

## **Institutional Effectiveness Review** **Instructional**

*The purpose of the review is to:*

Assess the currency, scope, strengths, weaknesses, and needs of the Culinary Arts Program.

*The process will involve the following steps:*

The faculty will meet with the Director, Area Technical School, to discuss the Program Review process.

The Program Review document will be completed based on data compiled by the faculty.

The faculty will meet again with the Director, Area Technical School, to discuss the findings presented in the Program Review document.

Additional follow-up meetings will be scheduled as needed to assess the status of Learning Goals and Action Plans.

*Time frames/timeline for the review will be:*

The initial meeting with the Director, Area Technical School, will take place during the Fall 2007 semester.

A meeting will be scheduled with the Director, Area Technical School, in early January to assess progress toward completing the Program Review.

The Program Review document will be turned into the Dean, Career and Technical Education by the middle of February 2008.

The follow-up meeting with the Dean and Associate Dean will take place in late February 2008.

Additional follow-up meetings will be scheduled as needed.

Program/Service: Culinary Arts  
Date of Review: November, 2007 – January, 2008  
Review Participants: Steve Berkel and B.J. Stockton

## **Overview**

*Purpose of the program/service and how it relates to college mission, values, vision:*

This two-year career education program is designed for the student who wishes to enter the culinary arts trade with a career as chef in a hotel, club, or restaurant environment. With an emphasis placed on the fundamentals of the culinary arts, the student will also learn the fundamentals of restaurant management or ownership.

Areas of study include sanitation, kitchen safety, baking and pastry, purchasing and receiving, accounting and cost control, supervisory development, meat fabrication, soups, stocks and sauces, and menu design and preparation. Students also have the opportunity to receive sanitation certification.

Instruction stresses quality food preparation techniques and creative food presentation styles. The skills learned in this class, if not utilized as a career choice, will be beneficial throughout life of the student when planning family meals or hosting a group of friends.

Students who successfully complete the program may find skilled and semi-skilled jobs as line cook, prep cook, server, server assistant, or host/hostess. This program is an excellent jump-start for a post-secondary culinary education. Transfer credits are issued toward pursuit of the post-secondary program at Jefferson College.

This program is focused on student outcomes and student success, meeting the needs of both the student and the community. This culinary program is widely recognized as the premier secondary culinary program in the state of Missouri. Our students regularly achieve mastery of the competencies and are well trained to be a positive influence in a diverse workforce.

## Institutional Effectiveness Review

### **Present Status**

*Learning/Service and Action from 2001 - 2002 Institutional Effectiveness Review:*

<i>Learning/Service Goal</i>	<i>Assessment Measurement/ Action</i>	<i>Person(s) to Implement</i>	<i>Timeframe</i>	<i>Resource Implications</i>	<i>Use of results</i>
Goal 1 Upgrade facilities	Current status of facilities–Determine equipment needs	Steve Berkel and B.J. Stockton	2001-2002	Significant equipment replacement	Enhance learning environment
Goal 2 Revise Curriculum	Shift in emphasis from “cooking” to true Culinary Arts	Steve Berkel	2001-2003	Minimum	Enhance the scope of student learning
Goal 3 Enhance student success	Evaluate the placement of students	Steve Berkel and B.J. Stockton	2003-2005	Minimum	Modify curriculum/ instruction
Goal 4 Increase enrollment	Evaluate the past 5 years of enrollment - methodologies	Steve Berkel and B.J. Stockton	Continuous	Minimum	Enhance student recruitment

### *Innovative Changes (in last 5 years):*

- The culinary arts lab has been redesigned and upgraded using state of the art equipment and the very latest in technologies. The classroom has been equipped with Smartboard technology with internet and cable TV access. Renovation includes the installation of a stainless steel wall behind the cooking equipment to improve sanitation and reduce the risk of fire. Virtually all cooking equipment in the Culinary Arts program has been upgraded or replaced during the past five years. This was accomplished through the state Vocational Technical Enhancement Grant. Renovation and replacement included cooking stoves, ovens, refrigerators, freezers and most other cooking apparatus.
- The dining room / classroom has been completely renovated to enhance the students learning experience. The classroom is esthetically appealing and the area serves well as a dining area where the students can effectively learn all aspects of the various types of service.
- The culinary office has doubled as a culinary arts resource library filled with research materials that are available to all students.

