

MEMORANDUM

Date: 6 January, 2021

To: Dr. Joe Schaffer, President

From: Dr. Kari Brown-Herbst, Interim Vice President, Academic Affairs

CC: Dr. Clark Harris, Interim Associate Vice President, ACC
Dr. Kelly Humphrey, Dean, Student and Academic Services, ACC

Re: Culinary Arts Credit Diploma, ACC



As a result of our Guided Pathways initiative the College has committed to offering academic programs that are clear and intentional in design to meet students' goals in employment or further education. It is with respect for these tenets that I seek approval for a new Credit Diploma in Culinary Arts. This proposed program represents an innovative collaboration between the ACC and Albany County School District #1, specifically Laramie High School.

PROGRAM OVERVIEW:

This Culinary Arts credential presents an opportunity for the Albany County Campus of Laramie County Community College to partner with Albany County School District #1 and Laramie High School (LHS) to provide college credit and a credential to high school students enrolled in Culinary Arts courses at the high school. The 25-credit Diploma will be launched in LHS as an opportunity for successful high school students to earn national certification which will position them favorably for employment in the food service industry.

LHS will absorb all costs associated with this program. Based on enrollment trends at LHS, 20-25 students are expected to complete this credential annually. With 400 students taking Culinary Arts courses at LHS in recent years, we anticipate ongoing enrollments. Students who complete this program will be eligible to receive certifications in ServSafe Manager and Pro Start Foundations of Restaurant Management Culinary Arts Level I and II. Both certifications are recognized worldwide. ServSafe certification is required for most non-fast food establishments and when combined with Pro-Start, will ensure hourly wage increases of two to seven dollars per hour for graduates. There is currently a high demand for restaurant workers in Albany County, and food preparation jobs have a bright outlook in O-NET both nationwide and in Wyoming.

PROGRAM OUTCOMES:

The program has completed the required development and review process and has received approval of the Academic Standards Committee. The Credit Diploma is comprised of 25 credits and can be completed in two semesters.

Upon successful completion of the Credit Diploma, students will be able to:

1. Use industry-recognized standards to ensure safety and sanitation in food preparation.
2. Use standard commercial kitchen equipment to make soups, stocks, and sauces.
3. Use standard commercial kitchen equipment to fabricate meats.
4. Demonstrate fundamental baking and pastry skills.
5. Employ fundamental knife skills.
6. Explain components of restaurant management

Students will have the opportunity to meet these outcomes through the following program sequence:

| Culinary Arts Credit Diploma Program Sequence | | | |
|-------------------------------------------------|-----------|------------------------------------------------------|----|
| 1st Semester | | | |
| | CULA 1555 | Food Preparation I: Stocks, Sauces, and Soups | 3 |
| | CULA 1600 | Food Preparation II: Garde Manger | 3 |
| | CULA 2700 | Food Preparation III: Baking | 4 |
| | HRM 1505 | Sanitation, Health, and Safety | 3 |
| | | | |
| Semester Total: | | | 13 |
| 2nd Semester | | | |
| | CULA 1970 | Internship | 1 |
| | HRM 1515 | Planning & Control for Food and Beverage Operations | 3 |
| | CULA 2900 | Food Preparation V: Fish and Shellfish Prep and Cook | 4 |
| | CULA 2800 | Food Preparation IV: Meat Prep and Cook | 4 |
| Semester Total: | | | 12 |

STAFFING IMPACT:

Concurrent Enrollment faculty at Laramie High School is qualified to teach all courses in the program and has capacity for the instructional responsibilities.

BUDGET IMPACT:

No new or outside funding is required to implement the Culinary Arts credential. Without the need for new equipment, facilities, a new position or increases in courses or faculty workload, we expect no budgetary expense to LCCC.



PROGRAM ACTION FORM

| | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------|----------------------------------------------------|------------------------------|----------------------------------------------------------|----------------------------------------------------------|
| College | Laramie County Community College | | | | | |
| Date | 01.05.2021 | | | | | |
| Program Request for | <input checked="" type="checkbox"/> New Program | | <input type="checkbox"/> Modified Existing Program | | <input type="checkbox"/> Discontinue an Existing Program | |
| Program Title | Culinary Arts | | | | | |
| Type of Credential | <input type="checkbox"/> AA | <input type="checkbox"/> AS | <input type="checkbox"/> AFA | <input type="checkbox"/> AAS | <input type="checkbox"/> Cert | <input checked="" type="checkbox"/> Other Credit Diploma |
| Total Credit Hours: | 25 | | | | | |
| CIP Code and Title | CIP Code (6 digits): 35.2021 | | | Food Preparation Workers | | |
| (Classification of Instructional Programs/CIP obtained from the National Center for Educational Statistics at https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55 double check your recommendation with the records office) | | | | | | |

