**Continuous Improvement Plan**

**Outcomes might not change from year to year. For example, if you have not met previous targets, you may wish to retain the same outcomes. *If this is an academic, workforce, or continuing education program, you must have at least one student learning outcome.* You may also add short-term administrative, technological, assessment, resource or professional development goals, as needed.**

**Date:** Academic Years 2020 - 2022 **Name of Program/Unit:** ICHE Culinary & Pastry Arts

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**Table 1: CIP Outcomes, Measures & Targets Table (focus on at least one for the next two years)**

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| **A. Expected Outcome(s)**  Results expected in this unit  (e.g. Authorization requests will be completed more quickly; Increase client satisfaction with our services) | **B. Measure(s)**  Instrument(s)/process(es) used to measure results  (e.g. survey results, exam questions, etc.) | **C. Target(s)**  Level of success expected  (e.g. 80% approval rating, 10-day faster request turn-around time, etc.) |
| * **Culinary & Pastry Arts CIP:** Demonstrate foundational knowledge of Servsafe sanitation standards during CHEF1305-Safety & Sanitation course.   i.e. avoiding cross contamination & cross contact, time temperature abuse, and HAACP fundamentals. | * National Restaurant Association’s Servsafe Food Handler Manager Certification Exam.   Measurements every 8-weeks at conclusion of each CHEF1305 course. | * 65% of students become Food Handler Manager certified during their CHEF1305 Course.   *Note: After the CHEF1305 classroom training, students get four test attempts within one year to achieve a passing grade of 70% before formal retraining is required by Servsafe.* |
| * **Culinary & Pastry Arts CIP:** Demonstrate ability to accurately cost a menu | * Culinary Arts Students - Menu costing project in CHEF1310 - Garde Manger * Pastry Arts Students - Menu costing project in PSTR1310 - Pies, Tarts & Teacakes | * 80% of students achieve grades of 70% or higher on the *menu costing portion*of major course project. |
| * **Culinary Arts PLO:** Demonstrate proficiency in knife handling and classic knife cuts | * In CHEF2331 Advanced Food Preparation,students perform a timed, practical exam executing various, classic knife cuts.   Students are graded on exactness of knife cuts, meeting time goal, and proper knife cutting technique. | * Class average of 80% or higher on the final knife skills practical exam. |
| * **Culinary Arts PLO:** Demonstrate and explain proficiency in classic and modern cooking techniques | * In CHEF2302 Saucier, students perform a **timed, practical food preparation exam**. Students present their dishes in modern & classical presentation styles.   Students are graded based on executing assigned recipes, cooking technique, portion size, presentation, temperature, flavor, texture, and seasoning | * Class average of 80% or higher on the final food preparation practical exam. |
| * **Culinary Arts PLO:** Operate commercial kitchen equipment including, set-up, safe operating, and cleaning | * In CHEF1341 American Regional Cuisine, Students execute an **individual equipment handling and cleaning assessment**. The three graded categories are: 1) proper set-up, 2) proper use, and 3) proper breakdown, cleaning & storage. | * 80% of class score 75% or higher on the equipment handling and cleaning lab assignment |

**Description of Fields in the Following CIP Tables:**

**A. Outcome(s)** -Results expected in this program (e.g. Students will learn how to compare/contrast conflict and structural functional theories; increase student retention in Nursing Program).

**B. Measure(s)** -Instrument(s)/process(es) used to measure results

(e.g. results of surveys, test item questions 6 & 7 from final exam, end of term retention rates, etc.)

**C. Target(s)** -Degree of success expected (e.g. 80% approval rating, 25 graduates per year, increase retention by 2% etc.).

**D. Action Plan** -Based on analysis, identify actions to be taken to accomplish outcome. What will you do?

**E. Results Summary** - Summarize the information and data collected in year 1.

**F. Findings** - Explain how the information and data has impacted the expected outcome and program success.

**G. Implementation of Findings** – Describe how you have used or will use your findings and analysis of the data to make improvements.