- The Garde Manger kitchen has been redesigned and can now be used as a learning lab for all students. This has allowed for the addition of some post-secondary courses.
- All storage areas have been redesigned to reflect business and industry standards. Storage has been maximized through a complete organization of existing space.
- A Chef-of-the-Week program has been implemented. This has resulted in a higher degree of learning for all students by providing leadership and organizational skills.. This chef program gives the students an opportunity to experience work related time constraints and deadlines associated with the real world of culinary arts.
- The culinary arts program has been opened for high school sophomores enrollment, effectively increasing the student pool of applications for the program.
- Students are strongly encouraged to participate in the Skills-USA program, and especially the competitions. This has been a very effective teaching tool for those students that are seriously thinking of culinary arts as their career choice.
- The math and communications instructors have adopted many suggestions which keep their lessons in line with the culinary arts curriculum. This improved communication has resulted in a more effective cross-training of the student.

## **Faculty/Staff**

### *Faculty/Staff Qualifications and Professional Development:*

Chef Berkel graduated in 1983 with an Associates Degree from the Culinary Institute of America. He has 23 years of restaurant, hotel, and club experience prior to joining the Jefferson College team in 2000. He began his career in the food and beverage industry as a busboy / dishwasher and worked his way through every kitchen, dining room, and bar position to ultimately reach the level of general manager. His past employment includes Stouffer and Hilton Hotels, Missouri Athletic Club, & the St. Louis Steakhouse, among many others. Mr. Berkel has won numerous awards at various culinary competitions, is a member of the American Culinary Federation, The St. Louis Chefs de' Cuisine, The World Food Club, and The Pure Food Campaign.

## **Students/Constituents**

### ***Student/Constituent Satisfaction and Feedback:***

The responses generated by students on the faculty evaluations during the years of 2002 – 2007 reflect a high level of satisfaction with the program. All responses on all of these evaluations were marked as “above average” and “excellent”. This applies to all areas of the program for course content as well as faculty. All student evaluations are available in file for review if needed. Several student comments are listed below.

*“The instructor is the best teacher I have ever had. He is nice and polite in the way he teaches, and makes sure that I learn the material. He is not just a good teacher, he is a great teacher. He cares about me and what happens. I, as well as others, appreciate his dedication to culinary arts and to teaching”*

*“The course work was well designed. I have learned much from you. Over the last two years you have sort-of become a second father to me. Thank you for all of your help and wisdom”*

*“The past two years have been a lot of fun. I have really enjoyed your class. I never thought that I could make 4<sup>th</sup> place at a (state level) baking competition. I couldn’t have done it without you. You are the greatest teacher ever. You are the only reason that I come to school.”*

### ***Student/Constituent Success:***

To date, 65 high school students have completed both years of the Culinary Arts program. Sixty-three (63) of those students have graduated with a Certificate of Mastery, achieving 86% of the competencies as required the Missouri Department of Elementary and Secondary Education. Twenty-two of these students have continued their education in the culinary Arts at the post-secondary level. Four have earned an Associates Degree and are now certified as Chefs through the American Culinary Federation.

