



American Culinary Federation Education Foundation Inc., Accrediting Commission

Annual Report: Postsecondary Accreditation and Secondary Certification

American Culinary Federation, Inc. • Attention: Accreditation • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • www.acfchefs.org

INSTITUTION INFORMATION:

IMIS ID (for ACFEF Use): _____ School Type (check one): ☒ Postsecondary ☐ Secondary ☐ Dual

School Name: Oregon Coast Culinary Institute

Address: 1988 Newmark Avenue

City: Coos Bay State: OR Zip: 97420

Phone Number: 541-888-1546, or 541-888-7309 Fax: 541-888-7454 Website Address: www.occi.net

Contact (Program Coordinator/Lead Instructor) Name: Chef Shawn Hanlin Title: Executive Director

Work Phone: 541-888-1546 Cell Phone: 541-297-1399 Email: shanlin@socc.edu

Has there been a change in Program Coordinator/Lead Instructor since your last Annual Report? ☐ Yes ☒ No

Name of Institution's President/Principal: Dr. Patty Scott Title: College President

PROGRAMS INFORMATION:

Program Name: OCCI Associate of Applied Science Culinary Arts

Initial ACFEF Accreditation/Certification Date: 07/19/2007 Expiration Date: 06/30/2019

Program Type: ☐ Certificate ☐ Diploma ☒ Associate Degree ☐ Bachelor Degree # of Years Established: _____

Total Contact Hours Needed to Complete Program: _____ Total Credit Hours Needed to Complete Program: 90

of Technical Faculty: FT 3 PT _____ # of Students: FT 41 PT 44 # of Graduates Last Year: 2016-35

Program Name: OCCI Associate of Applied Science Baking and Pastry Arts

Initial ACFEF Accreditation/Certification Date: 07/19/2007 Expiration Date: 06/30/2021

Program Type: ☐ Certificate ☐ Diploma ☒ Associate Degree ☐ Bachelor Degree # of Years Established: _____

Total Contact Hours Needed to Complete Program: _____ Total Credit Hours Needed to Complete Program: 91

of Technical Faculty: FT 1 PT _____ # of Students: FT 28 PT 29 # of Graduates Last Year: 2016-26

Program Name: OCCI Associate of Applied Science Baking Management (utilizes same instructor as regular Baking/Pastry)

Initial ACFEF Accreditation/Certification Date: _____ Expiration Date: _____

Program Type: ☐ Certificate ☐ Diploma ☒ Associate Degree ☐ Bachelor Degree # of Years Established: 1

Total Contact Hours Needed to Complete Program: _____ Total Credit Hours Needed to Complete Program: 106

of Technical Faculty: FT 1 PT _____ # of Students: FT 2 PT _____ # of Graduates Last Year: 2017-1

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Program Name: OCCI Associate of Applied Science Culinary Management (Same instructors as regular culinary pgm)

Initial ACFEF Accreditation/Certification Date: _____ Expiration Date: _____

Program Type: ☐ Certificate ☐ Diploma ☒ Associate Degree ☐ Bachelor Degree # of Years Established: _____

Total Contact Hours Needed to Complete Program: _____ Total Credit Hours Needed to Complete Program: 105

of Technical Faculty: FT 3 PT _____ # of Students: FT _____ PT _____ # of Graduates Last Year: 1

Program Name: _____

Initial ACFEF Accreditation/Certification Date: _____ Expiration Date: _____

Program Type: ☐ Certificate ☐ Diploma ☐ Associate Degree ☐ Bachelor Degree # of Years Established: _____

Total Contact Hours Needed to Complete Program: _____ Total Credit Hours Needed to Complete Program: _____

of Technical Faculty: FT _____ PT _____ # of Students: FT _____ PT _____ # of Graduates Last Year: _____

Program Name: _____

Initial ACFEF Accreditation/Certification Date: _____ Expiration Date: _____

Program Type: ☐ Certificate ☐ Diploma ☐ Associate Degree ☐ Bachelor Degree # of Years Established: _____

Total Contact Hours Needed to Complete Program: _____ Total Credit Hours Needed to Complete Program: _____

of Technical Faculty: FT _____ PT _____ # of Students: FT _____ PT _____ # of Graduates Last Year: _____

Program Name: _____

Initial ACFEF Accreditation/Certification Date: _____ Expiration Date: _____

Program Type: ☐ Certificate ☐ Diploma ☐ Associate Degree ☐ Bachelor Degree # of Years Established: _____

Total Contact Hours Needed to Complete Program: _____ Total Credit Hours Needed to Complete Program: _____

of Technical Faculty: FT _____ PT _____ # of Students: FT _____ PT _____ # of Graduates Last Year: _____

Program Name: _____

Initial ACFEF Accreditation/Certification Date: _____ Expiration Date: _____

Program Type: ☐ Certificate ☐ Diploma ☐ Associate Degree ☐ Bachelor Degree # of Years Established: _____

Total Contact Hours Needed to Complete Program: _____ Total Credit Hours Needed to Complete Program: _____

of Technical Faculty: FT _____ PT _____ # of Students: FT _____ PT _____ # of Graduates Last Year: _____

REQUIRED SIGNATURES:

All documents submitted to the ACFEF by the Educational Institution completing this Annual Report and corresponding Exhibits will be verified to be accurate and truthful, and are the responsibility of the Educational Institution Representative approving and signing this application.

