

Unit Operational Plan

Due March 22nd, 2024

2024-2025

Name of Unit: Hospitality/Culinary Apprenticeship

Mission Statement (for the unit):

The Culinary Nutrition & Hospitality Institute is committed to offering high quality programs and services that support the mission of the college. We strive to promote professionalism and leadership through quality educational learning experiences and hands-on experience that produces graduates that can grow into the hospitality profession successfully. We advocate sustainability in food preparation practices and strive to educate our students both personally and professionally to an understanding of how healthy food choices and food preparations affect both themselves and society. Students leave the program equipped with the skills, knowledge, and appreciation of service to others that allow them to become future leaders in the culinary and hospitality community.

Unit Goals

Unit Goals	Unit Outcome	Institution Strategic Plan	Fundamental Principles
Maintain program enrollment growth and community outreach initiatives	Increase enrollment in community outreach initiatives to include Culinary Explorers, High School Summer Academy, High School Tours, Demos, Field Trips, Dual enrollment.	IB.4-Introduce community interest courses to enhance and inspire life-long learning	FP 1.1 Educational offerings available in places, at times and in facilities that can best serve the people in the college service area. FP 2.5 Dual enrollment programs that allow qualified high school students to earn credits for a high school diploma and/or postsecondary degree. FP 5.6 Participation of college personnel in civic, cultural, recreational, and service activities.
Maintain professional	Provide quality instruction through	IV.B-Increase opportunities for	FP 4.3-A working environment that

membership and professional certification for faculty adhering to the American Culinary Federation Standards (Program Accrediting Body)	continued professional development opportunities and memberships that support program goals and mission statement	professional development for all employees	supports employee wellness and job satisfaction. FP 4.4- Continual improvement through ongoing evaluation and advocacy of innovation in teaching and learning.
Maintain professional kitchen labs to meet and exceed the American Culinary Federation Standards (Programs Accrediting body)	Maintain equipment function ability and levels of needed smallware supplies	III.B-Continue to improve aesthetics and infrastructure at all campuses.	FP 3.2-Physical facilities, technological resources and other resources that promote learning.
Maintain adequate printing capabilities	Provide printers to keep up with printing demand	III.B-Continue to improve aesthetics and infrastructure at all campuses.	FP 4.3-A working environment that supports employee wellness and job satisfaction

Unit Plan for the next year

1. **Goals** – The activities through which the outcome will be achieved. Each Unit Outcome should have at least one goal.
2. **Method of Assessment** – How the unit will determine if the objective has been met.
3. **Funding/Rationale** – 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.

Goal	Assessment	Funding/Rationale
Maintain program enrollment growth and community outreach initiatives	<ol style="list-style-type: none"> 1. Success will be measured by the number of High School students that attend outreach initiatives. 2. Attendees rating 80% or greater satisfaction with programming. 3. Number of attendees that matriculate into the program. 4. Advisory member feedback and level of guidance 	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

<p>Maintain support service and ACFEF accrediting annual fees to include professional membership for faculty adhering to the American Culinary Federation Standards (ACFEF-Program Accrediting Body)</p>	<ol style="list-style-type: none"> 1. Compliance with ACFEF with all program dues paid on time. 2. Keep all ACFEF membership dues for faculty members paid on time and remain in good standing (ACFEF/professional/property/institutional/local and state. 3. Compliance with local professional support associations. 4. Keep POS/Bistro support fees current, repeat business, customer satisfaction. 	<p>ACFEF membership dues for CHI faculty/Staff (property membership @\$148 per faculty x8 faculty/staff @\$1086 ACFEF apprentice annual report fee \$150.00 ACFEF program accreditation dues/fees @ \$1750.00 Cahaba-Central Alabama Hospitality Attraction and Business Association (Property) membership @ \$250.00 Alabama Restaurant Association@ \$200.00 Local Business licenses @ \$50.00 Health Department fee @ \$400.00 POS fees for Bistro annually @ \$4000.00 Total funds requested: \$8000.00</p>
<p>Maintain professional kitchen labs to meet and exceed the ACFEF standards</p>	<ol style="list-style-type: none"> 1. ACFEF validation, student satisfaction, employee satisfaction in kitchen labs meet and exceed industry standards, and to promote learning in an environment that reflects industry standards. 	<p>Purchase the following items:</p> <p>Miscellaneous and small wares including Pots, sheet pans, bus tubs, pots, pans, food cart upgrades as needed, and small wares in need of replacement @ est. cost of \$1500.00.</p> <p>Southbend range caster wheels for Ranges in main kitchen Shelby campus @ \$4500.00</p>

		Total: \$6000.00
Maintain adequate printing capabilities	1. Purchase printer for CHI-Culinary office (Shelby Campus) Student survey satisfaction college experience and with efficiency from office manager.	Cost: \$529.00