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| Rationale for request <i>(New, modified or discontinued)</i> | |
| <p>This Culinary Arts program presents an opportunity for the Albany County Campus of Laramie County Community College to partner with the Albany County School District #1 and Laramie High School (LHS) to provide college credit and a credential to high school students enrolled in Culinary Arts courses at the high school. Based on enrollment trends, 20-25 students are expected to complete this program annually. With 400 students taking Culinary Arts courses at LHS in recent years, this program is ensured ongoing enrollments without a need to recruit new students. Further, LHS will absorb all costs associated with this program.</p> <p>Students who complete this program will be eligible to receive certifications in ServSafe Manager and Pro Start Foundations of Restaurant Management Culinary Arts Level I and II, which are recognized worldwide. ServSafe certification is required for most non-fast food establishments and when combined with Pro-Start, will ensure hourly wage increases of two to seven dollars per hour for graduates. This program will also provide hands-on operations experience as students will engage in 15-20 internship hours in a local restaurant and by catering events at Laramie High School. There is a high demand for restaurant workers in Albany County, and food preparation jobs have a bright outlook in O-NET both nationwide and in Wyoming.</p> | |
| Type of Program | <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Transfer preparation <input checked="" type="checkbox"/> One-year workforce placement </div> <div> <input type="checkbox"/> Short term workforce placement <input type="checkbox"/> Special need endorsement </div> </div> |

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------------------|----------------|------------|
| Certificate Questions <i>More than one may apply</i> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No local or state employer or industry specific <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No nationally recognized <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No examination or licensure preparation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No practicum <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No stackable Title IV Financial Aid Eligible <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (<i>minimum of 16 semester hrs</i>) <i>(Stafford Loans, Perkins Grants, Pell Grants and Federal Campus-based Grants)</i> | | | | |
| New program start | <input type="checkbox"/> NA OR identify the semester the program will start: Fall 2021 | | | | |
| Taught by non-accredited vendors? | <input type="checkbox"/> YES (see below) <input checked="" type="checkbox"/> NO | | | | |
| WCCC or State Priority | <input checked="" type="checkbox"/> YES (see below) <input type="checkbox"/> NO <i>(See the WCCC website, there are several programs which have a state priority, such as the Governor's Economically Needed Diversity Options for Wyoming/ENDOW)</i> This program aligns with Tourism and Recreation, which the ENDOW Initiative identifies as a pillar for economic opportunity and job growth. The EMSI Report also categorizes Culinary Arts as the second highest post-secondary credential need in the state of Wyoming at the certificate level. | | | | |
| Program Curriculum | | | | | |
| Program Description | The Credit Diploma in Culinary Arts provides a comprehensive, hands-on educational experience culminating in an internship at a local restaurant establishment where learning is applied. Gaining real world experience and building professional connections that help students gain employment after graduation emphasizes the broad range of skills these students learn throughout this two-year program. Courses meet National Association of Restaurant Management and Culinary Arts standards, and students who complete this program will be well-prepared for employment in the culinary industry and may also pursue the Associate of Applied Science in Trades and Technical Studies. | | | | |
| Recommended Change | <input checked="" type="checkbox"/> NA OR Type the proposed change to the description below | | | | |
| New Curriculum | <input checked="" type="checkbox"/> YES (see below) <input type="checkbox"/> NO | | | | |
| <i>List the new courses alphabetically. Include prefix, course number, course title, credit hours (add more rows to the table if needed). Check the Wyoming Transfer Catalog for possible courses and numbers then contact your registrar regarding the suggested numbers.</i> | | | | | |
| Considerations | Prefix | Number | Title | Credits | LOI |
| Includes New Course? Y | | | | | |
| | CULA | 2970 | Internship | 1 | 3 |
| | Students intern at local restaurant establishments and catering events where they apply skills and knowledge learned in the Culinary Arts Program and receive instruction on restaurant and catering operations and management. Corequisites: HRM 1515, CULA 2800, CULA 2900 | | | | |
| | CULA | 1555 | Food Preparation I: Stocks, Sauces, and Soups | 3 | 2 |
| | Students prepare stocks, soups, classical and contemporary sauces, accompaniments, and pair sauces with a variety of foods. Students also learn | | | | |

