

SUMMARY

- 1. Summarize the major strengths of your program(s), as well as identified areas for improvement, in comparison to the ACFEF Accrediting Commission Standards identified through this Self-Study.**

The Culinary Arts Program and the Baking and Pastry Arts Programs at Southwestern Oregon Community College are both strong programs committed to providing students with a comprehensive education leading to professional careers in the Culinary and Baking/Pastry field.

Strengths include dedicated instructors well versed in the basics of Culinary arts/Baking and Pastry Arts as well as specialties that include International Cuisine, Regional Cuisines, Ice Carving, Catering, Cold food and a' la carte; Advanced Pastries, Artisan Breads, Chocolate and Sugar and display pieces.

Both programs have an active and dedicated advisory committee; state-of-the-art facility; one full-time Recruiter; one full-time Student Services Representative and one full time Administrative Assistant to the Executive Director.

Culinary Arts and Baking and Pastry Arts instructors are proud of their successes in preparing students for viable and long-term jobs in the food service industry. The instructors and staff realize that their duty is to maintain their standards, increase their knowledge, and grow with the changing trends in the industry. The increased stability of the program that comes with stable leadership is another strength of the program. The Executive Director brings over 25 years of culinary and business experience as well as contacts from areas outside the region that can lead to enhanced externship opportunities.

It is especially beneficial to students to have three full-time employees available to troubleshoot problems, issues, and concerns. This is most notable in the arena of financial aid access and disbursement and advising. The college has recently hired a full-time OCCI recruiter with the intent of increasing the number of students in both culinary arts and baking and pastry programs.

Both programs have a facility that is well-equipped with modern appliances and technology. Technology is available in the kitchens and classrooms and has provided students and faculty with the skills necessary in today's workforce. Continuous improvement in the form of new equipment and tools keeps the program up to date.

The advisory committee is an active and dedicated group of local area employers in the restaurant and hospitality industries. Many students complete the externship opportunity in the local area. Members of the advisory committee often serve as guest lecturers, provide opportunities in catering and hands-on experiences during the program. They actively hire a number of graduates from the program and use their connections on behalf of the program.

- 2. How do you plan to use the results of the Self-Study to maximize the strengths of the program(s) and to minimize any identified weaknesses?**

This self study is of benefit to the program, the instructors and the college. It served to illustrate that the program is strong and does many things right. It also highlighted the areas in which the

instructors, the program and the college can effect positive change, such as increased recruiting efforts. The goal is to continually identify strategies that will enhance all areas of the program and continue the goal of lifelong learning.

3. Describe the process by which this Self-Study was prepared.

The Executive Director, Assistant to the Executive Director, and Program Coordinators served as the lead on this project. Culinary Arts and Bakery and Pastry Arts instructors, the Executive Director, all support staff and other key stakeholders met regularly to discuss the standards and how the program met the competencies. From that process, a draft of the study was created and circulated for review.

- a. **Who was involved in reviewing the program(s) in preparation for this Self-Study?**
 - Baking and Pastry chef instructors
 - Culinary Arts chef instructors
 - Executive Director, Oregon Coast Culinary Institute
 - Instructional Vice President for career and professional technical education
 - Student services staff
 - Advisory Committee

- b. **Who compiled the document and identified strengths and weaknesses?**
 - Chef Shawn Hanlin, Executive Director of OCCCI
 - Chef Nilda Garzelloni DoVale, Program Coordinator/ Culinary Arts instructor
 - Chef Tina Powers, Program Coordinator/ Baking and Pastry Instructor
 - Chef Tom Roberts, Culinary Arts instructor
 - Chef Woojay Poynter, Culinary Arts instructor
 - Chef Darrell Folck, Baking and Pastry Instructor
 - Linda Kridelbaugh, Vice President, Instructional
 - Tara Pryor, Assistant to the Executive Director

- c. **Who reviewed the Self-Study once it was completed prior to submission to the ACF Accrediting Commission?**
 - Dr. Patty Scott, President
 - Linda Kridelbaugh, Vice President,
 - Chef Shawn Hanlin, Executive Director of OCCCI
 - Chef Nilda Garzelloni Dovale, Program Coordinator/ Culinary Arts instructor
 - Chef Tina Powers, Program Coordinator/Baking and Pastry Arts instuctor

4. What does accreditation by the Accrediting Commission of ACF mean to your program(s)?

Accreditation by the ACF Accrediting Commission ensures a standard of excellence that students and prospective students benefit from. It also means that Southwestern Oregon Community College's programs have joined an elite club of educational institutions that exhibit the highest standards of hospitality, culinary and baking and pastry practices. This accreditation validates the programs mission in preparing students for successful culinary related careers.

