <p>CULN PLO2: Demonstrate proper work attitudes and work habits. Requested By: Culinary</p>	<p>Related 6 Assessed</p>
<p>CULN_PLO5</p> <p>CULN_PLO5</p> <p>CULN PLO5: Demonstrate entry-level proficiency in technical skills required in the culinary industry according to the American Culinary Federation. Requested By: Culinary</p>	<p>Related 3 Assessed</p>
<p>CULN_PLO7</p> <p>CULN_PLO7</p> <p>CULN PLO7: Apply appropriate etiquette, appearance, and hygiene as required by industry standards. Requested By: Culinary</p>	<p>Related 6 Assessed</p>
<p>CULN_PLO8</p> <p>CULN_PLO8</p> <p>CULN PLO8: Demonstrate skills necessary for acquiring a job in the culinary field. Requested By: Culinary</p>	<p>Related 6 Assessed</p>
<p>CULN_PLO9</p> <p>CULN_PLO9</p> <p>CULN PLO9: Integrate their knowledge of Hawai'i's culture and food into cuisine. Requested By: Culinary</p>	<p>Related 6 Assessed</p>

2022 Hawai'i Community College ARPD
Culinary Arts Program, Pālananui

CULN 240- W
 AcademicYear2021-22

Outcomes Taxonomy Curriculum Map

Term: Fall2021 Add Outcome -

Filter: Assessed Assigned Related

CULN240_CLO1 CULN240_CLO1 CLO1: Develop skills in producing and evaluating a variety of cold food products. To prepare items appropriate for buffet presentation, including deco...	
CULN240_CLO2 CULN240_CLO2 CLO2: Plan, prepare, and execute buffet function.	
CULN240_CLO3 CULN240_CLO3 CLO3: Demonstrate skills in the production of aspic, forcemeats, hors d'oeuvres, and garnishes.	
CULN240_CLO4 CULN240_CLO4 CLO4: Demonstrate professional behavior as required by the culinary industry.	
CULN_PLO2 CULN_PLO2 CULN PLO2: Demonstrate proper work attitudes and work habits. Requested By: Culinary	
CULN_PLO3 CULN_PLO3 CULN PLO3: Demonstrate general knowledge of culinary departmental functions and their relationship. Requested By: Culinary	
CULN_PLO5 CULN_PLO5 CULN PLO5: Demonstrate entry-level proficiency in technical skills required in the culinary industry according to the American Culinary Federation. Requested By: Culinary	
CULN_PLO7 CULN_PLO7 CULN PLO7: Apply appropriate etiquette, appearance, and hygiene as required by industry standards. Requested By: Culinary	
CULN_PLO8 CULN_PLO8 CULN PLO8: Demonstrate skills necessary for acquiring a job in the culinary field. Requested By: Culinary	

CULN 252- W
 AcademicYear2021-22

Outcomes Taxonomy Curriculum Map

Term: Fall2021 Add Outcome -

Filter: Assessed Assigned Related

CULN252_CLO1 CULN252_CLO1 CLO1: Perform proper sanitation, safety, and personal hygiene.	
CULN252_CLO2 CULN252_CLO2 CLO2: Identify and safely use equipment and supplies found in a baking kitchen, while demonstrating proper receiving and storing of ingredients.	
CULN252_CLO3 CULN252_CLO3 CLO3: Prepares bakery products by following standard and advanced recipes or ratios, so is consistent with the American Culinary Federation standards...	
CULN252_CLO4 CULN252_CLO4 CLO4: Prepare a variety of patisserie items that will compliment culinary capstone of international cuisine.	
CULN_PLO8 CULN_PLO8 CULN PLO8: Demonstrate skills necessary for acquiring a job in the culinary field. Requested By: Culinary	

