**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 2022 - 2023** **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 #1:** 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. | * 70% 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 #2:** 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 |
| * **Culinary Arts PLO:** Classify and relate food allergens and special dietary needs | * In CHEF1314 A la Carte and PSTR 2331 Advanced Pastry Arts, students complete a practical exam/project that requires identification and implementation of allergen handling that is consistent with industry standards | * 80% of class score 75% or higher on the allergen & dietary response class practical project/exam. |

**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)**   70% 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 is entered into the Departmental Assessment Data Tracking Tool. 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 2022 & 2023:** 136 students took the exam and 97 students passed for a 71.3% 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. | |
| 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. We have decided to include the other majors to keep class rigor and expectations consistent no matter the major. | |
| 1. **Implementation of Findings** 2. CHEF1305 instructors will include all course 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. 6. With this data, the CHEF1305 course will be offered as a hybrid with only one class meeting per week allowing students more time to engage in program Service-Learning and Experiential Learning Assignments. Summer Semester will still offer an online version. | |

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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 2022-2023-** Culinary Arts Students had 100% scoring a 70% or better. Pastry Arts Students class average score was 85.4% scoring a 70% or better. | |
| 1. **Findings (Outcome #2)**   The overall results were very positive with Pastry Arts results improvements over last measurement period. 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 for 2024-2025 as a major cost factor within the food & beverage industry, especially after COVID-19 | |

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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 2022-2023-** The CHEF2331 class average was 86.27%. | |
| 1. **Findings (Outcome #3)**   This assessment goal of 80% had been successful since its 2021 implementation. | |
| 1. **Implementation of Findings (Outcome #3)**   This assessment goal will be rolled into a grading component of the practical exams and will not be tracked for 2024 going forward. Knife cuts are important and will be a large portion of all practical exam assignments for Culinary Arts students. | |

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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 2022-2023**, CHEF2302 students taking final practical exam scored an average of 86.03% | |
| 1. **Findings (Outcome #4)**   The results of this assessment are 6.30% over the assessment goal. | |
| 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. There may be opportunity to have more than one assessment measurement point. | |

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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 2022-2023**, In CHEF1341, student assessment of operating commercial equipment was 84.97% | |
| 1. **Findings (Outcome #5)**   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. | |

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| 1. **Culinary Arts/Pastry Arts Outcome #6:**   Classify and relate food allergens and special dietary needs | |
| 1. **Measure (Outcome #5)**   In PSTR2331 Advanced Pastry Arts and CHEF1314 A la Carte, classes engage in practical exam project that requires food allergen, communication, and substitute options for guests. | 1. **Target (Outcome #5)**   80% of class score 75% or higher on the equipment handling and cleaning lab assignment |
| 1. **Action Plan (Outcome #5)**   Course Instructors grade students on their performance in handling allergens to avoid guest issue in a practical lab environment. | |
| 1. **Results Summary (Outcome #5)**   **Academic Year 2022-2023**, For Culinary Arts Students, 92.74% of students scored an 80% or better. For Pastry Arts Students, class average was 95.50%. | |
| 1. **Findings (Outcome #5)**   Our student results validate our students competency in identification and handling of allergens in a practical lab environment. | |
| 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. | |