

## New Program Request Form Baking AAS

### General Information

Institution submitting proposal	Kansas City Kansas Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Dr. Beth Ann Krueger 913-288-7871 <a href="mailto:bkrueger@kckcc.edu">bkrueger@kckcc.edu</a>
Identify the person responsible for oversight of the proposed program	Dean Cheryl Runnebaum
Title of proposed program	Baking
Proposed suggested Classification of Instructional Program (CIP) Code	12.0501
CIP code description	A program that prepares individuals to serve as professional bakers and pastry specialists in restaurants or other commercial baking establishments. Includes instruction in bread and pastry making, bread and pastry handling and storage, cake and pastry decorating, baking industry operations, product packaging and marketing operations, and counter display and service.
Standard Occupation Code (SOC) associated to the proposed program	51-3011
SOC description	51-3011 Bakers Mix and bake ingredients to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods. Pastry chefs in restaurants and hotels are included with "Chefs and Head Cooks" (35-1011).
Number of credits for the degree <u>and</u> all certificates requested	39 credits – Certificate B 61 credits – AAS
Proposed Date of Initiation	Fall 2020
Specialty program accrediting agency	
Industry certification	ServSafe; Controlling Food Service Costs

Signature of College Official  Date 3.6.2020

Signature of KBOR Official \_\_\_\_\_ Date \_\_\_\_\_

## **Program Description**

The Baking Program is designed to provide students with a holistic education in bakeshop production. Students will receive an education in the basics of bakeshop production with a more in-depth look at common products, such as: quick breads, yeast breads, artisan breads, and cookie production. After successful completion of those courses, students will explore pastry production and apply those concepts to advanced bakery and pastry products, such as: cakes, icings, pies, tarts, and garnishes. While gaining the skills and knowledge necessary for product production, students will also learn business principles that apply to running a successfully bakeshop, such as: food production costs, inventory and purchasing controls, recipe development, management principles. The program will culminate with students executing their own Bakeshop in “Baking Capstone”, showcasing the skills and knowledge necessary to succeed in the industry. All students will leave with a portfolio to build upon as they expand their skills and career options.

Students have the opportunity to obtain certification in ServSafe, and Controlling Food Service Costs. The ServSafe certification is a required credential for most employers in the culinary industry. These certifications will enhance the student’s employability.

## **Catalog Description**

The Baking Program prepares individuals to serve as professional bakers and pastry specialists in restaurants or other commercial baking establishments. Includes instruction in bread and pastry making, bread and pastry handling and storage, cake and pastry decorating, baking industry operations, product packaging and marketing operations, and counter display and service.

## **Program Objectives**

1. Prepare students with a holistic education and a long-term career in a Bakeshop or other food-service industry that includes management of a bakeshop; production of bakery products; pastry skills; professionalism and communication skills.
2. Develop curriculum that is current with technological trends and standards in the bakeshop and other food-service related industries.
3. Partner with bakeshop and food-service industry professionals to maintain current industry trends and standards, as well as forming partnerships for student internships and employment opportunities.
4. Allow students the opportunity and prepare students for National Restaurant Association certifications in ServSafe and ManageFirst Controlling Food Service Costs.
5. Provide a foundation and understanding for total bakeshop management that includes the costs and dynamics of opening a business.
6. Complete a portfolio that includes items from each level of the program: skills and techniques obtained in each Baking course; business concept; menu; spreadsheets; recipe development; employee handbooks; resume and cover letters, certifications and pictures of completed products.
7. Provide opportunities for students to network and participate in community service events related to charities, demos, educational opportunities and other career options.

## **Admission Requirements:**

Admission to the Baking Certificate Program is based on successful completion of the following Admission Requirements and the number of students admitted may vary based on classroom/lab size restrictions and/or teacher-to-student ratio.

1. Apply for admission to KCKCC.
2. Make an appointment with the Academic Advisor.
3. Submit a high school transcript (or GED) with graduation date.
4. All official college transcripts evaluated and on file in Records Office with GPA of 2.0 or higher.
5. Take the reading portion of the Accuplacer (currently, no minimum score required).
6. See a TEC Advisor for an advising session and admissions office for enrollment.

Students seeking to obtain an AAS degree must meet the following Admission Requirements:

1. Complete the Baking program with a minimum of a 2.0 GPA.
2. Take the complete Accuplacer Exam.

### **Transfer Students:**

Admission of transfer students to the Baking program are contingent upon their meeting the following requirements:

- Regular admission and good standing at a regionally accredited technical certificate or degree granting institution and proper completion of applications and related procedures
- All official college transcripts evaluated and on file in Records Office with a GPA of 2.0 or higher.
- Meet with a TEC Advisor for an advising session and enrollment.

Once admitted, students retain their admission status in the category in which they were originally admitted unless the student seeks to change his or her status. If a student seeks to change his or her admission's status, he/she should contact their Academic Advisor at KCKCC in order to be re-admitted.

### **Graduation Requirements:**

- Complete program requirements with a 2.0 GPA or higher
- No outstanding obligations (tuition, bookstore, library, etc.)

To receive an AAS degree, students must pass all required coursework, submit required transcripts for transfer credit and meet all academic, financial or other obligations required for their program of study. To be eligible for graduation, students must have an overall GPA of at least a 2.0. KCKCC urges students to monitor their educational progress. Prior to the end of the semester, students must meet with an Academic Advisor to complete a graduation check-off form that insures all requirements will be finished prior to the anticipated graduation date.

### **Demand for the Program**

KCKCC made the decision for expanding and adding a Baking Certificate in order to better serve the Greater Kansas City Area needs and to make our students more marketable in the industry; and provide them with a better opportunity of advancement. Using the data from the Kansas Industry and



most likely not have the opportunity to attend an Esthetics program. Many local schools provide bus transportation to KCKCC. The additional distance to an institution further than KCKCC would take too much time from their daily schedule. In addition, most parents would not want their teens driving the interstate highway system to attend classes.

## **Program Information**

### **Certificate Course Descriptions**

#### **CULN 0205 - ServSafe**

**1 cr**

Students will receive an in-depth education of food safety and sanitation. We will discuss the responsibility of a foodservice establishment in assuring their facilities are safe and sanitary for their employees and customers. Students have the opportunity to take the ServSafe test for National Certification through the National Restaurant Association. Students must pass this course in order to participate in all future Baking Lab classes.

#### **BUSN 0250 - Obtaining Employment**

**1 cr**

This course explains the techniques used to successfully obtain a job. Areas covered include locating job openings; completing application forms; writing an application letter, resume, and follow-up letter; preparing for interviews; and interviewing.

#### **BAKE 0100 - Bakeshop Principles**

**3 cr**

Students will explore the historical background and careers in baking and pastry. Students will learn bakeshop principles and skills, such as: math; recipe reading; recipe conversion; equipment uses and care of; ingredients and their specific functions; and the various elements/techniques used to create baked goods. This course provides students with the foundation and skills necessary that will be utilized and expanded on throughout the program.

#### **BAKE 0120 - Quick Breads**

**2 cr**

Throughout this course, students will learn about the different mixing and production methods involved in creating a variety of quick breads. Students will then produce a variety of quick breads such as: muffins, loaf breads, coffee cakes, biscuits, pancakes, waffles, crepes, fritters, cake doughnuts and other international quick breads.

*Prerequisites - ServSafe, Bakeshop Principles*

#### **BAKE 0130 - Yeast Breads**

**4 cr**

This course takes an in-depth look in the production of yeast dough, types of products that are made with yeast, mixing methods, various doughs, faults and how they are caused when a poor product is produced. Students will create a variety of yeast products such as pan bread, soft rolls, French bread, croissants and danish to name a few.

*Prerequisites - ServSafe, Bakeshop Principles*

#### **BAKE 0140 - Artisan Breads**

**2 cr**

Students will fine tune their yeast bread making skills and learn to make more distinctive, handcrafted yeast products. They will learn advanced techniques that have been around generations in Europe and becoming more popular in the United States. Students will prepare doughs using a pre-ferment and/or sourdough starter such as a traditional Sourdough Bread.

*Prerequisites - ServSafe, Bakeshop Principles and Yeast Bread Production.*

**BAKE 0150 - Cookie Production**

**2 cr**

During this course, students will learn about the characteristics of what makes a cookie, a cookie. They will gain an understanding of what causes cookies to fail. Also, students will prepare recipes using different mixing methods, variations, makeup and panning techniques.

*Prerequisites - ServSafe, Bakeshop Principles.*

**BAKE 0200 - Principles of Pastry Production**

**4 cr**

This course will guide the students through the process of pastry creation. Students will be exposed to the various types of doughs used for pastries; meringues; syrups, creams and dessert sauces. Basic plating procedures for desserts will be taught as well.

*Prerequisites - ServSafe*

**BAKE 0210 - Pies, Tarts and Specialty Pastries**

**2 cr**

This course is designed to teach students the in's and out's of preparing pies and the variety of different fillings that can be used. Information learned from Principles of Pastry Production will be expanded on in more detail by creating more elaborate and advanced pastries, such as: fruit and cream pies, tarts, tartlets, and specialty pastries.

*Prerequisites - ServSafe, Bakeshop Principles*

**BAKE 0220 - Cakes and Icings**

**3 cr**

Students will learn the dynamics of producing cakes that are light and delicate. The ingredients and how they are put together to produce quality products will be gone over in details. Icings that accommodate various cakes will be discussed and produced. Basic cake decorating techniques will be taught throughout the course.

**BAKE 0230 - Advanced Cakes**

**2 cr**

Students will advance their knowledge of cakes and frostings by learning more in-depth skills and techniques. Students will produce a variety of specialty cakes, specialty coverings and decorating techniques. By the end of the course, students will work in teams to produce a tiered cake.

**CULN 0200 - Inventory & Purchasing**

**2 cr**

A variety of instructional methods may be used depending on content area. These may include but are not limited to lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

**BAKE 0240 - Specialty Desserts**

**4 cr**

Specialty Desserts will provide the students with a look into other desserts that are produced within the industry and bakeshops. Students will learn about and produce custards, puddings, mousses, soufflés, frozen desserts, fruit desserts and creating desserts for people with special dietary needs.

**BAKE 0270 - Baking Capstone**

**4 cr**

Students will apply all knowledge gained from previous courses taken in the Baking program by creating, planning and executing a mock bakery. Students will work with others in the program to execute their concept and, in turn, be employed by others to execute their concept. By applying all knowledge gained within the program, students will demonstrate their ability to be gainfully employed in the industry.