2022 Hawai'i Community College ARPD
Culinary Arts Program, Pālanui

CULN 131- W
 AcademicYear2021-22

Outcomes Taxonomy Curriculum Map

Term: Spring2022 Add Outcome +

Filter: Assessed Assigned Related

CULN131_CLO1 CULN131_CLO1 CLO1: Apply Professional standards in industry according to appearance, behavior, and work habits.	<input checked="" type="checkbox"/> Assessed	3 Assessed
CULN131_CLO2 CULN131_CLO2 CLO2: Awareness of culinary industry regulations of accident prevention and sanitation procedures.	<input type="checkbox"/> Not Selected	
CULN131_CLO3 CULN131_CLO3 CLO3: Identify and use equipment and supplies safely found in a short order kitchen.	<input type="checkbox"/> Not Selected	
CULN131_CLO4 CULN131_CLO4 CLO4: Identify and prepare a variety of foods common in the short order kitchen.	<input type="checkbox"/> Not Selected	
CULN_PLO8 CULN_PLO8 CULN PLO8: Demonstrate skills necessary for acquiring a job in the culinary field. Requested By: Culinary	<input checked="" type="checkbox"/> Related	3 Assessed

CULN 140- W
 AcademicYear2021-22

Outcomes Taxonomy Curriculum Map

Term: Spring2022 Add Outcome +

Filter: Assessed Assigned Related

CULN140_CLO1 CULN140_CLO1 CLO1: Identify and prepare appetizers, sandwiches, specialty salads, and dressing.	<input checked="" type="checkbox"/> Assessed	3 Assessed
CULN140_CLO2 CULN140_CLO2 CLO2: Perform proper sanitation, safety, and personal hygiene.	<input checked="" type="checkbox"/> Assessed	3 Assessed
CULN140_CLO3 CULN140_CLO3 CLO3: Demonstrate skillful techniques, efficient use of time, Mise en place, receiving, storage, and clean up techniques as required in a cold food kitchen.	<input checked="" type="checkbox"/> Assessed	3 Assessed
CULN140_CLO4 CULN140_CLO4 CLO4: Define correct cold food kitchen techniques, equipment, and ingredients needed to complete a recipe.	<input checked="" type="checkbox"/> Assessed	3 Assessed
CULN_PLO8 CULN_PLO8 CULN PLO8: Demonstrate skills necessary for acquiring a job in the culinary field. Requested By: Culinary	<input checked="" type="checkbox"/> Related	12 Assessed