Application Submitted by: Shawn Warren . occi operations coordinator 04/25/2017
Signature of Program Coordinator/Lead Instructor Date

Application Approved by: Shawn L. Miller CEE APC 04/25/2017
Signature of Authorized Educational Institution Representative Date

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ANNUAL REPORT TASK TIMELINE

| Time Prior to Due Date of May 1st | Annual Report Tasks |
|---|---|
| January 1st - May 1st of the current year | <p>1. Annual Reports are required to be submitted by all ACFEF Postsecondary Accredited/Secondary Certified programs between January 1 and May 1 each year.</p> <p>Note: You will be exempt from submitting an Annual Report during the year in which you are scheduled for a Site Visit, as this information will be contained in your Self Study and be reviewed during the Site Visit.</p> <p>2. Follows these steps to process your Annual Report:</p> <ol style="list-style-type: none"> Complete the Annual Report and Professional Development Report document templates, available on the ACF website for downloading at http://www.acfchefs.org/ACF/Resources/Downloads/. Save the documents including your school name in the file name to be emailed. Example: <i>Annual Report Bishop State Community College</i>. Abbreviate school name if necessary. Email the completed documents and Exhibits to annualreports@acfchefs.net. <p>Note: As a part of our "Going Green" initiative, we will not be accepting mailed hard copies of Annual Reports.</p> <p>3. Your Annual Report will be reviewed and you will be notified of the status. Any pending issues must come into compliance by June.</p> <p>4. If you have any questions, please do not hesitate to contact the Accreditation Department at (800) 624-9458.</p> |
| By July 1st | You will receive an email from the ACFEF Accreditation Department informing you that the Annual Report has been accepted as complete or the information that has been submitted is insufficient and requires additional clarification or Exhibits. |

EXHIBIT CHECKLIST

1. Use the following Exhibit Checklist to ensure all necessary supporting documentation is included with your Annual Report.
Note: The Exhibits are labeled to match the Exhibit #'s used in the 2016 Self Study.

| Self Study Section | Required Exhibits |
|-----------------------------------|---|
| 3.0 Organization & Administration | <input checked="" type="checkbox"/> Exhibit 3B (Standard 3.05) Advisory Committee minutes for past year. |
| 4.0 Faculty and Staff | <input checked="" type="checkbox"/> Exhibit 4D (Standard 4.03 and 4.09) Copy of Professional Development Reports (PDRs) for all full-time and part-time instructors. |
| 5.0 Curriculum | <input checked="" type="checkbox"/> Exhibit 5C (Standard 5.17) Copy of completed student Equipment Safety Check Sheet. |
| 6.0 Facilities | <input checked="" type="checkbox"/> Exhibit 6C (Standard 6.05) Current sanitation report, if required by federal, state or local code. |
| 8.0 Program Assessment | <input checked="" type="checkbox"/> Exhibit 8B (Standard 8.05) Evaluations and Surveys: Summary of graduate placement data (college, workforce and military), student retention and educational achievements and industry certificates for students in verifiable and consistent ways including: employer surveys, graduate follow-up surveys, job placement rates. |

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| Standard Number and Description | Evidence of Compliance – Program to Provide the Following Information |
|--|--|
| <p><i>5.14 The lab experiences and dining facilities, if applicable, reflect high standards of professional appearance by instructors and students to ensure sanitation and safety policies are being met.</i></p> | <p>1. Write narrative response describing:</p> <ol style="list-style-type: none"> The institution's lab uniform policy. Include where this policy is visible to students. The institution's dining room uniform policy, if applicable. Include where this policy is visible to students. If the students are responsible for providing the required uniforms or if the uniforms are provided by the school. How the uniform policies are enforced. |

Narrative Response:

OCCI maintains a stringent uniform policy for all students. Students receive complete uniforms upon arrival at OCCI and are expected to wear them any time they are present at school whether for class or events.

* OCCI is dedicated to upholding the proud traditions of the food service industry and promoting a strong work ethic and professionalism in both attitude and appearance.