**BAKE 0280 - Baking Internship**

**3 cr**

Through an internship at a local company and/or participating in catering/event opportunities at KCKCC, students will experience what it is like to work in a baking and/or pastry operation. Students will complete 120 hours in an approved Bakeshop entity to enhancing the skills and methodology learned in class, as well as, day-to-day responsibilities in the field. Students will be evaluated by their immediate supervisor; reflect and assess their experiences.

**AAS Course description**

**These following courses are to be taken in addition to the courses required for the Baking Certificate:**

**BLUE 0101 Freshman Seminar**

**1 cr**

Better Life Utilizing Education 1 hour credit This course will include topics designed to acquaint the student with the campus community, classroom expectations, counseling services, testing, and other experiences incidental to a successful adjustment to college life. Also covered are study skills, note taking, stress and fitness, and human relationships. Freshman Seminar: Bettering Life Utilizing Education is a required course for all freshmen except those who meet one of the six exemptions listed in the KCKCC catalog.

**ENGL 0101 Composition**

**3 cr**

Composition 101 is designed to help students achieve language proficiency and write paragraphs and essays which demonstrate unity, coherence, and levels of usage appropriate to the topic, purpose, and audience.

***ENGL 0102 Composition II or ENGL 0206 Technical Writing***

**ENGL 0102 Composition II**

**3 cr**

Composition 102 is the second of two required composition courses. A continuation of ENGL-0101, Composition I, this course emphasizes research, bibliographic, and writing skills. Students write a minimum of four (4) graded documented essays in MLA format. Prerequisite: Completion of Composition I, ENGL-0101, with a "C" or higher.

**OR**

**ENGL 0206 Technical Writing**

**3 cr**

Designed for concise writing in the technical fields of computer science, engineering technology, electronics, drafting, construction management, and sciences, the course includes description tools and mechanisms, processes, analysis, editing, examination of literature in the major, and a field project. Technical management finds this course useful. Prerequisites: Completion of ENGL0101, Composition I, with a "C" or higher.

***SPCH 0151 Public Speaking –OR- SPCH 0201 Interpersonal Communication***

**SPCH 0151 Public Speaking**

**3 cr**

This is a basic speech course dealing with the oral communication process through the study of public speaking. Students will learn to select topics, analyze their audience, organize and gather

support for a speech, improve delivery skills and reduce communication apprehension, listen for information and evaluation purposes, and distinguish between different types of speeches. Each student will develop and deliver a minimum of four speeches during the course.

**OR**

**SPCH 0201 Interpersonal Communication**

**3 cr**

This is a basic speech course dealing with the oral communication process through the study of interpersonal communication. Interpersonal communication is the study of communication that takes place between two or more persons in day-to day life. This course will help you understand what works and what doesn't in your communication with friends, families, and coworkers. Areas of study include: perception, verbal and nonverbal messages, listening, relationship development, relationship, maintenance, repair, and/or dissolution, and the differences in these things between cultures.

***MATH 0104 Intermediate Algebra -OR- Higher***

**MATH 0104 Intermediate Algebra**

**3 cr**

Intermediate Algebra includes a brief review of Elementary Algebra: linear functions and graphs, rational expressions and equations, radical expressions and complex numbers, quadratic equations and graphs, and an introduction to logarithmic functions. Students will be expected to use appropriate technology as one tool to achieve competency in Intermediate Algebra.

***Humanities; Natural/Physical Science; Social and Behavioral Sciences (6 hours total)***

**BIOL 0145 Nutrition**

**3 cr**

Nutrition is a general biology course for building knowledge about the six classes of nutrients in food. Students study how nutrients are used by the body, their relation to the myplate.gov, and how to read a food label. The social, economic, and environmental impact of our food selections, and production, is a highlight of this class (food sustainability). Proper nutrition for each stage of the human life cycle will be examined, as well as good nutrition for exercise. The focus is on how to reduce the risk for heart disease, stroke, cancer and diabetes.

**PSYC 0101 Psychology**

**3 cr**

This course is an introduction to the basic concepts, theories, and research findings in the evolving field of psychology. By learning to think psychologically, students gain insight into themselves and the dynamics of human thinking, behavior, and emotions.

**Elective Credit**

**3 cr**

**Program Outline:**

This is a single-track program with exit points at the technical certificate and associate degree levels.



**Certificate: Baking****Semester 1:**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit</b>	<b>Function</b>
CULN 0205	ServSafe	1	Technical Studies
BUSN 0250	Obtaining Employment	1	Technical Studies
BAKE 0100	Bakeshop Principles	3	Technical Studies
BAKE 0120	Quick Bread Production	2	Technical Studies
BAKE 0130	Yeast Bread Production	3	Technical Studies
BAKE 0140	Artisan Bread Production	2	Technical Studies
BAKE 0150	Cookie Production	2	Technical Studies
BAKE 0200	Principles of Pastry Production	4	Technical Studies
CULN 0200	Inventory & Purchasing	2	Technical Studies
	<b>Total Credits</b>	<b>20</b>	Technical Studies

**Semester 2:**

<b>Course ID</b>	<b>Course Name</b>	<b>Credit</b>	<b>Function</b>
BAKE 0210	Pies, Tarts and Specialty Pastries	3	Technical Studies
BAKE 0220	Cakes and Icing Production	3	Technical Studies
BAKE 0230	Advanced Cakes	2	Technical Studies
BAKE 0240	Specialty Desserts	4	Technical Studies
BAKE 0270	Baking Capstone	4	Technical Studies
BAKE 0280	Baking Internship	3	Technical Studies
	<b>Total Credits</b>	<b>19</b>	

**EXIT POINT FOR BAKING CERTIFICATE: 39 Credits****AAS in Baking:****Semester 3**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>	<b>Function</b>
BLUE 0101	Freshman Seminar	1	General Studies
ENGL 0101	Composition I	3	General Studies
ENGL 0102	Composition II	3	General Studies
-or-			
ENGL 0206	Technical Writing	3	General Studies
SPCH 0151	Public Speaking	3	General Studies
-or-			
SPCH 0201	Interpersonal Communication	3	General Studies
MATH 0104	Intermediate Algebra or higher	3	General Studies
	<b>TOTAL CREDITS</b>	<b>13</b>	

#### Semester 4

Course #	Course Title	Credits	Function
BIOL 0145	Nutrition	3	General Studies
PSYC 0101	Psychology	3	General Studies
	Elective Credit	3	General Studies
	<b>Total Credits</b>	<b>9</b>	<b>General Studies</b>

**AAS in Baking Total Credits: 61**

There is no program accreditation available.

#### Faculty

Faculty teaching in the **Baking Certificate** program are required to:

1. Have an Associates Degree in the food-service industry or closely related field.
2. 3 years of food service experience; and/or teaching in Baking, Culinary Arts or related field.
3. ServSafe Certified or become certified within 30 days of employment.

Faculty teaching in the **general studies portion for the AAS degree** require:

1. A Bachelor's degree is required; preferably a Master's degree in the subject area or closely related field.
2. Post-Secondary teaching experience is preferred as well as experience in the degreed field or closely related field.

#### Cost and Funding for Proposed Program

The space to be utilized for this program will have facility modifications made to the area by adding a sink, an oven, stoves and vent hoods. In addition to the facility cost, there is equipment that will need to be purchased such as mixers, fryers, pans and utensils.

The KCKCC Culinary Arts program was established in 1975 as "Professional Cooking" under the governance of Kansas City Kansas USD 500 school district. Over the years the program has been modified to meet industry standards. Kansas City Kansas Area Technical School and KCKCC merged in 2008. After the merger, KCKCC purchased the property where the KCKCC Technical Education Center is currently located. At that time, the building was remodeled and all program equipment was updated.

This program is currently a 40 credit hour program with maximum enrollment each semester. The success of the Culinary Arts program has led to the Baking program request. The instructional materials cost will be minimal because the Culinary Arts program and Baking program have some shared curriculum, equipment and supplies.

Adding an AAS to the Baking Certificate program would have no financial impact on the certificate program. It would enhance student learning and give them more career opportunities for higher paying jobs. The Baking Certificate program would be a first step for students based on the current enrollment trends. Those students generally choose to go into the workforce upon certificate completion to utilize

the skills they are trained for. Adding the AAS gives those students the opportunity to return to college to complete the general education requirements to obtain the AAS.

The program has strong industry, business and community support. The program facilitators will be seeking financial and in-kind donations through the relationships the facilitators have formed in the past 10 years with businesses in the culinary field. The facilitators will be actively seeking these donations and partnerships as a way to off-set local support of the program. At this time, KCKCC is not seeking funding through grants.

### **Program Review and Assessment**

KCKCC has recently implemented a program review and assessment process. Programs will be placed on a program review schedule and will be reviewed on a 4-year cycle. Depending on the results of the 4-year cycle, a program may be required to submit one year reviews. The purpose is for the committee to make recommendations for improvement to programs. Once those recommendations are made, the programs will then work to implement the recommendations made.

### **Program Approval at the Institution Level**

- Provide copies of the minutes at which the new program was approved from the following groups:
  - Program Advisory Committee  
(including a list of the business and industry members)  
Minutes attached from prior two advisory Meetings, with partners listed in attendance.

Submit the completed application and supporting documents to the following:

Director of Workforce Development  
Kansas Board of Regents  
1000 SW Jackson St., Suite 520  
Topeka, Kansas 66612-1368

## KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2018)

Institution: Kanas City Kansas Community College

Proposed Program: Associates of Applied Science in Baking, Certificate in Baking

### IMPLEMENTATION COSTS

<b>Part I. Anticipated Enrollment</b>		Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?				
		Full-Time	Part-Time	
A. Headcount:		12--39	16--20	
<b>Part II. Initial Budget</b>		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	# 1	\$	\$45,813.80	Local
Part-time/Adjunct	#	\$	\$	
		Amount		Funding Source
B. Equipment required for program		\$ 250,000		Local/Perkins/Program Agency Account
C. Tools and/or supplies required for the program		\$ 5,000		Local/Program Agency account/Perkins
D. Instructional Supplies and Materials		\$ 8,000		Local
E. Facility requirements, including facility modifications and/or classroom renovations		\$50,000		
F. Technology and/or Software		\$ 0.0		
G. Other <i>(Please identify; add lines as required)</i>				
<b>Total For Implementation Year</b>		<b>\$353,813.80</b>		

# KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2018)

## PROGRAM SUSTAINABILITY COSTS (Second and Third Years)

Please indicate any additional support and/or funding for the proposed program:

The KCKCC Culinary Arts program was established in 1975 as “Professional Cooking” under the governance of Kansas City Kansas USD 500 school district. Over the years the program has been modified to meet industry standards. Kansas City Kansas Area Technical School and KCKCC merged in 2008. After the merger, KCKCC purchased the property where the KCKCC Technical Education Center is currently located. At that time, the building was remodeled and all program equipment was updated.

