**Unit Goal Progress and Revisions**

**2018- 2019**

Every two years, during spring semester, programs/departments/service units are asked to develop Unit Strategic Plans. These plans need to be closely aligned with the Institutional Action Priorities, the College’s Long Range Goals, and/or the College’s strategic plan. The Strategic Plans incorporate and reflect the operation of that unit at all campuses and instructional sites. Each unit’s budget needs to reflect the fiscal implications associated with the unit’s identified goals and objectives.

Following the first year each unit submits a goal progress report and revises their unit goals for the second year.

**Name of Program/Department:**

**2017-2018 Accomplishments and Goals Progress:**

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| **Goals** | **Request & Justification/Resources** | **Goal Progress** | **Strategies Implemented and Follow-Up** |
| **Goal 1:** Continue renovations at the Jefferson Campus Culinary Kitchen to reflect professional standards required by Jefferson County Health Department, Industry, American Culinary Federation Education Foundation (ACFEF) Accrediting Body, and JSCC-CHI Quality Standards.  **Program Outcome #2:**  Employers and graduates returning surveys will report 90% satisfaction with educational preparation. | 1. Submit work orders for the following improvements:  2. Funding for Paint, chairs- cleaning or replace, cleaning, pressure washing general cosmetic conditioning, moving of equipment @ est. cost of $5,000  3. Coffee dispenser, $450.00 | 1. Work orders were submitted for improvements to the Jefferson Campus Culinary Kitchens  2. 80% percent of areas requested to be painted have been painted, classroom chairs have been purchased, exterior patio and entries have been pressured washed. 80% of unused equipment has been removed.  3. Coffee dispenser has been ordered and is awaiting installation | 1. Goal one accomplished  2. Couple of pieces of equipment were removed to patio, will follow-up to have removed for area completely.  3. Follow-up on installation.  **Program outcome #2**  **Employer evaluations from CUA 255, 253 for Field Experience and CUA 260 Apprenticeship reported 100% satisfaction with student preparation.** |
| **Goal 2:** Maintain the student culinary labs to ensure labs (Jefferson & Shelby campuses) have up-to-date technology, industrial equipment, proper attire, small wares to properly deliver curriculum successfully.  **Program Outcome #2:**  Employers and graduates returning surveys will report 90% satisfaction with educational preparation**.** | Purchase the following items:  1. Miscellaneous and small wares including flex pan molds, bus tubs, pots, pans, air brush, food carts upgrade as needed, and small wares in need of replacement @ est. cost of $2500.00 | 1. All work orders were submitted; all requested items have been received and are in place for students use. | 1. Goal accomplished  **Program outcome #2**  **Employer evaluations from CUA 255, 253 for Field Experience and CUA 260 Apprenticeship reported 100% satisfaction with student preparation.** |
| **Goal 3:** Support professional membership and professional certification for faculty and college adhering to the American Culinary Federation standards.  **Program Outcome #3:** Students will be able to exemplify the term professionalism and demonstrate this philosophy throughout the hospitality industry reflected in 85% of employer’s surveys. | Request is made to pay accreditation fee, membership dues, chef certification fees for program faculty, institutional memberships @ estimated total cost of $3,200 to include:   * ACF membership dues for CHI faculty/staff (property membership) @ $140 per faculty x7 faculty/staff = $980.00 * ACF apprentice annual report fee $125.00 * ACF program accreditation dues/fee @ $1500.00 * Cahaba-Central Alabama Hospitality Attraction and Business Association (Property) membership @ $250.00 * Alabama Restaurant Association   (Property) membership @ $200.00   * Chef industry certification fee due for 2015-16 year for two certifications including CEPC, CCE @ $420.00 | 1.All ACF certifications, Property memberships, ACF annual fees, chef certification fees have been submitted and are current except for one property membership fee for Alabama Restaurant Association is currently being resubmitted due incorrect invoice. | 1. Goals accomplished with exception of one membership fee which is in process.  **Program outcome #3**  **Employer evaluations from CUA 255, 253 for Field Experience and CUA 260 Apprenticeship reported 100% satisfaction with student professionalism.** |
| **Goal 4:** Continue to expand program enrollment and support community outreach initiatives.  **Program Level Student Learning Outcomes #1:** Demonstrate an understanding of the hospitality industry and career opportunities in the field and articulate the duties of hospitality management | Items needed include:  1. To cover food lab supplies (demos, snacks, community outreach efforts and selected meals served to visiting students and teachers, advisory members @ est. cost of $3000.00  2. $500.00 for ingredients to make gingerbread houses (JSCC-Community Ed does charge a fee to the public for this class) | 1. The program/college hosted 2017-2018:  1. HS Culinary advisory meetings and workshops  2. JSCC-CHI Advisory meetings  3. HS tours and site visits.  4. Hosted 2018 Prostart State-wide culinary competition  5. Hosted State-wide SkillsUSA culinary competition  6. Hosted Boy Scout Explorers Post  Hosted Iron City Chef, Apprentice High Tea Event.  2. Did not offer community gingerbread class due to hosting Apprentice High Tea | 1. All goals (minus the gingerbread class) have been accomplished and we will continue to evaluate the success of these initiatives 2. Will review schedule availability to determine if we will be able to offer Gingerbread class end of 2018 |
| **Goal 5: Support professional student hospitality/culinary competition through SkillUSA team participation.**  **Program Level Student Learning Outcomes #5:**  Demonstrate skills in knife, tool and equipment handling and apply principles of food preparation to produce a variety of food products. | Request funding to cover development of team $6000   1. $1000.00 Request made to purchase SkillsUSA required Blazers and Chef Jackets for competition 2. $1000 to cover food supplies for practice sessions   $4000 to cover travel cost to National Competition- 2018 | All funding request were made, received and used accordingly**.** 1.AS a result SkillsUSA State competition JSCC-CHI had 3 SkillsUSA competitors we had 2 to place first and 1 to place second in the Alabama State SkillsUSA competition. 2. In the National SkillsUSA in Louisville Ky., JSCC-CHI had two competitors represent the state and college, Pastry category came in 5th/ out of 22 Nationally and Customer service 6th/ 16 Nationally. | Goals have been accomplished  **Program Level Student Learning Outcomes #5:**  All SkillsUSA student competitors excelled in demonstrating skills in knife, tool and equipment handling and applied principles of food preparation to produce a variety of food products exceeding projected goal. |
| **Goal 6:** Support office management and student needs | 1.Purchase office printer for Shelby campus to replace worn-out printed currently in use | **1.** Submitted Requisition, purchased printed and currently in place | Goals have been accomplished |