2022 Hawai'i Community College ARPD
Culinary Arts Program, Pālananui

CULN 160V- W
 AcademicYear2021-22

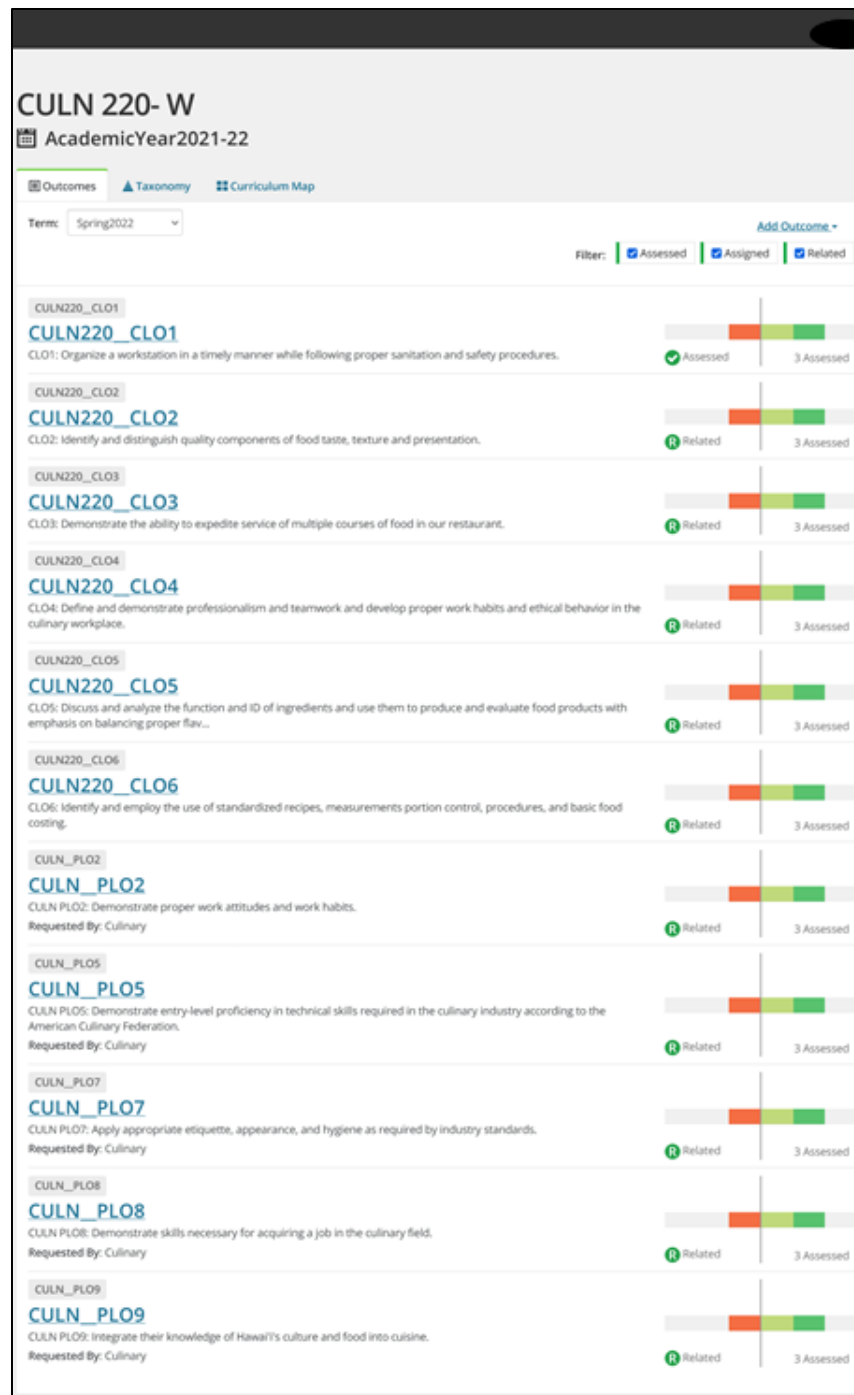
Outcomes Taxonomy Curriculum Map

Term: Spring2022 Add Outcome -

Filter: Assessed Assigned Related

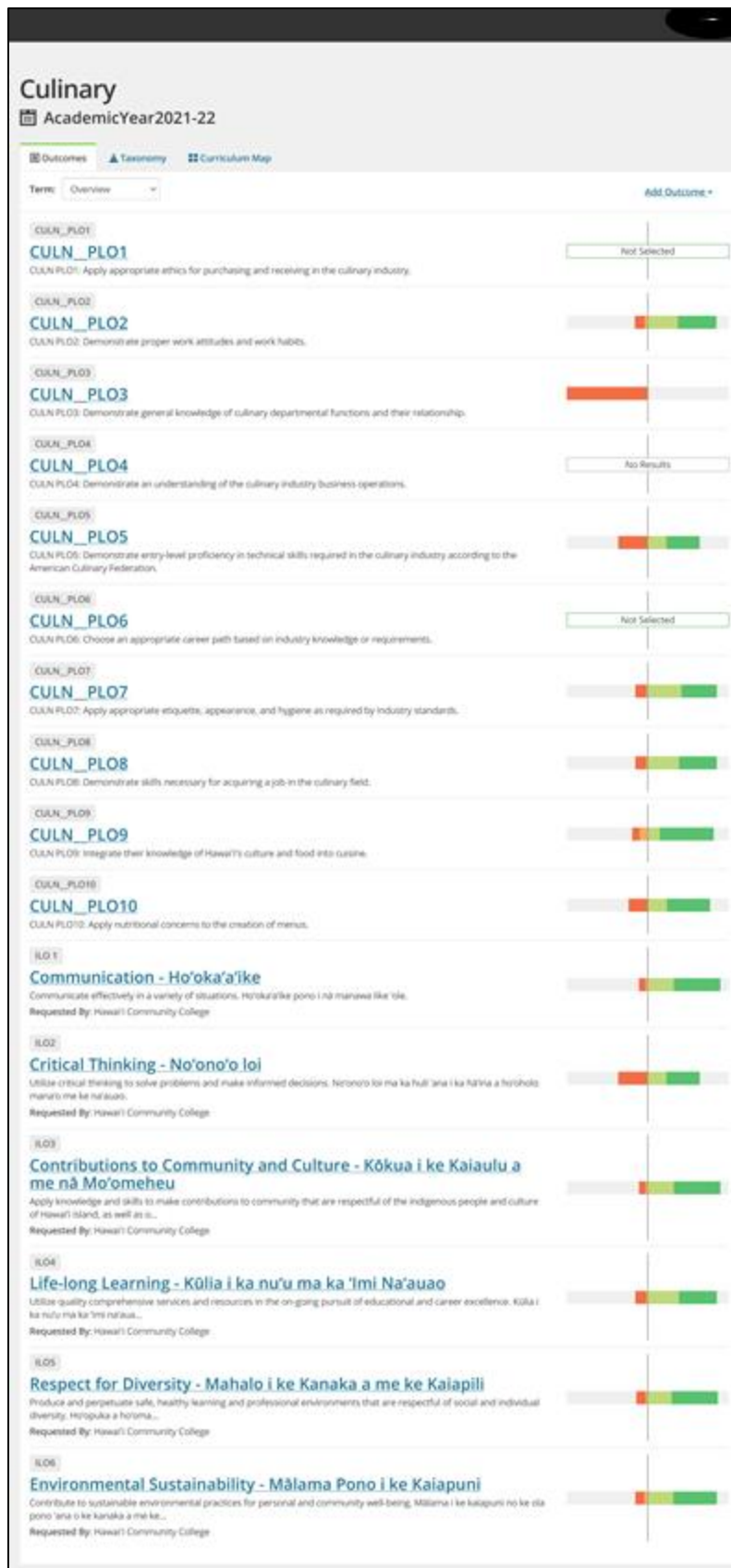
CULN160V_CLO1	CULN160V_CLO1 CLO1: Perform dining room service functions using a variety of types of service, while understanding the inter-relationship of the dining room and kitchen...	<input checked="" type="checkbox"/> Assessed	3 Assessed
CULN160V_CLO2	CULN160V_CLO2 CLO2: Demonstrate good customer service and professional behavior in the dining room and kitchen operations.	<input checked="" type="checkbox"/> Assessed	3 Assessed
CULN160V_CLO3	CULN160V_CLO3 CLO3: Demonstrate knowledge in the basic Hawaii State liquor laws and procedures to follow with basic service and consumption of alcohol.	<input checked="" type="checkbox"/> Assessed	3 Assessed
CULN_PLO7	CULN_PLO7 CULN PLO7: Apply appropriate etiquette, appearance, and hygiene as required by industry standards. Requested By: Culinary	<input checked="" type="checkbox"/> Related	3 Assessed
CULN_PLO8	CULN_PLO8 CULN PLO8: Demonstrate skills necessary for acquiring a job in the culinary field. Requested By: Culinary	<input checked="" type="checkbox"/> Related	9 Assessed

2022 Hawai'i Community College ARPD
Culinary Arts Program, Pālananui



The Program notes that the Campus Labs assessment data graph on the following page for the Culinary Arts Program Learning Outcomes, PLOs, combines data for the East Hawai'i and West Hawai'i Culinary Arts Programs.

2022 Hawai'i Community College ARPD
Culinary Arts Program, Pālanui



Culinary Arts Program, Pālanui

- d) *Changes that have been made as a result of the assessment results: instructional programs must provide a discussion of changes made as a result of the analysis of assessment results, e.g., to curriculum, instruction, development of student learning opportunities, faculty professional development activities, assessment strategies, etc.; non-instructional units must provide a discussion of changes made as a result of the analysis of assessment results, e.g., to services, operations, personnel training, assessment strategies, etc.*