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|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------------------------------------------|----|---|
| | cooking techniques of simmering and boiling and proper knife, tool, small-ware, and equipment skills. Corequisite: HRM 1505. | | | | |
| | CULA | 1600 | Food Preparation II: Garde Manger | 3 | 2 |
| | Students acquire knowledge of specialty foods and garnishes, with an emphasis on design, techniques, and displaying fine foods. Students also learn about specialized deli (charcuterie) products including sausages; pates and terrines; vegetable carving, fruits, and ice; the seven families of hors d'oeuvres; composed salad; green salads and salad ingredients; and international cold sauces and dressings. Students develop methods and techniques to prepare cold foods, create menus, and plan banquets and catering. Corequisite: HRM 1505. | | | | |
| | CULA | 2700 | Food Preparation III: Baking | 4 | 2 |
| | Students are introduced to the fundamentals of baking and learn about preparing dough, quick bread, pies, cakes, cookies, tarts, doughnuts, and fillings. Students also learn baking terminology, tool and equipment handling, formula conversions, functions of flours and ingredients, and the evaluation of baked products. Students also practice advanced techniques related to classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Corequisite: HRM 1505. | | | | |
| | CULA | 2800 | Food Preparation IV: Meat Prep and Cook | 4 | 2 |
| | Students learn and practice meat preparation and cooking methods applicable to beef, lamb, veal, pork, fish, and poultry. Students practice roasting, sautéing, braising, grilling, baking, broiling, pan broiling, and pan-frying meats. Students identify characteristics of cuts of meat and U.S.D.A. quality grades, and learn Federal Meat Inspection Regulations. Students also learn overall kitchen functions for preparing and expediting food during service hours in a restaurant. Prerequisites: HRM 1505, CULA 1555, CULA 1600, CULA 2700. | | | | |
| | CULA | 2900 | Food Preparation V: Fish and Shellfish Prep and Cook | 4 | 2 |
| | Students learn and practice advanced concepts to prepare fish and seafood through lab demonstrations and hands-on experience. Students also identify types, species, and market forms of fish and seafood, prepare a variety of seafood menu items, and demonstrate proper processing and preparations of raw fish and seafood. Prerequisites: HRM 1505, CULA 1555, CULA 1600, CULA 2700. | | | | |
| | HRM | 1505 | Sanitation, Health, and Safety | 3 | 2 |
| | Students learn and practice the fundamentals of high-quality sanitation practices for food service employees, focusing on practical guidance in safe food handling from a scientific perspective. Students also learn sanitation concepts from an economic, legal, and moral point of view. Prerequisite: instructor consent required. | | | | |
| | HRM | 1515 | Planning & Control for Food and Beverage Operations | 3 | 1 |
| | Students learn and practice essential procedures for effective food and beverage planning and cost control. Using appropriate software to calculate food, beverage, and labor costs, students develop an effective sales income control system. Students also learn principles of food production and service management, including menu planning, purchasing, and storage. Prerequisites: HRM 1505, CULA 1555, CULA 1600, CULA 2700. | | | | |
| Did you coordinate w/CCs? | Most of the program courses already exist and are offered by Central Wyoming College. One new course (CULA 2970) was created to reflect the internship associated with this program. The LCCC Course Coordinator confirmed the availability of the prefix and number sequences indicated above. | | | | |
| TOTAL CREDITS | | | | 25 | |

(WCCC has a statewide common course numbering system, ensure that you have met with the records office prior to your submission to identify appropriate new course numbers for your program. This process may take up to a week to receive confirmation of the numbers)

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|
| Similar programs in Wyoming? (See WCCC Program List) | <input checked="" type="checkbox"/> YES (list below) <input type="checkbox"/> NO Central Wyoming College offers a Certificate and Associate of Applied Science in Culinary Arts. | | |
| Discussions with other Community Colleges | <input checked="" type="checkbox"/> YES (see below) <input type="checkbox"/> NO (see rationale below) The former Associate Vice President for the Albany County Campus and the current Laramie High School Culinary Arts faculty have engaged in discussion with Central Wyoming College Culinary Arts faculty regarding this program. | | |
| Additional Resources (faculty, support services, equipment or supplies) | <input type="checkbox"/> YES (see below) <input checked="" type="checkbox"/> NO STAFFING IMPACT: Concurrent Enrollment faculty at Laramie High School is qualified to teach all courses in the program and has capacity for the instructional responsibilities. BUDGET IMPACT: No new or outside funding is required to implement the Culinary Arts credential. Without the need for a new equipment, facilities, new position or increases in courses or faculty workload, we expect no budgetary expense to LCCC. | | |
| Primary Student Audience | The primary student audience is Laramie High School students who have expressed interest in pursuing a career in Culinary Arts. | | |
| Anticipated three year unduplicated headcount | Year one: 20 | Year two: 40 | Year three: 40 |
| Projected Demand in Wyoming and Nationally (Labor market anticipated demand upon completion of the program and wages for this career field) | | | |

Suggested data sources for Occupational Outlook and Wages:

Career One Stop- [US Department of Labor](https://www.doe.state.wy.us/lmi/)

Bureau of Labor Statistics (occupational outlook handbook) <https://www.bls.gov/ooh/>