This program is currently a 40 credit hour program with maximum enrollment each semester. The success of the Culinary Arts program has led to the Baking program request. The instructional materials cost will be minimal because the Culinary Arts program and Baking program have some shared curriculum, equipment and supplies.

Adding an AAS to the Baking Certificate program would have no financial impact on the certificate program. It would enhance student learning and give them more career opportunities for higher paying jobs. The Baking Certificate program would be a first step for students based on the current enrollment trends. Those students generally chose to go into the workforce upon certificate completion to utilize the skills they are trained for. Adding the AAS gives those students the opportunity to return to college to complete the general education requirements to obtain the AAS.

<b>Part I. Program Enrollment</b>	Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program?			
	Full-Time	Part-Time	
A. Headcount:	24--39	32--20	
<b>Part II. Ongoing Program Costs</b>	First Two Years		
A. Faculty	Existing:	New:	Funding Source:
Full-time	# 2	\$ 45,813.80	\$ 45,813.80 Local
Part-time	#	\$	\$
	Amount	Funding Source	
B. Equipment required for program	\$ 0.00		
C. Tools and/or supplies required for the program	\$ 5,000	Local/Program Agency account	
D. Instructional Supplies and Materials	\$ 8,000	Local	
E. Facility requirements, including facility modifications and/or classroom renovations	\$ 0.00		
F. Technology and/or Software	\$ 0.00		
G. Other <i>(Please identify; add lines as required)</i>			
<b>Total For Program Sustainability</b>	<b>\$112,957.60</b>		

## KBOR Fiscal Summary for Proposed Academic Programs

CA-1a Form (2018)

The program has strong industry, business and community support. The program facilitators will be seeking financial and in-kind donations through the relationships the facilitators have formed in the past 10 years with businesses in the culinary field. The facilitators will be actively seeking these donations and partnerships as a way to off-set local support of the program. At this time, KCKCC is not seeking funding through grants.

Other local sources of funding will come from: tuition, fees, and post-secondary funding. Some funds will come through the programs "Agency" account which is specifically set up for catering events and café sales. Through the years the program has carried over funding in this account to help offset some of the equipment costs for the Baking program. The program will also apply for funding through Perkins V to cover new equipment the program does not currently have.

Submit the completed application and supporting documents to the following:

Director of Workforce Development  
Kansas Board of Regents  
1000 SW Jackson St., Suite 520  
Topeka, Kansas 66612-1368

**LETTERS**  
**OF**  
**SUPPORT**



*Our Mission.  
Our Kitchen.  
Your Experience.*

September 22, 2019

Dear Kansas Board of Regents,

My name is Laura Laiben and I am the owner, founder and CEO of The Culinary Center of Kansas City, a culinary arts school which has been offering over 600 culinary classes annually to the public for 22 years, in addition to interactive private events and teambuildings. I would like to take this opportunity to support and recommend Kansas City Kansas Community College in their efforts to finalize their ability to offer an Associates of Applied Science Degree in Baking and Pastry.

We hear from our customers, young and old alike, often asking us if we know of such a program in this area. While we offer these students serious culinary education in the baking and pastry arts, our business model has never included certification. We can provide these students with an opportunity to see if they are serious about their passion for the culinary arts, especially baking and pastry classes, but we have an extremely limited number of options to send them to certification-focused schools to master and finalize their education.

The hospitality industry is booming, and as this industry grows, the demand for qualified employees is continuing to grow exponentially as well. It is becoming increasingly difficult to find qualified and knowledgeable candidates who have the skill set needed to succeed and grow in this field. An AAS program would greatly assist these graduating students in finding quality employment both as they begin to enter the work force, as well as in their future endeavors.

I pledge to support this effort by continuing to offer internships and apprentice programs and other opportunities for the students to practice their skills, and by volunteering to serve on the school's Culinary Arts Advisory Board to better understand what we can do to continue to support the efforts of this program. Putting quality, qualified, and knowledgeable graduates out into the workforce in the Kansas City area and beyond will only help improve our overall status as a leading pioneer in the culinary industry.

Sincerely,

*Laura Laiben*

**Laura Laiben**  
‘The Main Dish’  
Owner/Founder/CEO

7920 Santa Fe Drive  
Overland Park, Kansas 66204  
913.541.4455  
www.culinary.com  
cc@culinary.com



***You Can't Lick The Bowl Watching The Food Channel!***





September 24, 2019

Dear Kansas Board of Regents,

I would like to take this opportunity to recommend KCKCC be able to offer an AAS Culinary Arts, Baking and Hospitality & Management; as this will help provide high quality graduates to meet the ever growing needs of our industry.

As we search for quality candidates in our ever growing industry, this will help fulfill leadership positions offered within our business. The need to obtain an Associate's degree in the food service industry has grown exponentially over the years. The better educated candidates are; the more successfully they are and help insure the growth in the communities they reside.

I pledge to support this effort by offering interviews to qualified graduates and by volunteering to serve on the Culinary Arts Advisory Board.

We pledge to support this effort by:

- xOffering Mock Interviews
- xJudging Food Competitions
  - Scholarships
  - Offering Internships or Apprentice Programs
- xGuest Speaker
- xDemonstrations
  - Field Trips
  - Other: \_\_\_\_\_

Sincerely,

**Jim Tinkham**

CEC,ACE,CCA,AAC

Chairman of the Board GKCCA

Chef of The Year 2014 GKCCA

Executive Chef of Dining Services

William Jewell College

500 College Hill

Liberty, MO 64068

Office: 816-415-7542

Cellular: 816-547-1820

Fax: 816-415-5019



WILLIAM JEWELL COLLEGE



September 24, 2019

Dear Kansas Board of Regents,

My name is Jim Tinkham, Executive Chef at William Jewell College in Liberty, Mo. I would like to take this opportunity to recommend Kansas City Kansas Community College be able to offer an Associates of Applied Science Degree in Baking and Pastry.

The hospitality industry is booming, and as this industry grows the demand for qualified employees is continuing to grow exponentially as well. It is becoming increasingly difficult to find qualified and knowledgeable candidates who have the skill set needed to succeed and grow in this field. An AAS program would greatly assist these graduating students in finding quality employment both as they begin to enter the work force, as well as in their future endeavors.

As I search for quality candidates, this will help fulfill leadership positions offered within our business. The need to obtain an Associate's Degree in the Food Service/Baking Industry has grown exponentially over the years. I feel with better education candidates will be more likely to achieve success and help insure the growth in the communities in which they reside.

I pledge to support this effort by offering interviews to qualified graduates and by volunteering to serve on the schools Culinary Arts Advisory Board to better understand what we can do to assist the school, as well as their current and graduating students in the future. Putting quality, qualified, and knowledgeable graduates out into the workforce in the Kansas City area and beyond will only help improve our overall status as a culinary/baking destination city.

Sincerely,

Jim Tinkham

CEC,ACE,CCA,AAC

Chairman of the Board GKCCA

Chef of The Year 2014 GKCCA

Executive Chef of Dining Services

William Jewell College

500 College Hill

Liberty, MO 64068

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WILLIAM JEWELL COLLEGE

September 24, 2019



from the desk of: Adam Fruehauf, Executive Chef

Dear Kansas Board of Regents,

My name is Adam Fruehauf. I am the Executive Chef of the Hollywood Casino at the Kansas Speedway, a property owned and operated by Penn National Gaming. We own and operate 41 casinos, resorts and hotels around the country and are currently the largest operator in our industry with approximately 19,000 employees. Penn National is a unique position to offer career longevity and accelerated advancement for its hospitality department members. As a representative of the Kansas property, I will offer my full support for the upgraded degree for Culinary Arts Program and Baking Program applied for by the Kansas City Kansas Community College for the Culinary department.

As a leader in the Culinary community in Kansas City Kansas, I am very enthusiastic about the opportunities that the Culinary Arts Program and Baking Program improvements will generate. The hospitality industry is experiencing increased demands in a variety of hospitality markets. At the same time, we are also realizing a decline in our ability to access highly skilled and educated professional talent pools. For us, the imperative is that we have access to highly developed labor pools in order to develop a more viable future for our business needs and the growth of work force as well as retain that work force. Our largest interest is to grow our future leadership work force with well rounded, knowledgeable people.

The need for qualified and committed professionals is at an all time high for the hospitality industry. Programs such as Culinary Arts Program and Baking Program's will no doubt support the development of a professionally driven and committed work force.

I pledge to support this effort by offering interviews to qualified graduates and by volunteering to serve on the schools Culinary Arts Advisory Board to better understand what we can do to assist the school, as well as their current and graduating students in the future. Putting quality, qualified, and knowledgeable graduates out into the workforce in the Kansas City area and beyond will only help improve our overall status as a culinary/baking destination city.

Sincerely,

Adam R. Fruehauf

Executive Chef

Hollywood Casino at Kansas Speedway/Penn National Gaming

777 Hollywood Blvd. Kansas City, KS 66111

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**ADVISORY  
COMMITTEE  
MEMBERS  
  
AND  
  
SUPPORTING  
MEETING MINUTES**

**Kansas City Kansas Community College**

**Culinary Arts / 12.0505**

**Fall 2018 ADVISORY COMMITTEE MEETING – 8:20 am**

**10/10/2018**

**Attendees:**

Patrick Thompson (Wyandotte HS)  
Adam Fruehauf (Hollywood Casino)  
Mary Beth (Young Women on the Move)  
Richard W. McPeake, KCKCC-TEC  
Kelly Jenkins, KCKCC-PCC  
Justin Mitchel, KCKCC-TEC  
John Williams, KCKCC-TEC  
Richard Wilks, KCKCC-Basehor-Linwood

**I. Welcome and Introductions**

Introductions were made of all in attendance,

**II. Old Business**

**A. Associates of Applied Science in Culinary Arts**

Richard McPeake discussed the status and update on the process and the possible adding an additional facility for the start of a Hospitality Management Program

Chef Justin Mitchell discussed new baking program request form has the same type of info as for the hospitality program.