Course	Changes that have been made as a result of assessment results
CULN 111 2021-INITIAL	* This Initial assessment report was not completed this cycle and will be reported on the next APR.
CULN 112 2021-CTL	Prior to Covid, the DOH delivered a 5-hour seminar in the beginning of the course. This seminar enabled the students to enter our fundamental CULN 120 lab class and safely apply sanitation principles to food handling. <u>We need to look into reinstating this prior practice.</u>
CULN 120 2021-INITIAL	Cooking and knife skills are continuously applied base on the special cuisine prepared for the fall semester; therefore, there will be more improvements in the spring semester.
CULN 133 2021-CTL	We were not able to find guest chefs to evaluate the students' practical this semester, due to Covid. The students will be assessed by industry chefs once Covid is no longer a threat. We will serve guests on campus, and evaluate the students completely using the dining room rubric, when we are permitted to reopen.
CULN 170 2021-CTL	CLO #2: To improve student understanding of the ordering and delivery system the CULN 170 instructions will include a daily inventory of menu items necessary for preparation to sell in our café; to complete the cycle of inventory, order, and receive/log to inventory. CLO #3: We revised the Yield Testing rubric to standardize it.
CULN 252 2021-CTL	To continue to have the students be comfortable and increase their self-confidence to prepare the items to the culinary standards.
CULN 131 2022-CTL	CLO 1, 2, 3: Use the Practical Finals/Kitchen Lab Cookery Rubric more often during the semester. CLO 4: To continue to have the students prepare/cook the dishes numerous times comfortably and to increase their self-confident to cook/prepare the items to the chef's expectation.
CULN 140 2022-CTL	CLO 1, 2, 3 and 4: To continue to use rubric for assessment and to refer during the semester. We are hopeful there will not be an extended Covid-19 mandate in the spring 2023 semester.
CULN 160 v. 2022-INITIAL	One major challenge was not having the students practice their service skills to the public due to Covid-19 and the dining renovation. Not having several comments/evaluations from the community did not provide a consistent evaluation on their performance. To continue to use rubric for assessment and to refer it weekly.

	*Continue to introduce the seven guidelines of service from day one, and I will add on the table setting as well to improve their comprehension.
CULN 270 2022- INITIAL	This Initial assessment report was not completed this cycle and will be reported on the next APR.
CULN 220 2022-CTL	We will continue to demonstrate and provide time, practice and materials to help students prepare for this industry assessed practicum. Analyzing students, judges, advisory group, industry, and our dining guests' comments and suggestions, helps us determine how to improve content and delivery methodology each semester.
CULN 240 2022-CTL	Next time I teach this course, we will use the Kona Classic Competition/rubric as a tool to assess this course. We will also have industry chefs assess the students' outcomes. The chefs were unavailable to judge this semester, as their properties were very busy and short staffed.

4. Action Plan

Based on findings in Parts 1-3, develop an action plan for your program or unit from now until your next Review, or as appropriate, update the action plan provided in your last Comprehensive Review.

Be sure to focus on areas to improve as identified in ARPD data or unit-developed measures, the results of assessments of student learning or unit/service outcomes, and results of survey and other data used to assess your program or unit.

This action plan must include an analysis of progress in achieving previous planned improvements including the results of the prior Comprehensive Review's action plan(s). Discuss how the goals identified in that prior action plan were met and the impact on the program or unit; or, if not met, discuss why and the impact on the program or unit, and whether those goals are being carried over to the current action plan.

This action plan should include specific recommendations for improvement(s) or planned program or unit action(s) that will guide your program/unit through to the next program/unit Review cycle. The plan must include details of measurable outcomes, benchmarks and timelines.

** CTE programs must include specific action plans for any Perkins Core Indicator for which the program did not meet the performance level.*

Specify how the action plan aligns with the College's Mission and Strategic Plan. Include a discussion of how implementing this action plan will contribute to the College achieving the goals of the Strategic Plan.

<https://hawaii.hawaii.edu/sites/default/files/assets/docs/strategic-plan/hawcc-strategic-directions-2015-2021.pdf>

Be sure to list resources that will be required, if any, in section 5 below.