Wyoming Labor Market Information (WLMI) <http://doe.state.wy.us/lmi/>

1. Projected demand in Wyoming and Nation (copy and paste the table below)

| United States | Employment | | Percent Change | Job Openings |
|---------------|--------------|-----------|----------------|--------------|
| | Year _2019__ | +10 years | | |
| | 886,700 | 877,200 | -1% | 139,400 |
| Wyoming | Employment | | Percent Change | Job Openings |
| | Year 2018__ | +10 years | | |

| United States | Employment | | Percent Change | Job Openings |
|---------------|--------------|-----------|----------------|--------------|
| | Year _2019__ | +10 years | | |
| | 1,380 | 1,520 | 10% | 260 |

2. State and National Wages

| Location | Pay Period | Year _2019__ | | | | |
|---------------|------------|--------------|--------|--------|--------|--------|
| | | 10% | 25% | Median | 75% | 90% |
| United States | Hourly | 8.76 | 10.00 | 11.92 | 14.26 | 17.07 |
| | Yearly | 18,220 | 20,800 | 24,800 | 29,650 | 35,500 |
| Wyoming | Hourly | 8.71 | 10.02 | 11.80 | 14.35 | 17.40 |
| | Yearly | 18,120 | 20,840 | 24,550 | 29,850 | 36,180 |

APPENDIX A- PROGRAM TERM BY TERM PLAN

Attach a copy of the program's term by term plan below

PROPOSED PROGRAM OF STUDY Culinary Arts Credit Diploma (*Specific Degree or Certificate*)

| RECOMMENDED CURRICULUM SEQUENCE: PROPOSED | | |
|--------------------------------------------------|------------------------------------------------------|-----------|
| Fall Semester 1 st Year | | Cr Hrs |
| CULA 1555 | Food Preparation I: Stocks, Sauces, and Soups | 3 |
| CULA 1600 | Food Preparation II: Garde Manger | 3 |
| CULA 2700 | Food Preparation III: Baking | 4 |
| HRM 1505 | Sanitation, Health, and Safety | 3 |
| TOTAL FALL SEMESTER | | 13 |
| Spring Semester 1 st Year | | Cr Hrs |
| CULA 2800 | Food Preparation IV: Meat Prep and Cook | 4 |
| CULA 2900 | Food Preparation V: Fish and Shellfish Prep and Cook | 4 |
| HRM 1515 | Planning & Control for Food and Beverage Operations | 3 |
| CULA 2970 | Internship | 1 |

| | | |
|---------------------------------------|--|-----------|
| <i>TOTAL SPRING SEMESTER</i> | | 12 |
| Summer Semester 1 st Year | | |
| | | |
| <i>TOTAL SUMMER SEMESTER</i> | | |
| TOTAL PROPOSED PROGRAM CREDITS | | 25 |

Pathway: Trades & Technical Studies

Name of Degree and Type of Credential: Credit Diploma in Culinary Arts

Description of program: The Credit Diploma in Culinary Arts provides a comprehensive, hands-on educational experience culminating in an internship at a local restaurant establishment where learning is applied. Gaining real world experience and building professional connections that help students gain employment after graduation emphasizes the broad range of skills these students learn throughout this two-year program. Courses meet National Association of Restaurant Management and Culinary Arts standards, and students who complete this program will be well-prepared for employment in the culinary industry and may also pursue the Associate of Applied Science in Trades and Technical Studies.

Contact Information:

Dr. Kelly Humphrey
Dean, Student and Academic Services
Albany County Campus
khumphrey@lccc.wy.edu
307-772-4254

| 1 st semester (Fall) | | | | |
|-----------------------------------|-------------|------------------------------------------------------|---------|------------------------------|
| Gen Ed ID | Course code | Course name | Credits | Milestones and Choice Points |
| | CULA 1555 | Food Preparation I: Stocks, Sauces, and Soups | 3 | N/A |
| | CULA 1600 | Food Preparation II: Garde Manger | 3 | |
| | CULA 2700 | Food Preparation III: Baking | 4 | |
| | HRM 1505 | Sanitation, Health, and Safety | 3 | |
| | | Semester Total | 13 | |
| 2 nd semester (Spring) | | | | |
| Gen Ed ID | Course code | Course name | Credits | Milestones and Choice Points |
| | CULA 2800 | Food Preparation IV: Meat Prep and Cook | 4 | N/A |
| | CULA 2900 | Food Preparation V: Fish and Shellfish Prep and Cook | 4 | |
| | HRM 1515 | Planning & Control for Food and Beverage Operations | 3 | |
| | CULA 2970 | Internship | 1 | |
| | | Semester Total: | 12 | |
| Program credit hour total: | | | 25 | |