- The program descriptions are listed and name the types of jobs that students will be qualified for after completion of this program.
- The certificate for this program is 39 credit hours
- The AAS for this program is 63 credit hours
- These credits can be transferred on as we have a 1 plus 1 program with JCCC as well as K-State
- Most of the time we can write a letter for our students who wish to transfer on to larger culinary schools to receive higher degrees.
- Some of the courses in this program, such as quick breads and yeast breads will be more in depth than what we already offer in our culinary program.
- Students will earn their Baking Certificate in 2 semesters, and those that wish to earn their AAS degree as well will complete that in 2 more semesters.

Chef Richard McPeake discussed our current culinary program is at 40 credits and we are applying for 20 more credits with KBOR to add an associate's degree. We will be

adding a baking program as well as a hospitality program. All of our programs will offer a certificate part of the program as well as a degree.

- The new program request forms for both of these programs were handed out to all advisory members to look over.
- There will be a certificate A, B and AAS for hospitality.
- We have done some comparison with other colleges as well for each of the new courses, as listed in the documents handed out.
- We will be moving our final capstone classes to our new hospitality building down in front of the TEC so the students will have an actual restaurant to finish the program.
- Chef Richard briefly talked about each class offered for the hospitality program, and the courses that can be chosen from to complete the AAS.
- Students will earn their Certificate A in their first semester, Certificate B in their second semester and if they choose to get their AAS, it will take them 2 more semesters to complete that.

Chef Richard McPeake – In order for us to get these new programs approved, we are required to have 6 letters signed in support of the programs by members of our advisory board.

- I have copies of a draft of this letter that needs to be on their own letterhead, filled out and signed with a business card attached. Our members will check boxes for whatever they will be willing to do to help us out.
- I would like to have these letters back to me by the end of next week.
- We are going after the whole Midwest, not just one county, by expanding this will help. Does anyone have any other thoughts or input?

All attending partners, spoke out about being supportive of the ASS in both Culinary Arts and Baking. All agreed to forward progress.

Patrick Thompson – Wyandotte high school - All of our students can be pushed to do more and not let them limit themselves, so this should all help out, especially for the students just wanting to do a particular part of the program.

Adam Fruehauf – Hollywood Casino – I am one in the industry attempting to and grabbing all of your students.

- Let your students know this isn't an easy industry.
- They have to have math
- Food cost is gigantic
- They need to be ready for the big kitchen and a lot of the duties at Hollywood.
- I am not able to talk with our employees about the union

**B. Awards**

Chef Richard McPeake talked about how all of our students did great competing in SkillsUSA last semester and 6 of them received medals that I have listed on the agenda, while 1 of them received gold and went on to Nationals in Louisville, KY over the summer.

**III. New Business**

**A. Enrollment & Additional Culinary Program**

Chef Richard McPeake talked about how we have increased enrollment by 40%, including post-secondary, which is the one we struggle with the most.

Added a new culinary program at Basehor high school

**B. Administration Changes**

Richard announced that Cheryl Runnebaum is now the new Dean of Education for the KCKCC-TEC. Chef Richard is now the Lead Instructor of the Culinary Arts Program for KCKCC.

**IV. New Personnel**

Hired an adjunct instructor (Chef Richard Wilks) to teach this program and moved Chef Nicole Reyes from Pioneer to Basehor as his lab assistant.

Basehor currently has 23 students in the program, that TEC counts in their numbers

Richard Wilks talked about the New Culinary Program at Basehor-Linwood and has 2 classes in Basehor, one with 11 students and one with 12 students. They range from sophomores to seniors. The kitchens are not industrial, they are all electric and they are super nice kitchens. The administration is excited they are there at their high school and they are willing to invest in the program and give more class blocks if the program is successful.

**Chef John Williams** – Moved from Pioneer down to TEC to teach our 15 new post-secondary students

**V. Visitation of High School Programs & Career Fair Days**

**A.** Patrick Thompson – Wyandotte high school, asked about having one of the chef's to come to school and talk about the expanding program offering the high school student's another direction for possible employment

**B.** Richard & Justin talked about a bigger commitment to visiting High Schools on Career days and or College Nights at the local High Schools. Richard talked about being at Washington High School and talked to over 200 kids. Shawnee Mission Northwest was

visited also. We will be contacting the schools to put together a calendar of dates for the upcoming Spring Schedule

- C. We had added a Culinary Arts Job Fair, mostly for the Seniors who will be graduating, the Seniors will be required to attend two “live” interviews with Full Resume. We will input from employers on what they would expect and want from those students scheduling an interview, to make sure they know the proper interview etiquette.
- D. Adam Fruehauf – Hollywood Casino – Have more individual career days just for service industry looking for culinary people/ bakers/ managers etc.
  - o Gear Field trips to hotels and restaurants tours so students can get a better glimpse of an industry kitchen

#### **VI. Charity Events**

Mary Beth, Young Women On The Move, Director, asked if we would be willing to donate the same Raffle dinner in April of 2019 for the fund raiser for the Kansas City Lyrics Opera Dinner.

We agreed that we would, provide we have a team competing again.

#### **VII. Closing**

The meeting concluded at 9:40 AM, we thanked everyone for coming.



**KCKCC Academic Policies Committee Minutes**  
**September 24, 2019**  
**2:15 pm**  
**Board Room**

I. Call to order: 2:17, quorum confirmed

II. Approval of Minutes: Sheldon moved to approve. Jon seconded. Approved.

Sheldon moved to change the order of business so that new business was first. Antonio seconded and all approved.

III. Old Business

1. New certificate – *Emergency Medical Services (EMS): New EMT certificate program. No new classes, but allows people interested in EMT program, but not fire-fighting, to be enrolled in a certificate program so that they can receive financial aid. Would go into effect in fall 2020.* Jon moved to accept the program. Dagney seconded. Motion passed.

2. New certificate – *Fire Science Firefighter: Freshman seminar class added to the current plan, otherwise no new classes. Program would begin in fall 2020.* Antonio moved to accept. Jake seconded. Motion passed.

3. Program modification – *Homeland Security: Adding freshman seminar, removing Business math as an option for math requirement. Math requirement is MATH104 or higher.* Sheldon moved to approve. Frankie seconded. Motion passed.

4. Program/Course modification – *CIST 0191 & CIST 0291: Previously this was one 4-credit hour course. Splitting it into two 3-credit hour courses makes them easier to transfer to a 4-year university. The first semester is a requirement, the second semester is an elective. Both classes will transfer.* Jon moved to accept changes. Antonio seconded. Motion passed.

5. 1.5 Credit hour classes- Denied by the deans.

IV. New Business

1. Baking AAS: new programs proposed for AAS and certificate. Jon suggest changing math requirement wording to include “or higher” after MATH104. There is no state alignment at this time

for culinary or baking. This is different than JCCC's program, which is more pastry driven. There is discussion with K-State about a transferable degree. It was noted that competencies are on the syllabi, which are not necessary. Only outcomes are required on the syllabi. It was pointed out that the total hours is listed as 63 but adds up to 64. It was pointed out that we are trying to lower degree requirements to 60, so suggested to reduce elective credit from 6 to 3 so that the total credits is 61. Business math needs to be removed as an option to satisfy the math requirement because the core curriculum committee has determined that it does not meet the requirements to be a general education course. Jake voiced concerns about this decision and brought up the need for a course to replace business math.

2. Baking Cert: Similar to AAS but without the gen. ed.
3. Culinary: Adding gen. ed. requirements to certificate to create AAS degree. Same suggested corrections as in baking, plus need to add the BLUE101 course.
4. Esthetics: New certificate program proposed. They will work toward creating an AAS next year.
5. Audio: Adding a second semester of critical listening. Deans did not accept idea of a 1.5 credit hour class, so instead add two 1-credit practicum classes and remove 3 hours of gen. ed. Degree credit hours remains the same.
6. Theatre: AGS is going away, so this restructured AA will give students the option of more theater tech skills. Several requirements were moved to electives. No changes made to gen. ed. Students who were in the AGS program have opted to move to AA.
7. ADCN AAS: Math requirement needs to be "MATH105 or higher" instead of "MATH106 or higher." Technical math option was removed. Acting class requirement was changed to any humanities course with Acting recommended. A few other changes made to allow more options and allow program completion more quickly. On APC form, "AAS" should be checked instead of "AGS."
8. ADCN Cert A: Intended for people with a Bachelor's in social work so that they can obtain a license in addiction counseling.
9. ADCN Cert B: Added psychology and social science research course.
10. Building Engineering: Program modification for existing certificate. Modifications made to meet industry changes. Gives students more technical training. Working on including more industrial maintenance. Current program only has Cert B. This modification adds a Cert A and Cert C. It was clarified that 16 credit hours is enough to qualify for Pell Grant. There is a plan to move toward an AAS.
11. Kathryn Lask: Presented initial work in changing paralegal program to legal studies program

Meeting adjourned at 3:47

**Members present: Theresa Holliday, Deanne Yates, Sheldon Guenther, Antonio Cutolo-Ring, Frankie Davis, Ian Corbett, Shay Dodson, Jonathan Taylor, Dagney Velazquez, Jake Carmack**

**Visitors: Janice Spillman, Ahmed Aljanabi, Kathryn Lask, Jerry Pope, Michael James, Shawn McGivern, Lori Chaffin, Deb Wolfe, Richard Mcpeake, Cheryl Runnebaum**

**KCKCC Academic Policies Committee Minutes**  
**October 29, 2019**  
**2:15 pm**  
**Board Room**

- I. Call to order: 2:15, quorum confirmed.
  
- II. Approval of Minutes: Jake asked for modifications to the minutes. These were made, and Antonio moved to accept the minutes as modified. Sheldon seconded. Minutes were approved.
  
- III. Old Business
  1. Baking AAS: Math was changed to MATH104 or higher. Reduction of credit hours was also suggested at last meeting. Antonio moved to accept the program with the modifications that were suggested at last meeting. Jon seconded. Motion passed.
  2. Baking Cert: Similar to AAS but without the gen. ed. Ian moved to accept the program. Antonio seconded. Motion passed.
  3. Culinary: Adding gen. ed. requirements to certificate to create AAS degree. Antonio moved that we accept with the modifications suggested at last meeting. Frankie seconded. Motion passed.
  4. Esthetics: New certificate program proposed. They will work toward creating an AAS next year. Antonio moved to accept as presented. Jon seconded. Motion passed.
  5. Audio: Adding a second semester of critical listening. Ian moved that we approve. Antonio seconded. Motion passed.
  6. Theatre: restructured AA. Ian moved to accept as presented. Antonio seconded. Motion passed.
  7. ADCN AAS: Changes suggested in last meeting to AAS, Cert A, and Cert B were made. Antonio moved to accept the program modifications. Frankie seconded. Motion passed.
  8. ADCN Cert A: See #7
  9. ADCN Cert B: See #7
  10. Building Engineering: Program modification for existing certificate. Antonio moved to accept. Jon seconded. Motion passed.