**Table 2. CIP & PLO Outcomes**

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| 1. **Departmental Outcome #1:** Demonstrate foundational knowledge of Servsafe sanitation standards | |
| 1. **Measure (Outcome #1)**   National Restaurant Association Servsafe Food Handler Manager Certification Exam. | 1. **Target (Outcome #1)**   65% of Culinary Arts, Pastry Arts, and Hospitality program students taking the Servsafe Food Handler Manager exam become certified during their CHEF1305 Course by scoring a 70% or higher on the certification exam. |
| 1. **Action Plan (Outcome #1)**   All Chef 1305 instructors report the number of students taking the Servsafe certification exam and the number of students passing the exam to the Culinary/Pastry Arts Discipline Lead. The exam pass/certification rate is tracked by class and is aggregated into a total program certification exam pass rate. | |
| 1. **Results Summary (Outcome #1)** 2. **Academic year 2020:** 67 students took the exam and 49 students passed for a 73.1% pass rate. 3. **Academic year 2021:** 113 students took the exam and 71 students passed for a 62.8% pass rate.   Starting in June 2021, the servsafe certification exam became a final written exam grade. Before June 2021, the exam was optional with no impact to the class grade. The decision to have the certification as a final exam supports the importance of sanitation standards and leadership within the food & beverage industry.    The average number of students taking each exam in 2021 increased to 21 students from 14 students in 2020, a 47.9% increase in certification test takers. The exam pass rate decreased by 10.3%. | |
| 1. **Findings (Outcome #1)**   2020 and 2021 have different measurement data inputs from adding the Servsafe certification exam from an optional activity to a formal final written exam. This course is an initial course taken by students in the Culinary, Hospitality, and Pastry program. As a “program starter” course, this is a “first exposure” to food & beverage industry expectations which quickly dispels preconceived notions of the industry expectation & requirements.  Historical Servsafe data results show that 30%-40% of “first time” certification test takers fail the exam and require subsequent exam attempts to pass for certification.  \*Note: It was discovered that as of 2019, students from other majors were enrolled and included in the data set. | |
| 1. **Implementation of Findings** 2. CHEF1305 instructors will include only Culinary Arts, Pastry Arts, and Hospitality Major students in the data set for CIP measurement. 3. Every CHEF1305 course will offer an optional certification exam retake session for non-passing students, during the last week of class. 4. Within the course curriculum, increase the focus for students on the importance of Servsafe Certification and benefits to their career goals. 5. Assure that every course offers at least one full diagnostic Servsafe exam opportunity before the actual certification exam. | |

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| 1. **Departmental Outcome #2:** Demonstrate ability to accurately cost a menu | |
| 1. **Measure (Outcome #2)** 2. Culinary Arts Students - Menu costing project in CHEF1310 Garde Manger 3. Pastry Arts Students - Menu costing project in PSTR1310 Pies, Tarts & Teacakes | 1. **Target (Outcome #2)**   80% students achieve grades of 70% or higher on the menu costing portionof course project. |
| 1. **Action Plan (Outcome #2)**   In both of these courses, students plan, prepare, and serve a buffet to actual guests. The project requires costed recipes compiled into an overall menu cost. The overall menu cost and theoretical menu pricing produces a food cost percent for student product cost and potential profitability analysis. | |
| 1. **Results Summary (Outcome #2)** 2. **Academic Year 2021**, CHEF1310 resulted in 92% of students achieving a 70% or higher. 3. **Academic Year 2022**, CHEF1310 resulted in 100% of students achieving a 70% or higher. 4. **Academic Year 2021**, PSTR1310 data was not collected 5. **Academic Year 2022**, PSTR1310 resulted in 70% of students achieving a 70% or higher. | |
| 1. **Findings (Outcome #2)**   The overall results were very positive with some opportunities in PSTR1310 missing the 80% goal by 10%.Culinary math has been a continued focus within the Culinary Arts and Pastry Arts program since 2016. The efforts have produced excellent student outcomes to cost a menu which is a highly marketable skill in the food and beverage industry. | |
| 1. **Implementation of Findings (Outcome #2)**   This goal will continue to be an important CIP for the Culinary and Pastry Arts program. Labor costs will be implemented into this CIP as a major cost factor within the food & beverage industry. | |