2022 Hawai'i Community College ARPD
Culinary Arts Program, Pāalamanui

**The action plan may be amended based on new initiatives, updated data, or unforeseen external factors between now and the next Comprehensive Review.*

Because of the construction of our al fresco dining area, the campus was mostly closed to students, and dining guests were not permitted on campus this year. Also, the ending of COVID did not bring back F2F students, as many students and instructors prefer the online modality of teaching. Since students, faculty and our luncheon guests are our customers, we are anticipating dismal luncheon sales for August 2021 through May 2023.

The food sales profits from our revolving account are used to purchase operational food supplies and offset potential negative instructional account budget annually.

Below is the strategy we created and implemented:

1. We utilized our foundation accounts to offset projected sales used to fund instruction and equipment repair.
2. We continued with the pay-in-advance drive-up to-go-menu for our café service.
3. We adjusted the delivery method for our pre-fixe luncheon, while adhering to the same strong rubric and standards.

The action plan for the HCC-Pāalamanui Culinary Program includes:

ACTION ITEM	PLANS	RESULTS
1. The creation of an outdoor learning and dining center.	Construction is ongoing.	1. The outdoor learning and dining area are on track for completion by March 2023 (the prior deadline was Fall 2022).
2. Establish composting, fruit and vegetable gardens on campus.	We are working on a way to bring water to the garden(s) and increase the size. We are working with the Hawai'i CC VISTAs.	
ACTION ITEM	PLANS	RESULTS
3. Increase our culinary enrollment.	We are actively recruiting at the high schools and working on creating an Early College Program at Konawaena. We are working on a workforce development evening culinary program with the L-2020 group. We are working on revamping the PLA (Prior Learning Assessment) system for culinary arts.	We had 6 students enroll for fall 2022. That did not meet the 10 student threshold and our program was put on pause.

Alignment of Action Plan to the College's Strategic Plan:

HGI ActionStrategy1: Strengthen the pipeline from K–12 to the university to improve college readiness and increase college attendance.

Aligns to HCC-Pāalamanui Culinary Program action plan 2 & 3

HGI ActionStrategy2:

Implement structural improvements that promote persistence to attain a degree and timely completion.

Aligns to HCC-Pāalamanui Culinary Program action plan 1

HGI Action Strategy 3:

Anticipate and align curricula with community and workforce needs.

Aligns to HCC-Pāalamanui Culinary Program action plan 3

HI2 Action Strategy 3:

Continue to support programs that suit Hawai'i Island's location and environment as well as address critical gaps.

- Sustainable agriculture

Aligns to HCC-Pāalamanui Culinary Program action plan 2

21CFActionStrategy2:

Improve the sustainability and resource conservation of the built environment including facilities and grounds by reducing energy consumption, greenhouse gas production, water use, and waste production

Aligns to HCC-Pāalamanui Culinary Program action plan 2

21CFAction Strategy 1:

Adopt model policies and practices for development and management of UH buildings and campuses

Aligns to HCC-Pāalamanui Culinary Program action plan 1

HPMS Action Strategy 4:

UH will be a global leader in the integration of sustainability in its teaching, research, operations, and service. The university must embrace both indigenous practitioners and global experts to advance Hawai'i's stewardship and use of energy, food, water, land, and sea for the well-being of the State and the world

Aligns to HCC-Pāalamanui Culinary Program action plan 2

5. Resource Implications

*** Special Resource Requests not included in operating “B” budget ***

Detail any special, one-time or personnel resource requests in the categories listed in the table below that are **not included in your regular program or unit operating “B” budget**.

*Note: CTE programs seeking future funding via UHCC System Perkins proposals must reference their ARPD Section 4. Action Plan and this ARPD Section 5. Resource Implications to be eligible for funding.

I am NOT requesting additional resources for my program/unit.

I AM requesting additional resource(s) for my program/unit.

Total number of items being requested: 1 (4 items max.)