Kym Sheppard, The Art Institute of Minnesota  
Kyle Andrade, Culinary Institute of America  
Fred Wilson, Culinary Institute of America  
Josh Young, Culinary Institute of America  
Amy Astroth, The Art Institute of Chicago  
Carrie Kipp, Johnson and Wales, Colorado  
Ashley Cauvey, Jefferson College post secondary Culinary Arts  
Shawn Guy, Jefferson College post secondary Culinary Arts  
Tony Palank, Jefferson College post secondary Culinary Arts  
Natalie Farwig, Jefferson College post secondary Culinary Arts  
Kym Sheppard, Jefferson College post secondary Culinary Arts  
Alex Pille, Jefferson College post secondary Culinary Arts  
Shawn Riebold, Jefferson College post secondary Culinary Arts  
Dannielle DeClue, Jefferson College post secondary Culinary Arts  
Amber Vernier, Jefferson College post secondary Culinary Arts  
Danielle Thurmand, Jefferson College post secondary Culinary Arts  
Justin Stephens, Jefferson College post secondary Culinary Arts  
Justin Villmer, Jefferson College post secondary Culinary Arts  
Cat Chapmann, Jefferson College post secondary Culinary Arts  
Carrie Kipp, Jefferson College post secondary Culinary Arts  
Phil Carrosello, Jefferson College post secondary Culinary Arts  
Justin Zesch, Jefferson College post secondary Culinary Arts  
Chris Robertson, Jefferson College post secondary Culinary Arts

#### 2006 – 2007

15<sup>th</sup> place, National Skills USA Competition  
1 Gold Medal, State Skills USA Competition  
2 Silver Medals, State Skills USA Competition  
3 Bronze Medals, State Skills USA Competition  
9 Gold Medals, District Skills USA Competition  
5 Silver Medals, District Skills USA Competition  
2 Bronze Medals, District Skills USA Competition

#### 2005 – 2006

Tanya West, Missouri State Tech-Prep Student of the Year

1 Gold Medal, State Skills USA Competition

2 Silver Medals, State Skills USA Competition

1 Bronze Medal, State Skills USA Competition

6 Gold Medals, District Skills USA Competition

3 Silver Medals, District Skills USA Competition

2 Bronze Medals, District Skills USA Competition

#### 2004 – 2005

18<sup>th</sup> place, National Skills USA Competition

1 Gold Medal, State Skills USA Competition

1 Bronze Medal, State Skills USA Competition

3 Gold Medals, District Skills USA Competition

1 Silver Medal, District Skills USA Competition

1 Bronze Medal, District Skills USA Competition

#### 2003 – 2004

1 Bronze Medal, State Skills USA Competition

2 Gold medals, District Skills USA Competition

#### 2002 – 2003

Adam Lambrich, Missouri State Tech-Prep Student of the Year

1 Bronze Medal, State Skills USA Competition

1 Gold Medal, District Skills USA Competition

### **Curriculum/Services**

#### *Curriculum/Services (Scope, Currency, Changes):*

The core curriculum of the Culinary Arts department addresses the many facets of the food and beverage industry. The faculty evaluates the textbooks and materials used within the program regularly and changes are made according to the relevancy of each. The advisory committee reviews the core curriculum on an annual basis. Suggestions are

considered and the necessary changes are made as needed in order to remain current with the needs of the Food and Beverage industry.

### *Curriculum/Services Issues (Support, Technology, Equipment)*

The college provides the Culinary Arts faculty with technical support for the equipment used within the classroom and lab areas. Computer lab support and library support is also available. The business community supports the program through the hiring of graduating students, through their involvement in the advisory committee, and through their participation in the annual chamber luncheon hosted in our facilities. Student recruitment support is done through the area technical school. Annually, there are in excess of 100 applicants for this program with a capacity of 36 students.

### **Community**

Through the years, the culinary arts students have been involved in many extracurricular activities, fostering positive relations within the Jefferson College community as well as the Jefferson County community.

#### Instructor

Teach classes at Trout Lodge Women's Wellness Weekend

Teach classes at Trout Lodge Valentine's Weekend (5 classes, 20 – 30 couples each)

Teach classes at Chef's Stop in Festus

Teach classes at Super Value Foods, Highland, Illinois

Teach classes for Tech Prep summer classes, Counseling for Technical Information

Judge, News Democrat Pumpkin Carving and Pumpkin Pie Contest

Judge, Suburban Journals Recipe Contest

Advisor and Judge, Belleville Gingerbread Walk

Advisor for Skills USA organization (4 years unpaid volunteer, 1 year paid advisor)

4-year volunteer with state level Skills USA organization, Service competition organizer

1 year volunteer with the state level Skills USA organization, competition judge

Adopt – a – highway, Jefferson College Drive, Skills USA

Sayersbrook Bison Festival, hosting chef for 11 years, with strong student involvement