* Students are expected to take pride in their uniform. It is each student's responsibility to ensure that he or she is in a complete, clean uniform at the beginning of each day's class.

* Students will not be allowed in class without a complete and properly maintained uniform.

* Laundering and care of the uniform is each student's responsibility. If a uniform is lost, the student must purchase and replace it at his or her own expense.

* Uniforms may not be worn as street clothes; students can change into or out of their uniforms as necessary in the building.

* Students can purchase additional uniforms as needed.

* Jewelry restrictions will be at the discretion of the chef instructor however hanging or dangling earrings or jewelry will not be permitted in class or at any OCCI events.

* The OCCI uniform includes:

* White chef coat; if any undergarment is worn underneath the uniform, it must be white without a pattern.

* White cooks' apron.

* Cooks' checkered pants.

* Firm black, non-slip, leather shoes with socks or stockings.

* OCCI baking cap.

* ALL IN OR ALL OUT!

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| Standard Number and Description | Evidence of Compliance – Program to Provide the Following Information |
|--|---|
| <i>8.06 The assessed data findings are publicly available and used in the program planning involving: administration, faculty, students, Advisory Committee, employers and graduates affiliated with the program.</i> | <ol style="list-style-type: none">1. Write narrative response describing:<ol style="list-style-type: none">a. How assessed data findings are used in the program planning involving:<ul style="list-style-type: none">- Administration, faculty- Students- Advisory Committee- Employers- Graduates affiliated with the programb. How/where your institution offers the public information on student performance:<ul style="list-style-type: none">- link to website, brochure, annual report, etc. |
| Narrative Response: <p>Administrative personnel and faculty regular access data for planning purposes.</p> <p>Data is used as a comparison tool and shared with students to aid in decision making regarding school choices, programs, job sites, externship sites, etc.</p> <p>Data is also shared with Southwestern Oregon Community College administration, graduates, and the local newspaper. It is also published in the OCCI viewbook, on social media, and at events.</p> | |

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POSTSECONDARY ACCREDITATION AND SECONDARY CERTIFICATION FEEDBACK

1. How has the Postsecondary Accreditation / Secondary Certification process affected your program?

Narrative Response (Please limit narrative to 250 words):

Accreditation has become more important recently as culinary schools are shutting their doors. Students have become more focused on what the schools have to offer as the field is more competitive than ever before. Accreditation is vitally important for those students wishing to transfer into a 4-year program following completion at OCCI. Equally important is having a degree from an accredited institution such as Oregon Coast Culinary Institute. We value our accreditation and work hard to maintain it.

2. Do you intend to seek renewal of your programmatic Postsecondary Accreditation / Secondary Certification?

☒ Yes ☐ No (If no, explain below):

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PROGRAM CHANGES IN THE PAST YEAR

Report any changes to your Program(s) during the past year regarding the following topics. Please limit narrative to 250 words. If no changes were made to a topic, write N/A in the narrative section.

| Topic | Narrative Response |
|-----------------------|--|
| 1. Facility/Equipment | <p>Bakery - With grant funds we were able to acquire a large slicer for breads. We use the slicer when we sell our loaves at our La Patisserie bakery on most Fridays. There were also many small pieces purchased for making desserts - heat guns, air brushes, and silicone molds.</p> <p>Culinary - With grant funds we were able to purchase a PacoJet Super System. Pacojet is a dynamic professional kitchen appliance that makes it easy to prepare high-quality dishes while saving time, labor and reducing food waste.</p> |
| 2. Resources | NA |

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| | |
|-------------------------------|---|
| 3. Budget | Tuition for the each program remains at \$25,200. The new programs added; Culinary Management and Baking Management are priced at \$27,200. No other changes in the budget. |
| 4. Course Titles/Competencies | NA |

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5. Support Staff

Our Recruiter/Admissions person left OCCI to become the Director of Catering on campus. Our new Recruiter/Admissions person is Del Clark. Del is a graduate of our culinary program and is an amazing recruiter who the students easily identify with both prior to, and after, arrival at OCCI. We have one part-time student helper.

6. Mission & Goals of Program

NA

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| | |
|--|----|
| 7. Institution and/or Program Accreditation Status/State Approval | NA |
| 8. Student Services | NA |

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9. Program Additions

This was reported in 2016 - Two programs have been added to the degrees offered at OCCI. They are:
Associate of Applied Science Culinary Management and Associate of Applied Science Baking Management. These new programs offer 6 additional academic classes to be taken either during or after the students' externship. These programs articulate into Southern Oregon University's Hospitality and Tourism program. The cost of the new programs is \$27,200.

10. Other changes affecting the Accredited Program

In the summer of 2017 OCCI will be replacing a Baking and Pastry instructor (Woojay Poynter #145096) who has moved out of the country.