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| 1. **Culinary Arts Outcome #3:** Demonstrate proficiency in knife handling and classic knife cuts | |
| 1. **Measure (Outcome #3)**   In CHEF2331 Advanced Food Preparation,students perform a timed, practical exam executing various, classic knife cuts.  Students are graded on exactness of knife cuts, meeting time goal, and proper knife cutting technique. | 1. **Target (Outcome #3)**   Class average of 80% or higher on the final knife skills practical exam. |
| 1. **Action Plan (Outcome #3)**   All instructors of CHEF2331 conduct a knife skills test during the course using the same exam content and grading rubric. | |
| 1. **Results Summary (Outcome #3)**   **Academic Year 2021**, CHEF2331 students taking knife skills test scored an average of 74.4%  **Academic Year 2022**, CHEF2331 students taking knife skills test scored an average of 86.2% | |
| 1. **Findings (Outcome #3)**   2021 was the first year tracking the program’s individual class and aggregate results of student’s proficiency in challenging knife cuts like tourne, paysanne, brunoise, julienne etc. Instructor and class focus on accuracy of cuts resulted in a year over year increase of 11.8%. | |
| 1. **Implementation of Findings (Outcome #3)**   This goal will continue as an area of Culinary Arts focus. The measurement will change to 80% of the students score an 80% or higher. | |

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| 1. **Culinary Arts Outcome #4:**   Demonstrate proficiency in classic and modern cooking techniques | |
| 1. **Measure (Outcome #4)**   In CHEF2302 Saucier, students perform a **timed, practical food preparation exam**. Students present their dishes in modern & classical presentation styles.  Students are graded based on executing assigned recipes, cooking technique, portion size, presentation, temperature, flavor, texture, and seasoning | 1. **Target (Outcome #4)**   Class average of 80% or higher on the final food preparation practical exam. |
| 1. **Action Plan (Outcome #4)**   CHEF2302 Instructors conduct a formal final exam practical exam that includes classic and modern culinary techniques. | |
| 1. **Results Summary (Outcome #4)**   **Academic Year 2021**, CHEF2302 students taking final practical exam scored an average of 90.65%  **Academic Year 2022**, CHEF2331 students taking final practical exam scored an average of 83.78% | |
| 1. **Findings (Outcome #4)**   The results of this assessment are in line with the results of our entire program’s practical exam grade results in all classes. | |
| 1. **Implementation of Findings (Outcome #4)**   This assessment will be reviewed for its value as a stand-alone measurement of one of our program’s learning outcomes taken as a snapshot from one class. Collin culinary requires practical assessments daily and for major grades throughout all lab classes. | |

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| 1. **Culinary Arts Outcome #5:**   Operate commercial kitchen equipment including, set-up, safe operating, and cleaning | |
| 1. **Measure (Outcome #5)**   In CHEF1341 American Regional Cuisine, Students execute an **individual equipment handling and cleaning assessment**. The three graded categories are: 1) proper set-up, 2) proper use, and 3) proper breakdown, cleaning & storage. | 1. **Target (Outcome #5)**   80% of class score 75% or higher on the equipment handling and cleaning lab assignment |
| 1. **Action Plan (Outcome #5)**   In CHEF1341, between weeks 5 and 7, the class instructor performs an individual student assessment of their proficiency in operating commercial equipment. | |
| 1. **Results Summary (Outcome #5)**   **Academic Year 2021**, In CHEF1341, student assessment of operating commercial equipment was 83.0%  **Academic Year 2022**, In CHEF1341, student assessment of operating commercial equipment was 85.95% | |
| 1. **Findings (Outcome #5)**   This assessment in its design, was found to be difficult to implement within available lab sessions. The concept of assessing student’s proficiency, as individuals, in operating commercial kitchen equipment is valuable. This is an industry expectation of food & beverage workforce. Students in the program perform much of their lab work as groups. It is important to assess individual student’s competency while ensuring the expectation within each prior class to provide a strong foundational knowledge of commercial kitchen equipment. | |
| 1. **Implementation of Findings (Outcome #5)**   The assessment will continue as a focus in the culinary lab classes. The method of assessment, how & when, will be reviewed for improved execution while taking into consideration the physical lab space and current class curriculum content. | |