## Students

High School Career Days

Jefferson College Career Days

Demonstrations at the Tech Prep Career Days each spring

Pizza day for the children in the child care with quick tour of the culinary arts

Family Appreciation Dinner, for the families of culinary students

Participation in Mastodon Art and Science Fair

Hosted luncheons for Sending school counselors

Sending school principals

Superintendents

Jefferson College Board of Directors

Hillsboro Chamber of Commerce

Local business leaders

Missouri Baptist classes for future high school counselors

Tech Prep Luncheon

## **Cost**

<b>COSTS</b>					
<b>Description</b>	<b>20002-2003</b>	<b>2003-2004</b>	<b>2004-2005</b>	<b>2005-2006</b>	<b>2006-2007</b>
Steve Berkel - Base Contract - Full Time	\$44,928	\$47,603	\$49,834	\$52,251	\$54,096
Steve Berkel - Overload - Full Time	\$8,536	0	\$630	\$630	\$3,958
Adjunct Faculty Salary - Jeff Hunt	\$0	\$11,600	\$11,600	\$11,600	\$11,600
Temporary Salary	\$0	\$0	\$0	\$0	\$0
Benefits - Total	\$13,478	\$14,281	\$14,950	\$15,675	\$16,229
Miscellaneous Advertising *	\$500	\$1,160	\$1,160	\$1,160	\$1,160
Enhancement Grant	\$4,178	\$43,435	\$0	\$35,120	\$30,359
Non-Capital Equipment	\$1,600	\$1,600	\$1,800	\$2,180	\$2,180
Honorariums	\$0	\$0	\$0	\$0	\$0
General Contractor Expenses	\$0	\$0	\$0	\$0	\$0
Instructional Services	\$0	\$0	\$0	\$0	\$0
Classroom Printing Expenses	\$500	\$500	\$600	\$600	\$650
Copier Printing	\$100	\$125	\$125	\$130	\$150

Charges**					
Professional Development - Travel	\$250	\$250	\$350	\$400	\$450
Professional Development - Other	\$1,000	\$1,200	\$1,250	\$1,250	\$1,500
Tuition Reimbursement	\$0	\$0	\$0	\$0	\$0
Software Expenses	\$0	\$0	\$0	\$0	\$0
Instructional Supplies	\$12,500	\$14,500	\$13,000	\$15,500	\$17,000
Office Supplies**	\$300	\$300	\$300	\$300	\$300
Computer Supplies**	\$125	\$125	\$125	\$125	\$125
Travel & General Business	\$250	\$250	\$250	\$250	\$250
Maintenance Supplies	\$0	\$0	\$0	\$0	\$0
TOTALS	\$88,245	\$136,929	\$95,974	\$137,171	\$140,007

Variances in expenditures from year to year are a result of expanding the Culinary Arts program to both Secondary and Postsecondary. Program offerings were also expanded to include Cake Decoration, Pastries and Baking. Instructional supply costs have increased each year due to the prices paid for food staples. The curriculum has been expanded to include a wide array of cooking experiences, which coincidentally increased the variety and expense of food items purchased.

Enhancement Grant purchases were based on total costs, not what was paid by the college. All equipment items purchased were 25% Jefferson College and 75% State of Missouri. All non-equipment items were a 50/50 match. Renovation of the Culinary Arts facilities and replacement of equipment was at approximately 95% of all expenses during the last five years.

\* Pro-rata Share of Expenses - Recruitment and Placement

\*\*Pro-rata share of all expenses in this category

### **Summary (SWOT)**

<b>Strengths</b>	<b>Weaknesses</b>
Excellent reputation within the campus community.	Lack of quality restaurants within the local community for student experiences.
Excellent reputation within the local community.	Cannot transfer credits to other post-secondary culinary trade schools.
Excellent reputation within Jefferson County.	
Excellent reputation within the food and beverage business community.	