Meeting adjourned at 3:21

IV. New Business

1. Ed announced that deans' council is looking at creating a 3-part syllabus. One part would be the addendum that is the same for all syllabi, one part is specific to each section, and the third part is the general syllabus for that class. Deans' council would like feedback from APC. There will also be a generic statement about placement

requirements rather than including specific placements for each course. He will send APC a sample.

2. Ed asked APC to come up with list of what specific syllabus changes need to come before APC. Discussion: Antonio proposed that pre-requisite changes need to come to APC. Janice said that course title, credit hour, and course description changes need to come through APC so that catalog can be changed. Jake asked about the changes of outcomes and competencies. Antonio said that we have never been the arbiter of outcomes and competencies. Jake suggested that we consider the four items: pre-requisites, course title, credit hour, and course description, and decide whether we need to add to this list. At the next meeting we will discuss again and hopefully make a final decision about what syllabus changes need to come to APC and how to communicate this.

Members present: Sheldon Guenther, Antonio Cutolo-Ring, Frankie Davis, Ian Corbett, Shay Dodson, Jonathan Taylor, Dagney Velazquez, Jake Carmack

Visitors: Janice Spillman, Michael James, Ed Kremer



**Mission Statement: Inspire individuals & enrich our community one student at a time.**



**Vision Statement: Be a national leader in academic excellence & partner of choice in the communities we serve.**

**KANSAS CITY KANSAS COMMUNITY COLLEGE  
Board of Trustees Meeting Agenda - Amended  
December 17, 2019 – 5:00 P.M.**

**Upper Level Jewell Lounge  
Kansas City Kansas Community College – Main Campus**

1. **Call to Order:** Chairwoman Brown called the meeting to order at 5:00 p.m. The Pledge of Allegiance was led by Ms. Tami Bartunek.
2. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Criswell, Daniels, Garner, McIntyre, and Sutton. All present.
3. **Approval of Agenda** – Chair Brown called for a motion to accept the Agenda. Dr. Mosier asked for the addition of four items to the Agenda – two additions to the Recognitions/Presentations, one to New Business regarding a contract agreement with Simplar, and one additional Executive Session for 10 minutes for preliminary discussion of the acquisition of land. Trustee Criswell made the motion with the added items. Trustee Sutton seconded the motion. The Motion Carried.
4. **Audience to Patrons and Petitioners:** Chair Brown extended the opportunity for anyone wishing to address the Board and asked that each person honor the five-minute time limit. Mr. Mark Dupree, district attorney of Wyandotte County, shared with the Board the launch of his crime prevention initiative in Wyandotte County schools. The “Brilliant, Outstanding, Leaders, Determined to make a Difference,” or B.O.L.D.D. Initiative will target middle and high school students and provide guidance through affirmation and mentorship for the students. The initiative will also provide five \$500-dollar scholarships for college education. DA Dupree thanked the KCKCC Administration for their leadership.
5. **Recognitions/Presentations:** Chair Brown invited Dr. Mosier to begin with the recognitions. He acknowledged Trustee Garner for jumping into his role as KCKCC Board Member with both feet. Dr. Mosier recognized the care and dedication to the college, students and community that Trustee Garner exhibited. He mentioned that Trustee Garner played an integral part in the reinstating the child care center, Little Leaders of KCK, and in improving the safety and security at KCKCC. Trustee Garner was appointed in March 2017 and began serving in April 2017. Trustee Garner acknowledged the pivotal and life-transforming impact that KCKCC has for improving the lives for community

members in Wyandotte County. He expressed his pride in the many projects implemented at KCKCC. Chair Brown thanked Trustee Garner for his service and mentioned that he would be missed.

- College Senate Chair, Mr. Darren Elliott, presented a resolution to Trustee Garner for his service as trustee on the KCKCC Board of Trustees.
  - Dr. Mosier stated that it was a distinct honor to present the recently elected Board of Trustee members to KCKCC – newly elected KCKCC Trustee, Ms. Pat Brune, and re-elected KCKCC Trustees, Mr. Don Ash, Ms. Rosalyn Brown, and Dr. Ray Daniels. Dr. Mosier invited them each to stand and led the trustees in the Oath of Office statement. Congratulations were extended by Trustee Sutton.
6. **Communications:** Chair Brown acknowledged that there were no communications to address. The Board moved forward with the Board Committee Reports.
7. **Board Committee Reports:** Chair Brown asked if there were any Board Committee Reports.
- Vice Chair Daniels shared that the Finance and Policy committees met and the Policy Committee has a policy to come forward for approval later in the meeting.
  - Trustee McIntyre attended the Governor’s Meeting and shared that community colleges were mentioned and are on the radar of the governor.
  - Trustee Ash shared about KACCT Quarterly meeting in Dec. 6 & 7, 2019. The members who attended heard from Lt. Gov. Lynn Rogers, received a property tax presentation, and information regarding the agenda for upcoming national meeting. Trustee Ash reiterated that community colleges are on the radar and the overall outlook is good. Chair Brown seconded the sentiments and encouraged other trustees to attend as often as possible. The next KACCT meeting for the PTK Program will be in March 2020 and in Garden City, KS in June 2020.
8. **Consent Agenda:** Chair Brown called for a motion to accept the Consent Agenda. Trustee McIntyre moved to accept the Consent Agenda. Trustee Criswell seconded the motion. **The Motion Carried.**
9. **Student Senate Report:** Chair Brown called for the report from Student Senate. Mr. Daniel Zacapa, Student Senate Chief Information Officer, presented the following on behalf of Mr. Jose Manuel “Manny” Paredes —
- Sponsored a Finals Breakfast for students with 310 students participated at Main campus, 325 at TEC, and approximately 100 at Pioneer Center.
  - Presented a \$500 scholarship from students to students to the KCKCC Foundation
  - Campus Wonderland for students with children Dec. 19<sup>th</sup> 2pm – 5pm in the Game Room. Invited community to donate more toys for children.
- Trustee Daniels moved to accept the Student Senate report. Trustee Criswell seconded the motion. **The Motion Carried.**

10. **President's Report:** Chair Brown called for the President's Report. Dr. Greg Mosier reported the following –

- College closed yesterday due to inclement weather. Some classes and students making up work for yesterday. Dr. Mosier expressed appreciation to faculty and staff for their efforts in supporting the students.
- The College is wrapping up the first 6-month implementation of Strategic Plan. In January, a synopsis progress report will be presented to the Board of Trustees.
- Lastly, Dr. Mosier wished everyone a happy holiday season.

Chair Brown called for a motion to accept the President's Report. Trustee McIntyre moved to accept the President's Report. Trustee Sutton seconded the motion. **The Motion Carried.**

11. **Vice President Academic Affairs Report:** Chair Brown called for the Vice President of Academic Affairs (VPAA) report. Dr. Beth Ann Krueger reported the following –

- Invited Dr. Tiffany Bohm to introduce faculty members presenting on active learning techniques. Mr. Todd Miles, Program Coordinator of Fire Science program, Mr. Pat Dunn and Mr. Andy Brooks, instructors from Fire Science. Presentation of fire action concepts from the candle dissection lab.
- Dr. Krueger provided information regarding a question the Board raised about the withdrawal rate at KCKCC – 6.5 to 7.2% during that last 3 fall semesters, which is a great position for KCKCC. The fall to fall freshmen retention rate is 62%. Acknowledge the Center for Teaching Excellence for supporting faculty with training and improving strategies and classroom pedagogy, and Dr. Wilson and her team in Student Affairs for providing a variety of services to assist students.
- Trustee Sutton asked whether the co-curricular activities would be on the transcript. No, however they are assessed. Students may put co-curricular activities in a portfolio which many colleges are beginning to consider. Dean Brewer answered that the Student Affairs are looking at tracking the co-curricular transcript. Andrica Wilcoxon is also adding the transcript online for students with a committee to assess and track the student information. It will have the seal and stamp from the college. Dr. Mosier added, regarding the withdrawal report, clarification of the data will be added in future reports. Trustee McIntyre mentioned that transportation was once an issue. Dr. Terry mentioned added that Student Affairs will add transportation as an option on the withdrawal form. Trustee Garner asked about the student ID being a bus pass and asked how many students are using their student ID to get to college or work. Mr. Beach answered that there is a report once to twice per year. In the report, the ridership is increasing each year, the students are getting great value for the passes, and the students are getting great treatment while on the bus.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Vice President of Academic Affairs report. Trustee Sutton



moved to accept the Vice President of Academic Affairs report. Trustee McIntyre seconded the motion. **The Motion Carried.**

**12. Vice President Student Affairs Report:** Chair Brown called for the Vice President of Student Affairs (VPSA) report. Dr. Stephen Terry, Dean of Enrollment Services, reported the following on behalf of Dr. Wilson –

- Expressed appreciation for the mention of transportation as an option for students during the withdrawal process. It will be added to the form for reference.
- Enrollment is stable. KCKCC is one of 3 community colleges across the state of Kansas that will break-even with enrollment.
- A new category of students, SCND – Some College, No Degree. KCKCC is reaching out these students from the last 5 years to invite them to complete their degree through a transcript evaluation.
- Spring enrollment has passed 3,000 students enrolled. Walk-in enrollment begins tomorrow. KCKCC has a culture of students enrolling closer to classes started as they make arrangements to attend classes around work and family commitments.
- Student Orientation is January 9<sup>th</sup>.
- Downtown Campus Center director was interviewed on Spanish radio.
- Career Center to open in January 2020 and will be led by the Career Services Coordinator, Mr. Mark Turner.
- Recognition for Student Services and Accessibility Team – students requesting support has more than doubled in the last year.
- TRIO Team – National Society of Leadership Success Inauguration.
- Only 17 beds available in student housing, which has over 138 beds. This shows great enrollment efforts.
- Athletic Director is considering elevating some KCKCC teams to Division I based on their success.
- Trustee Criswell asks what type of education are the SCND students seeking – community college or 4-year college. Dr. Terry shares that the National Clearinghouse Data could be used better as they are finding a lot of student that has transferred on and/or completed degrees. The others are the ones that the college is seeking reach.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Vice President of Student Affairs report. Trustee Criswell moved to accept the Vice President of Student Affairs report. Trustee Sutton seconded the motion. **The Motion Carried.**

**13. Vice President Strategic Initiatives & Outreach Report:** Chair Brown called for the Vice President of Strategic Initiatives & Outreach report. Ms. Tami Bartunek reported the following —

- Update on Behind the Scenes project – the College is on schedule and all initial documents have been submitted. Video shoot is scheduled for March 4<sup>th</sup>. A rough product is expected 6-8 weeks after.
- New billboard by the end of next week; can be seen heading west on I-70 to The Legends shopping center.
- Shared a highlight with the Programs with the President from Respiratory Therapy. Dr. Mosier interviewed Ms. Jennifer Gilmore. Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).
- National Council of Marketing and Public Relations – KCKCC is a Paragon Marketing Award finalist. KCKCC is the only finalist from Kansas.