On a practical note, it indicates that students have achieved specific educational outcomes, as measured objectively. It increases students' knowledge of industry standards and the level of professionalism. Accreditation also provides students with regional and national contacts to make the job seeking process less difficult. Accreditation also offers opportunities for instructors to maintain and enhance their skills and level of professional development.

The outcome is that students will receive a quality education that leads to successful careers in the Culinary Arts and Baking and Pastry Arts field.

EXHIBITS

1.0 PROGRAM ELIGIBILITY EXHIBITS

- 1.1 Provide a copy of Program Application for ACFEF Accreditation as a part of this Self-Study.
- 1.1.1 Copy of all the school's current state licenses Exhibit 1.1
- 1.2 Provide a signed copy of the ACFEF Accreditation Agreement Form
- 1.3.1 Copy(s) to show approval of credit or clock hour programs by state or accrediting body/commission.
- 1.5 List of 10 recent graduates and their places of employment. Include name, address, email address and phone number for graduates and employers.

2.0 PROGRAM MISSION AND GOALS EXHIBITS

- 2.1 Sample of the review methods used in keeping the goals and objectives current with industry requirements (employer surveys, advisory committee meeting minutes if discussion included review methods, etc.).
- 2.2 Baking and Pastry Program Competencies
Culinary Program Competencies
- 2.3 College competencies for all programs

3.0 ORGANIZATION AND ADMINISTRATION EXHIBITS

- 3.1 Organizational charts for the administrative structure of the institution and the program
- 3.2 Job descriptions for program related staff and instructors
- 3.3 Roster of OCCI Advisory Committee members and their job titles and minutes for past year
- 3.4 Financial statement for the program for the last fiscal year -- this can be the department budget, audited or un-audited.
- 3.5 Current instructors' certificates and licenses

4.0 FACULTY AND STAFF EXHIBITS

- 4.1 OCCI faculty and staff meeting minutes. Additional college meetings regarding OCCI.
- 4.2 Personnel data sheets/IPD's or Personnel development plans for all full and part-time program faculty (use Faculty Professional Development report forms provided by the Commission; **do not include resumes**);
- 4.3 Teaching schedule in effect for time of the on-site visit

5.0 CURRICULUM EXHIBITS

- 5.1 Completed ACFEFAC “Required Knowledge and Competencies” template specific to each program being reviewed, with referenced course syllabi attached. Culinary Arts and Baking and Pastry programs have a separate set of competencies which are available from the ACFEF Accreditation office);
- 5.2 Sample of all required documents used in the supervised work experience portion of the curriculum.
- 5.3 Sample of daily lab evaluations
- 5.4 List of field trips and guest speakers
- 5.5 Library Research Guide. Library collection list.
- 5.5 Sample of a completed Equipment Safety Check Sheet

6.0 FACILITIES EXHIBITS

- 6.1 List of major equipment used in the program
- 6.2 Diagram/floor plan of kitchen and/or lab facilities
- 6.3 Most recent sanitation inspection

7.0 STUDENT SERVICES EXHIBITS

- 7.1 Retention statistics chart. Graduate statistics chart. Student success rate chart for the last two years.
- 7.2 Copies of all current advertising and promotional materials. College catalog and hard copy of the OCCI website: Address of the school’s web site.

8.0 PROGRAM ASSESSMENT EXHIBITS

- 8.1 Graduate placement statistics for the last two years
- 8.2 Summary of recent assessment data and surveys: e.g., employer surveys, graduate follow-up studies, student evaluations, placement statistics, state reviews, etc. Blank forms are only a portion of this exhibit.
- 8.3 Sample forms for faculty evaluations, curriculum assessment, and the outline process and program effectiveness.
- 8.4 Evidence that the physical facility meets fire and safety standards (copy of certificate (s) of insurance showing all coverage carried by the school/institution e.g. title page of insurance certificate

9.0 SUSTAINABILITY

- 9.1 Documentation of Sustainable Practices: Examples, pictures.

Exhibits included in this self-study can be accessed through the Executive Director of Culinary Arts or by requesting information from the Office of Instruction.