<b>Opportunities</b>	<b>Threats</b>
Achieve accreditation through the National Restaurant Association and the American Culinary Federation.	Forrest Park Community College Culinary Program
Program expansion	Le'Ecole Culinary Academy recently opened in Ladue and is in competition for students at the post-secondary level students.
	Budget cuts and other influences to sending schools could at any point reduce the pool of potential students.

## **Future**

### Proposed Learning and Service Goals and Action Plan

<i>Proposed Learning/Service Goal</i>	<i>Proposed Assessment Measurement/ Action</i>	<i>Person(s) to Implement</i>	<i>Timeframe</i>	<i>Resource Implications</i>
<b>Goal 1</b> Institute the pro-start program as the first step to accreditation for the secondary program through the Missouri Restaurant Association (MRA) and the American Culinary Federation (ACF). This is also the first step in the long-term goal of achieving accreditation for the post-secondary program through the MRA and ACF.	Revise curriculum to follow pro-start guidelines.  MRA certifications to graduating students.  MRA and ACF accreditation of the secondary culinary arts program.	Steve Berkel	2 years	This will involve attending pro-start classes and revising the current curriculum to utilize the pro-start books more effectively.
<b>Goal 2</b> Offer serve-safe sanitation and Serve-safe Alcohol classes through continuing education and / or as a credited course through Jefferson College. Possibly offer as an on-line credit course. Secondary students would still learn during the school year, but could retake the final test through the college level program.	Design program and achieve new-program approval.  Self certification of the serve-safe alcohol program.	Steve Berkel	2 years	This would be offered to the public, but more importantly would become a pre-requisite prior to attending the post-secondary culinary arts programs.

<b>Goal 3</b> Continue improvements and updates to the classroom, dining room, and labs through enhancement grants. Install buffet cabinetry, pantry shelving, and others, allowing for a most organized, efficient, and student friendly environment. Maintain state-of-the-art equipment and facilities. Consider carpeting in the dining room. Utilize the new dining room to maximize exposure to the program.	Regular follow through of ideas.	Steve Berkel	On-going	Participation in Enhancement Grant opportunities in future years for upgrade of equipment and renovation of the facilities.
<b>Goal 4</b> Continue participation in all career days, public speaking events, and community involvement activities. Continue to strive for an over-sell of all culinary arts classes offered on a continual basis.	Maintain list of participation.	Steve Berkel	On-going	

## DISCIPLINE STATUS

☒ Satisfactory  
☐ Requires Immediate Attention  
☐ Unsatisfactory

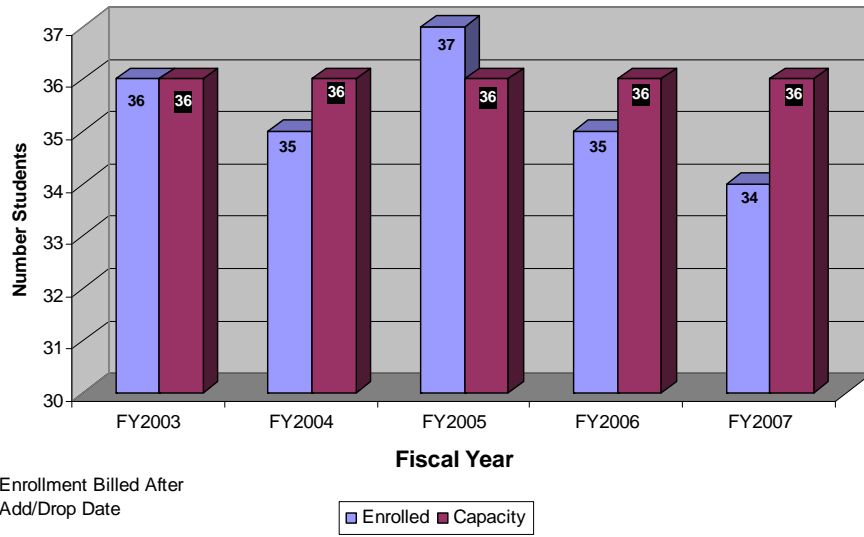
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**FY2003-FY2007 Culinary Arts Enrollment**



**Culinary Arts Positive Placement  
FY2003 - FY2007**