Trustee Daniels asked how the College was nominated. Ms. Bartunek shared that the Marketing department submitted products for consideration. Trustee Garner asked about the College's cable channel and the consideration of airing some of the program highlights, college games and other current events as a marketing tool, and possibly conducting more interviews. Ms. Bartunek committed to looking these suggests. Trustee Sutton congratulated the students receiving pins in the Nursing program this evening. Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Vice President of Strategic Initiatives & Outreach report. Trustee Sutton move to accept the Vice President of Strategic Initiatives & Outreach report. Trustee Criswell seconded the motion. **The Motion Carried.**

14. **Chief Financial Officer Report:** Chair Brown called for the Chief Financial Officer's report. Mr. Michael Beach reported the following —

- Continued revisions of major policies. Policies from Finance Division to come to Policy Committee as they are prepared.
- Facilities department continues to do stellar job with projects. Trees have been planted and more boulders will be placed around campus. Stainless steel bearings will be installed near the entrances.
- Expenditures and revenues are on track. Nothing occurring to cause alarm.

Trustee Criswell asked about the frequency of vendor evaluation process and what it is based on. Mr. Beach shared that each vendor is evaluated annually unless there is a multiyear contract. Trustee Garner commended Mr. Beach, Dr. Mosier and the Campus Police department for making the investment in security enhancements.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Chief Financial Officer's report. Trustee Criswell moved to accept the Chief Financial Officer's report. Trustee McIntyre seconded the motion. **The Motion Carried.**

15. **Chief Human Resources Officer Report:** Chair Brown called for the Chief Human Resources Officer's report. Ms. Christina McGee reported the following –

- The College's pursuit of creating job descriptions has been finalized and will soon be accessible for all employees. The information will be placed on HR SharePoint site with position grade and salary ranges in January 2020.
- HR sent information to full-time faculty regarding their step and salary. HR will continue to do this with faculty and staff as well.
- Employee Recognition Dinner has been scheduled for May 1<sup>st</sup>.
- Employee Relations Committee is working on an employee recognition program to be vetted through President's Cabinet.

Trustee Garner asked about paperless office project in HR. Ms. McGee shared that her office has reduced paper down to two filing cabinets. Trustee Criswell commended Ms. McGee on the clear communications and processes from HR for KCKCC. Ms. McGee commended her team.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Chief Human Resources Officer's report. Trustee McIntyre moved to accept the Chief Human Resources Officer's report. Trustee Criswell seconded the motion. **The Motion Carried.**

16. **Chief Information Officer Report:** Chair Brown called for the Chief Information Officer's report. Mr. Randy Royer, Director of Media Services, reported the following on behalf of Mr. Gabriel –

- Media Services is in the process of revamping the KCKCC cable channel and using more content that KCKCC currently shoots for the channel. Beginning in January, more basketball games will be aired on the cable channel and, in spring, the baseball games will be aired as well.

Trustee McIntyre asked about getting KCKCC's award-winning music program aired and the possibility of creating a community schedule.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Chief Information Officer's report. Trustee Sutton moved to accept the Chief Information Officer's report. Trustee Criswell seconded the motion. **The Motion Carried.**

17. **Unfinished Business:** Chair Brown acknowledged that the student enrollment and withdrawal data had been shared during Dr. Krueger's report. The Board continued to the next item on the agenda.

18. **New Business:**

- Chair Brown invited Dr. Krueger to present regarding the Academic Calendars for FY 2021 – 2022 and FY 2022 – 2023. Dr. Krueger shared that the calendars were in Board packet for approval by the Board with no major changes.

Vice Chair Daniels moved for the approval of Academic Calendars for FY 2021 – 2022 and FY 2022 – 2023. Trustee McIntyre seconded the motion. **The Motion Carried.**

- Dr. Krueger continued with the presentation of New Academic Programs. She shared that Academic Policy requires that these programs be approved by the KCKCC Board of Trustees and presented to KBOR.

Vice Chair Daniels moved for the approval of New Academic Programs Trustee McIntyre seconded the motion. **The Motion Carried.**

- Chair Brown invited Dr. Mosier to present regarding the Artist's Gift to KCKCC – Ms. Rita Blitt Art Donation. Dr. Mosier shared that KCKCC was approached by artist representative of Ms. Rita Blitt, a nationally and internationally recognized artist from Kansas City. She would like to donate a large portion of her work to student populations were students who would not typically see museum-quality art. Spaces have been identified spaces at KCKCC and a significant donation to KCKCC is being discussed. Earlier this summer, a \$500,000-dollar donation was made by Ms. Blitt to KU-Edwards. The Math Watering Hole and TEC Multipurpose Room may be areas for her work to be showcased. Trustee Daniels asked about the insurance for art on campus, has it been assessed. Dr. Mosier will review any information regarding insurance for the art. Mr. Beach shares that the College will evaluate current policy and additional insurance will be added as needed.

Chair Brown asked for a motion to approve the KCKCC Audit Report. Trustee McIntyre moved to approve the update on the College Audit. Trustee Sutton seconded the motion.

**The Motion Carried.**

- Chair Brown invited Vice Chair Daniels to present on the new Academic Nepotism Policy. Vice Chair Daniels presented the Academic Nepotism Policy in the Board Packet for approval by the Board. McIntyre, Criswell.

Chair Brown asked for a motion to approve the Academic Nepotism Policy. Trustee McIntyre moved to approve the Academic Nepotism Policy. Trustee Criswell seconded the motion.

**The Motion Carried.**

- Chair Brown invited Dr. Mosier to share about the contract with Simplar Foundation. Dr. Mosier explained that the contract with Simplar Foundation would be to enter a contract to secure property to build student housing in a P3 environment (private-public partnership). A group of researchers who specialize in procurement and project delivery will provide consultation services to KCKCC in the development and building of new student housing. The Finance Committee has discussed this process and partnering with the Simplar Foundation to put together data to make an informed decision about the pursuit of the student housing. Trustee Garner asked how did KCKCC come to know this company. Vice Chair Daniels shared that this was a service activity, not a bid-process. Dr. Mosier added that he learned of the organization publications and research supporting the efforts. A subscription with AIA-KS led to this organization that comes from the University of Kansas. KCKCC sat with their team to learn what they do, whom they have worked with, their services and extent of resources. The work will take place over a 2-year period. Trustee Garner clarified that the Simplar Foundation is a consulting company and not a construction company. Trustee Garner also asked that in fairness to the students, community, and college that the cost commitments be shared moving forward for the building projects. Vice Chair Daniels shared that transparency and being able to make informed decisions is the reason for moving forward with this organization. Trustee Sutton shared that the Simplar Foundation would provide the services and data to support the college in spending the tax payers' monies wisely in building student housing. Most of the fees will be paid by those living in the facility, not tax payers' dollars.

Vice Chair Daniels made a motion to accept the entrance into a consultation contract with Simplar Foundation. Trustee Criswell seconded the motion. **The Motion Carried.**

19. **Executive Session(s):**

1. Chair Brown called for a motion for the Board and the College Attorney to enter Executive Session for a period of 5 minutes for the purpose of consultation with legal counsel which would be deemed privileged pursuant of the attorney client relationship with possible action to follow. Vice Chair Daniels made the motion to enter Executive Session. Trustee McIntyre seconded the motion. **The Motion Carried.** The first Executive Session began at 7:01 p.m. and ended at 7:06 p.m. At 7:06 p.m., Chair Brown called the open session to order. She shared that there would be no action to follow the Executive Session.

2. Chair Brown called for a motion for the Board and the College Attorney to enter Executive Session for a period of 10 minutes for a preliminary discussion regarding the acquisition of land with possible action to follow. Trustee McIntyre made the motion to enter Executive Session. Trustee Criswell seconded the motion. **The Motion Carried.**

The second Executive Session began at 7:08 p.m. and ended at 7:18 p.m. At 7:19 p.m., the Board returned to the Upper Jewell meeting area to resume the meeting. Chair Brown called the open session to order at 7:25 p.m.

20. **Adjournment:** Chair Brown called for a motion to adjourn. Trustee Garner made a motion to adjourn the meeting. Trustee Criswell seconded the motion. **The Motion Carried.**

The meeting of the Board of Trustees adjourned at **7:28 p.m.**

ATTEST:



Chairperson, Dr. Ray Daniels



Secretary, Dr. Greg Mosier

**December 2019 Board Report  
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New Program Submission**

**Career and Technical Education Center –Dean Cheryl Runnebaum**

*Baking – New program*

*AAS – 61 credit hours*

*Certificate B – 39 credit hours*

This program prepares individuals to serve as professional bakers and pastry specialist in restaurants or other commercial baking establishments. This includes instruction in bread and pastry making, bread and pastry handling and storage, cake and pastry decorating, baking industry operations, product packaging and marketing operations, and counter display and service. The demand within grocery stores, hotels, hospitals, schools and other food related businesses have grown in the past 5 years. Due to the demand from consumers wanting products made in-house, the demand has steadily increased for certified, trained bakers employed in these establishments. This degree will meet and exceed the needs of the employers by producing highly skilled and trained employees.

*Culinary Arts – New program*

*AAS – 61 credit hours*

Culinary Arts teaches students to master the fundamental skills of food service in hotels, restaurants, hospitals, catering, etc. The program contains daily classroom instruction with practical experience in food service preparation for public meetings and banquets. Expanding the Culinary Arts Certificate to an AAS offering will better serve the Greater Kansas City Area needs and will make our students more marketable in the industry; and provide them with a better opportunity of advancement. Using the data from the Kansas Industry and Occupational Outlook, positions for Restaurant Cooks is expected to increase by 19.9% (top 10 occupations by absolute change). Also, demand for combined food preparation and serving is expected to increase by 3,924 jobs by 2024. This program will allow a second exit point for students who choose to continue to obtain an AAS in Culinary Arts.