***For each item requested, make sure you have gathered the following required information and all relevant documentation before you upload this Review; you will submit all information and attachments for your Resource Request as part of your Review document submission via the**

[Hawaii CC - Program & Unit Review Submission portal](https://hawaii.kualibuild.com/app/builder/#/app/60ef56c477b0f470999bb6e5/run)
<https://hawaii.kualibuild.com/app/builder/#/app/60ef56c477b0f470999bb6e5/run>

✓ **Item Description**

✓ **Justification**

✓ **Priority Criteria** (must meet at least one of the following):

1. Ensure compliance with mandates and requirements such as laws and regulations, executive orders, board mandates, agreements and contracts and accreditation requirements.
2. Address and/or mitigate issues of liability, including ensuring the health, safety and security of our Kauhale.
3. Expand our commitment to serving all segments of our Hawaii Island community through Pālanuanui and satellite centers
4. Address aging infrastructure.
5. Continue efforts to promote integrated student support in closing educational gaps.
6. Leverage resources, investments with returns, or scaling opportunities
7. Promote professional development.

CATEGORY	Category-Specific Information Needed			
Equipment	Estimated Date Needed	Quantity / Number of Units; Cost per Unit	Total Cost (with S&H, tax)	On Inventory List (Y/N); Decal #, Reason replacing
Facilities Modification	Estimated Date Needed	Total Cost	Monthly/Yearly Recurring Costs	Utilities Required

2022 Hawai'i Community College ARPD
Culinary Arts Program, Pālananui

Personnel Resource	Estimated Date Needed ASAP	FTE; Position Type; Position Title- APT	Estimated Salary (\$20 X 10 hours WK = 200) \$800 per mo., \$4,000 per semester	Was an Existing Position Abolished? Not Sure Position #77175T
Professional Development	Estimated Date Needed	Have you applied before (Y/N); was it approved?	Professional Development Type	PD Details; Impact; Total Cost
Reallocation of Funds	Estimated Date Needed	Total Cost	Monthly/Yearly Recurring Costs	Reallocation Proposal

With the economic downturn associated with COVID and the temporary elimination of the APT position, there is no one hired to perform the sales, accounting, ordering, facility maintenance, and laboratory assistant duties. Prior to COVID, this position was scheduled for 20 hours per week to perform the job duties. We are requesting 10 hours per week. **See Attachment for details.**

6. Optional: Edits to Occupation List for Instructional Programs

Review the Standard Occupational Classification (SOC) codes listed for your Instructional Program and verify that the occupations listed align with the program learning outcomes. Program graduates should be prepared to enter the occupations listed upon program completion. Indicate in this section if the program is requesting removal or additions to the occupation list.

I am NOT requesting changes to the SOC codes/occupations listed for my program.

I am requesting changes to the SOC codes/occupations listed for my program.

[O*Net CIP-SOC Code Look-up](#)

**in the Crosswalks box, choose "Education," then enter CIP number to see related SOC codes*

List below each SOC code for which change is being requested and include details of requested code deletions and/or additions. Include justification for all requested changes.

*All requested changes to the SOC codes/occupations listed for programs must be discussed with and approved by the Department/Division Chair.

Attachment

APT Culinary Arts Duties:

Represents Essential Functions determined by the supervisor or designated personnel representative.

- ** Act as laboratory assistant for the food service students in the preparation of food. Instruct students in the use and care of food service equipment.
- ** Teach proper use and maintenance of the equipment. Provide supervision of the students' work by correcting mistakes and providing assistance in correct procedures. Demonstrate and teach good work habits.
- ** Instruct students in the precautions and safety hazards of the kitchen and the operation of the equipment.
- ** Under faculty supervision, prepare instructional materials. Standardize and test recipes to maintain quality standards. Conduct food demonstrations to students.
- ** Recommend procurement of the necessary ingredients and/or equipment items.
- ** Maintain the stores; document the inventory.
- ** Monitor and direct health/safety activities in the instructional labs.
- ** Maintain and secure facilities.
- ** Issue cash boxes, deliver cash deposits, and reconcile daily sales.
- ** Instruct students in sanitation procedures.
- ** Coordinate activities associated with special food demonstrations and public events.
- ** Operate the culinary arts operation within budgetary limits.
- ** Run off-campus errands such as banking and picking up supplies.
- ** Duties may include working outside of normally scheduled hours, including nights and weekends.