**Revised Unit Goals (plans for the unit for the second year of the two year plan):**

1. **Objectives – the activities through which the goal will be achieved. Each Unit Goal should have at least one objective.**
2. **Method of Assessment – how the unit will determine if the objective has been met.**
3. **Additional Funding Requests – provide an estimate of the cost of achieving the objective. Also, include a description of how these funds will be used to accomplish the objective.**

**Revised Unit Goals for 2018-2019**

**Unit Goals for 2018-2019**

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| **2018-2019** | | | |
| **Unit Goals** | **Objectives** | **Method of Assessment** | **Additional Funding Requests** |
| **Goal 1:** Continue to expand program enrollment and support community outreach initiatives.  **Program Level Student Learning Outcomes #1:** Demonstrate an understanding of the hospitality industry and career opportunities in the field and articulate the duties of hospitality management | 1. Continue to support community outreach to include: Boy Scout Explorers, High School Summer Academy. Host State-Wide SkillsUSA culinary competition and other Community initiatives.  2. Continue to offer community cooking outreach classes through JSCC Community Ed.  3. Work with area High School providing field trips, demo, site visits opportunities | 1. Success will be measured by the number of High School students that attend Explorers culinary post and number of summer academy attendees rating 80% satisfaction or greater with programming  2. Number of Summer Institute attendees; survey forms rating 80% satisfaction or better with programming.  3. Community Class members rating 80% or better with satisfaction with community programming | Items needed include:  1. To cover food lab supplies (demos, snacks, community outreach efforts and selected meals served to visiting students and teachers, advisory members @ est. cost of $3000.00  2. $500.00 for ingredients to make gingerbread houses (JSCC-Community Education does charge a fee to the public for this class) |
| **Goal 2:** Support professional membership and professional certification for faculty and college adhering to the American Culinary Federation standards.  **Program Outcome #3:** Students will be able to exemplify the term professionalism and demonstrate this philosophy throughout the hospitality industry reflected in 85% of employer’s surveys**.** | 1. Comply with ACFEF and have all program dues paid on time  2. Keep all ACF membership dues for faculty members paid on time and remain in good standing (ACF professional/property/ institutional)  3. Keep local (Cahaba-Central Alabama Hospitality Attraction and Business Association) and state restaurant and hotel membership (Alabama Restaurant & Hospitality Alliance) dues paid on time and remain in good standing (Property/Institutional memberships) | 1. Continuance in meeting and exceeding all ACFCF compliance requirements and retaining “Exemplary”  Status  2. Student survey of satisfaction (80% or greater) of preparation for the industry | Request is made to pay accreditation fee, membership dues, chef certification fees for program faculty, institutional memberships @ estimated total cost of $2,700 to include:   * ACF membership dues for CHI faculty/staff (property membership) @ $140 per faculty x7 faculty/staff = $980.00 * ACF apprentice annual report fee $125.00 * ACF program accreditation dues/fee @ $1500.00 * Cahaba-Central Alabama Hospitality Attraction and Business Association (Property) membership @ $250.00 * Alabama Restaurant Association   (Property) membership @ $200.00 |
| **Goal 3:** Support professional student hospitality/culinary competition through SkillUSA team participation.  **Program Level Student Learning Outcomes #5:**  Demonstrate skills in knife, tool and equipment handling and apply principles of food preparation to produce a variety of food products. | 1.Continue support of SkillsUSA Hospitality/Culinary competition team to compete at the state and national levels-2018-19 | 1. Students will place no lower than 2rd ranking at the state level.  2. Students will place no lower than 5th at the national level. | Request funding to cover development of team $7000   1. $1000.00 Request made to purchase SkillsUSA required Blazers and Chef Jackets for competition 2. $1000 to cover food supplies for practice sessions 3. $5000 to cover travel cost to National Competition- 2018 |
| **Goal 4:** Support new Culinary Science degree option and new healthy cooking classes/curriculum.  **Program Level Student Learning Outcomes #7:** Articulate the characteristics functions and food sources of the major nutrients and how to maximize nutrient retention in food preparation and storage. | 1. Continue to grow and expand nutritional content in the curriculum to meet to meet ACF accrediting body and new curriculum. 2. Provide fresh herb, produce and vegetable to the bistro and culinary classes. | 1. Students will be able to demonstrate how to properly grow Hydroponic vegetables and produce while exceeding ACF standards. 2. Reduce produce cost for bistro (student run restaurant) and culinary labs produce cost | 1. Request funding to cover expense of Hydroponic towers and supplies to operate totaling: $5000.00 |
| **Submission date: adjusted**  **9-19-2018/** | **Submitted by: Joseph Mitchell, Program Director** | | |