*Esthetics – New program*

*Certificate B – 40 credit hours*

The Esthetics program is a highly structured program which prepares students, upon satisfactory completion of the program, to take the Kansas Board of Cosmetology written and performance exam required before a graduate can become a licensed Esthetician. The curriculum includes both theory and practical application by training through a student-operated salon. Salons have expanded their services to include more esthetics. The occupational outlook projects a 7% increase in the need for Estheticians in the Kansas City area over the next three years. This

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New Program Submission**

program would not require additional equipment since there are esthetics rooms already set up in the Cosmetology area.

*Building Engineering and Maintenance Technology – Program Modification  
Certificate C – 50 credit hours*

This program prepares students for entry-level construction trades, residential remodeling, residential maintenance positions and industrial maintenance positions. The student will have the opportunity to obtain several industry-recognized certifications. The changes are necessary in order to meet the high demand of qualified workers, and our ever- evolving industry. Additionally providing course work and certifications in the mechanical trades, properly aligns with the maintenance field, and what is required by the industry professionals. With the additions to the program, students will have the ability to obtain the credentials, without the difficulty of finding additional funds.

**Social and Behavioral Sciences and Public Service – Dean Cleon Wiggins**

*Addiction Counseling  
AAS - 61 credit hours – Program Modification  
Certificate B - 30 credit hours – Certificate B Modification  
Certificate A- 18 credit hours – New Certificate A*

The Addiction Counselor training program at Kansas City Kansas Community College provides course work designed to prepare individuals to become professionals in the field of substance use disorder (SUD) treatment. Combining traditional theoretical and experiential learning, the Addiction Counselor training program offers students the opportunity to grow personally and professionally, KCKCC works to provide an open and flexible learning environment. Scheduling and advising is tailored to the needs of students be they working professional, traditional students or nontraditional students returning to school to take their careers in a different direction. Within the AAS degree, add in one class to technical requirements (Research Methods); modify the required general education courses to make additional options open to students making it easier for them to complete the degree and insure transferability of all general education course work for the degree.

Within the Certificate B, the research methods course is required for licensure but was grandfathered in a few years after licensure was implemented in the state. Historically a course was not offered at KCKCC that met this requirement. Now the psychology department offers this course, so adding it to the certificate is recommended to make the certificate truly provide all course work a student, who qualifies for the certificate, would need for licensure with the state of Kansas.

The Certificate B is a request to add a new 18-hour credit certificate. This will target a specific group (BSW) that would want to join the addiction profession and specifically obtain their addiction-counseling license with the regulatory board in Kansas. The board only required an

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New Program Submission**

additional 12 hours of course work on top of the LBSW to obtain the Licensed Addiction Counselor licenses.



## SYLLABUS

**DATE OF LAST REVIEW:** 06/18/2019

**CIP CODE:** 12.0505

**SEMESTER:** Departmental Syllabus

**COURSE TITLE:** Inventory and Purchasing

**COURSE NUMBER:** CULN 0200

**CREDIT HOURS:** 2

**INSTRUCTOR:** Departmental Syllabus

**OFFICE LOCATION:** Departmental Syllabus

**OFFICE HOURS:** Departmental Syllabus

**TELEPHONE:** Departmental Syllabus

**PREREQUISITES:** None

**REQUIRED TEXT AND MATERIALS:** Please check with the KCKCC bookstore, <http://kckccbookstore.com/>, for the required texts for your particular class.

**COURSE DESCRIPTION:** This class focuses on proper control of inventory and how to make purchases that are profitable to a food service establishment. This is a ManageFirst class which students may become certified in after successfully completing an exam.

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These may include but are not limited to lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

### **COURSE OUTLINE:**

- I. Introduction to Inventory and Purchasing
  - A. The objectives of purchasing
  - B. What to buy
- II. The Purchasing Function
  - A. Purchasing in a foodservice operation
  - B. How purchasing affects an operations employees
  - C. The purchaser's qualifications and job duties
  - D. Ethical considerations related to purchasing
  - E. The administration of purchasing activities
- III. Quality Standards in Purchasing

- A. Quality standards
- B. Factors affecting quality standards
- C. The make-or-buy decisions
- IV. The Procurement Process and Supplier Selection
  - A. The procurement process
  - B. Supplier Selection
- V. Inventory Control
  - A. Managing inventory to volume
  - B. Optimal inventory level
  - C. Inventory control and management systems

**EXPECTED LEARNER OUTCOMES:**

- A. Understand the objectives of purchasing and all the factors and considerations affecting purchasing choices.
- B. Explain the factors influencing and affecting quality standards.
- C. Describe the procurement process and how to select supplier's who fit a foodservice establishments needs.
- D. Understand and manage inventory control in a foodservice establishment.

**COURSE COMPETENCIES:**

*Understand the objectives of purchasing and all the factors and considerations affecting purchasing choices.*

- 1. Outline the objectives in the purchasing function.
- 2. Describe the importance of maintaining an operation's competitive position.
- 3. List the types of goods and service that might be purchased by a foodservice organization.
- 4. Summarize the knowledge, skills, and abilities a purchaser must possess.
- 5. Describe the duties and responsibilities of purchasers.
- 6. Describe ethical considerations related to purchasing.
- 7. Identify issues involved in administering purchasing activities.

*Explain the factors influencing and affecting quality standards.*

- 8. Identify and communicate quality standards.
- 9. Identify factors contributing to the establishment of quality standards.
- 10. State why it is important to convey and adhere to quality standards.
- 11. Describe buyer considerations when conducting a make-or-buy analysis.

*Describe the procurement process and how to select supplier's who fit a foodservice establishments needs.*

- 12. Outline the process for procuring products and services.
- 13. Differentiate between perishable and nonperishable food products.
- 14. Understand the importance of assessing and documenting purchasing requirements.
- 15. Define perpetual inventory and physical inventory.
- 16. Identify optimal sources.

*Understand and manage inventory control in a foodservice establishment.*

17. Calculate correct order quantities.
18. Estimate appropriate timing of orders.
19. Explain perpetual and physical inventory systems.
20. Develop spreadsheets for ordering & buying purposes

**ASSESSMENT OF LEARNER OUTCOMES:**

Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

**SPECIAL NOTES:**

This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student's progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

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Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college's policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center, in Rm. 3354 or call at: 288-7670.

## SYLLABUS

**DATE OF LAST REVIEW:** 12/08/2016

**CIP CODE:** 12.0505

**SEMESTER:** Departmental Syllabus

**COURSE TITLE:** ServSafe

**COURSE NUMBER:** CULN0205

**CREDIT HOURS:** 1

**INSTRUCTOR:** Departmental Syllabus

**OFFICE LOCATION:** Departmental Syllabus

**OFFICE HOURS:** Departmental Syllabus

**TELEPHONE:** Departmental Syllabus

**EMAIL:**

**PREREQUISITES:** None

**REQUIRED TEXT AND MATERIALS:**

Please check with the KCKCC bookstore, <http://kckccbookstore.com/>, for the required texts for your particular class.

**COURSE DESCRIPTION:** Students will be given an in-depth look at the food safety and sanitation. We will discuss the responsibility of a foodservice establishment in assuring their facilities are safe and sanitary for their employees and customers. Students are required to take and pass the National ServSafe test. After successfully passing the exam students will receive a certification and can participate in food preparation labs.

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These may include but are not limited to lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

**COURSE OUTLINE:**

- I. Providing Safe Food
  - A. The Safe Food Handler
  - B. Foodborne Illnesses
  - C. Food Allergens
  - D. Forms of Contamination
- II. The Flow of Food Through the Operation
  - A. Purchasing and Receiving
  - B. Storage
  - C. Preparation
  - D. Cooking Food
    - i Cooling
    - ii Reheating
  - E. Service
    - i Holding
    - ii Serving
  - F. Food safety management systems
- III. Sanitary Facilities and Pest Management
  - A. Interior Requirements
  - B. Handling Emergencies
  - C. Integrated pest management
- IV. Cleaning and Sanitizing

**EXPECTED LEARNER OUTCOMES:**

- A. The student will be able to understand and demonstrate key practices in providing safe food; preventing foodborne illnesses; identifying food allergens; and preventing the various forms of contamination from occurring in a food service operation.
- B. The student will be able to identify and explain the flow of food through a food service operation and discuss how to set up a food safety management system.
- C. The student will be able to explain how to create a sanitary environment; handle emergency situations; and create an effective pest management system.
- D. The student will be able to discuss and demonstrate appropriate cleaning and sanitizing protocol through all systems utilized in a food service operation.

**COURSE COMPETENCIES:**

*The student will be able to understand and demonstrate key practices in providing safe food; preventing foodborne illnesses; identifying food allergens; and preventing various forms of contamination that can occur in a food service operation.*

- 1. The student will be able to recognize the importance of food safety and understand how food becomes unsafe.

2. The student will be able to explain the components of a 'Good Personal Hygiene Program.'
3. The student will be able to identify TCS foods.
4. The student will be able to recognize risk factors for foodborne illnesses and understand preventive measures for keeping food safe.
5. The student will be able to identify staff who may be carrying pathogens and decide how to handle these situations in order to keep food safe.
6. The student will be able to identify the most common food allergens, their associated symptoms, and methods for preventing allergic reactions.
7. The student will be able to identify biological, chemical, and physical contaminants and explain how to prevent them.
8. The student will be able to summarize a response to a foodborne-illness outbreak.
9. The student will be able to explain preventive measures for deliberate contamination of food.

*The student will be able to identify and describe the 9 steps in The Flow of Food and create Food Safety Management Systems for safe handling of food.*

10. The student will be able to identify the correct methods for purchasing food from approve, reputable suppliers.
11. The student will be able to apply criteria for accepting or rejecting food during receiving.
12. The student will be able to identify different types of temperature measuring devices; their uses; and how to calibrate and maintain each device.
13. The student will be able to create labels for dating food according to appropriate food safety management systems.
14. The student will be able to store food and nonfood items to prevent time-temperature abuse and contamination.
15. The student will be able to explain and demonstrate proper methods for preparation of food including: thawing; microwave; cooling; time and temperatures for reheated foods.
16. The student will be able to identify procedures for preventing time-temperature abuse, cross-contact and cross-contamination.
17. The student will be able to explain the correct procedures for holding hot and cold food.
18. The student will be able to discuss methods to prevent contamination of food in self-service areas and when serving food to customers.
19. The student will be able to discuss Food Safety Management Systems and apply those systems to a food service operation.

*The student will be able to analyze and explain how to create a sanitary environment; handle emergency situations; and create an effective pest management system.*

20. The student will be able to demonstrate how to pick materials and equipment that are safe for use in a foodservice operation.
21. The student will be able to explain basic installation and maintenance of equipment.
22. The student will be able to discuss how to avoid food safety hazards caused by utilities.
23. The student will be able to explain and demonstrate proper procedures in maintaining the various aspects of an establishment.

24. The student will be able to discuss and create plans for potential emergencies.
25. The student will be able to identify pest issues; describe preventive measures for pests; and explain how to control pests.

*The student will be able to discuss and demonstrate appropriate cleaning and sanitizing protocol through all systems utilized in a food service operation.*

26. The student will be able to compare and contrast “cleaning” and “sanitizing”.
27. The student will be able to differentiate methods of sanitizing and how to make sure they are effective.
28. The student will be able to identify when and how to clean and sanitize surfaces.
29. The student will be able to implement appropriate cleaning and sanitizing procedures when using a dishwasher or a three-compartment sink.
30. The student will be able to demonstrate how to use and store cleaning tools and supplies.
31. The student will be able to develop a cleaning program.
32. The student will be able to recognize the key components of a state health inspection.
33. The student will be able to take corrective action when found to be in violation of a regulation.

#### **ASSESSMENT OF LEARNER OUTCOMES:**

Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

#### **SPECIAL NOTES:**

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All enrolled students at Kansas City Kansas Community College are subject to follow all rules, conditions, policies and procedures as described in both the Student Code of Conduct as well as the Student Handbook. All Students are expected to review both of these documents and to

understand their responsibilities with regard to academic conduct and policies. The Student Code of Conduct and the Student Handbook can be found on the KCKCC website.

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## SYLLABUS

<b>DATE OF LAST REVIEW:</b>	07/27/2019
<b>CIP CODE:</b>	12.0501
<b>SEMESTER:</b>	Departmental syllabus
<b>COURSE TITLE:</b>	Bakeshop Principles
<b>COURSE NUMBER:</b>	BAKE 0100
<b>CREDIT HOURS:</b>	3
<b>INSTRUCTOR:</b>	Departmental syllabus
<b>OFFICE LOCATION:</b>	Departmental syllabus
<b>OFFICE HOURS:</b>	Departmental syllabus
<b>TELEPHONE:</b>	Departmental syllabus
<b>EMAIL:</b>	Departmental Syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

**PREREQUISITES:** None

**REQUIRED TEXT AND MATERIALS:** Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

**COURSE DESCRIPTION:** Students will explore the historical background and careers in baking and pastry. Students will learn bakeshop principles and skills, such as: math; recipe reading; recipe conversion; equipment uses and care of; ingredients and their specific functions; and the various elements/techniques used to create baked goods. This course provides students with the foundation and skills necessary that will be utilized and expanded on throughout the program.

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

## **COURSE OUTLINE:**

- I. The Baking Profession
  - A. History of Baking and Pastry
  - B. Technology in the industry
  - C. Careers
    - 1. Professional requirements
- II. Bakeshop Math
  - A. Formulas and Measurement
    - 1. Standardized recipes and formulas
    - 2. Reading recipes and formulas
    - 3. Measurement
    - 4. Conversions of formulas and recipes
      - a. Problems in converting recipes
    - 5. Cost calculations
- III. Equipment
  - A. Safety and Sanitation
  - B. Large Equipment
    - 1. Types
    - 2. Uses
  - C. Dough Handling Equipment
  - D. Pans, Containers, and Molds
    - 1. Types
    - 2. Uses
  - E. Hand Tools and Misc. Equipment
    - 1. Types
    - 2. Uses
- IV. Ingredients
  - A. Flours, Meals and Starches
  - B. Sugars and sweeteners
  - C. Fats
  - D. Milk and Milk Products
  - E. Eggs
  - F. Leavening Agents
  - G. Gelling Agents
  - H. Fruits and Nuts
  - I. Chocolate and Cocoa
  - J. Salt, spices, and flavorings
- V. Basic Baking Principles
  - A. Mixing and Gluten Development
    - 1. Mixing processes
    - 2. Controlling gluten
  - B. The Baking Process
    - 1. Stages

C. After Baking

1. Cooling
2. Staling

**EXPECTED LEARNER OUTCOMES:**

1. *The student will be able to summarize the history of baking; identify careers in the baking and pastry industry; and explain and demonstrate key professionalism components of the industry.*
2. *The student will be able to apply mathematical formulas to recipes in to: convert, weigh, yield, and cost baking formulas/recipes.*
3. *The student will be able to identify and use bakeshop equipment; and demonstrate proper care and cleaning of the equipment.*
4. *The student will be able to list and describe the major baking ingredients, characteristics and functions of each ingredient.*
5. *The student will be able to apply procedures for substituting ingredients.*
6. *The student will be able to list and describe the twelve basic steps in the production of yeast goods.*

**ASSESSMENT OF LEARNER OUTCOMES:** Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

**SPECIAL NOTES:**

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## SYLLABUS

<b>DATE OF LAST REVIEW:</b>	07/28/2019
<b>CIP CODE:</b>	12.0501
<b>SEMESTER:</b>	Departmental syllabus
<b>COURSE TITLE:</b>	Quick Bread Production
<b>COURSE NUMBER:</b>	BAKE 0120
<b>CREDIT HOURS:</b>	2
<b>INSTRUCTOR:</b>	Departmental syllabus
<b>OFFICE LOCATION:</b>	Departmental syllabus
<b>OFFICE HOURS:</b>	Departmental syllabus
<b>TELEPHONE:</b>	Departmental syllabus
<b>EMAIL:</b>	DEPARTMENTAL SYLLABUS <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

**PREREQUISITES:** Sanitation & Safety, Baking Principles

**REQUIRED TEXT AND MATERIALS:** Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

**COURSE DESCRIPTION:** Throughout this course, students will learn about the different mixing and production methods involved in creating a variety of quick breads. Students will then produce a variety of quick breads such as: muffins, loaf breads, coffee cakes, biscuits, pancakes, waffles, crepes, fritters, cake doughnuts and other international quick breads.

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

**COURSE OUTLINE:**

- I. Mixing and Production Methods
  - A. Gluten Development
  - B. Mixing Methods
    - 1. Biscuit Method
    - 2. Muffin Method
    - 3. Creaming Method
  - C. Makeup Methods
- II. Doughnuts
  - A. Yeast-Raised Doughnuts
  - B. Cake-Type Doughnuts
  - C. Frying Fat
- III. Fritters
- IV. Pancakes and Waffles
- V. Crepes
- VI. Other quick breads

**EXPECTED LEARNER OUTCOMES:**

1. *The student will be able to explain the development of gluten in quick breads and the three mixing methods used.*
2. *The student will be able to produce recipes using the biscuit method, muffin method and creaming method.*
3. *The student will be able to understand and demonstrate production of yeast-raised doughnuts and cake-type doughnuts.*
4. *The student will be able to produce fritters, pancakes and waffle, crepes and other quick breads.*

**ASSESSMENT OF LEARNER OUTCOMES:** Student progress is evaluated by means that include, but are not limited to, exams, written assignments, class participation.

**SPECIAL NOTES:**

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## SYLLABUS

<b>DATE OF LAST REVIEW:</b>	07/27/2019
<b>CIP CODE:</b>	12.0501
<b>SEMESTER:</b>	Departmental syllabus
<b>COURSE TITLE:</b>	Yeast Bread Production
<b>COURSE NUMBER:</b>	BAKE 0130
<b>CREDIT HOURS:</b>	3
<b>INSTRUCTOR:</b>	Departmental syllabus
<b>OFFICE LOCATION:</b>	Departmental syllabus
<b>OFFICE HOURS:</b>	Departmental syllabus
<b>TELEPHONE:</b>	Departmental syllabus
<b>EMAIL:</b>	Departmental syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students</i>

**PREREQUISITES:** ServSafe, Baking Principles

**REQUIRED TEXT AND MATERIALS:** Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

**COURSE DESCRIPTION:** This course takes an in-depth look in the production of yeast dough, types of products that are made with yeast, mixing methods, various doughs, faults and how they are caused when a poor product is produced. Students will create a variety of yeast products such as pan bread, soft rolls, French bread, croissants and danish to name a few.

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

### **COURSE OUTLINE:**

- I. Understanding Yeast Doughs
  - A. Yeast Product Types

- B. Yeast Dough Production
- C. Types of Dough-Making Processes
- D. Controlling Fermentation
- E. Bread Faults and Their Causes
- II. Lean Yeast Dough
  - A. Crisp-Crusted Bread Formulas
  - B. Soft-Crusted Bread
  - C. Rye Bread Formulas
  - D. Makeup Techniques
- III. Rich Yeast Doughs
  - A. Sweet Dough and Rich Dough Formulas
  - B. Rolled-in Dough Formulas
  - C. Fillings and Toppings
  - D. Makeup Techniques

**EXPECTED LEARNER OUTCOMES:**

- A. The student will be able to categorize yeast products into three types.
- B. The student will be able to list and implement the twelve basic steps in yeast dough production.
- C. The student will be able to list and explain the procedures used for controlling fermentation and examine the guide for breads faults and their causes.
- D. The student will be able to prepare lean straight doughs and doughs made with a sponge.
- E. The student will be able to produce simple sweet doughs, toppings and fillings.
- F. The student will be able to produce rolled-in yeast doughs, toppings and fillings.

**ASSESSMENT OF LEARNER OUTCOMES:** Student progress is evaluated by means that include, but are not limited to, exams, written assignments, lab participation, demonstration and class participation.

**SPECIAL NOTES:**

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## SYLLABUS

<b>DATE OF LAST REVIEW:</b>	07/28/2019
<b>CIP CODE:</b>	12.0501
<b>SEMESTER:</b>	Departmental syllabus
<b>COURSE TITLE:</b>	Artisan Bread Production
<b>COURSE NUMBER:</b>	BAKE 0140
<b>CREDIT HOURS:</b>	2
<b>INSTRUCTOR:</b>	Departmental syllabus
<b>OFFICE LOCATION:</b>	Departmental syllabus
<b>OFFICE HOURS:</b>	Departmental syllabus
<b>TELEPHONE:</b>	Departmental syllabus
<b>EMAIL:</b>	Departmental syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

**PREREQUISITES:** ServSafe, Baking Principles and Yeast Bread Production.

**REQUIRED TEXT AND MATERIALS:** Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

**COURSE DESCRIPTION:** Students will fine tune their yeast bread making skills and learn to make more distinctive, handcrafted yeast products. They will learn advanced techniques that have been around generations in Europe and becoming more popular in the United States. Students will prepare doughs using a pre-ferment and/or sourdough starter such as a traditional Sourdough Bread.

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

### **COURSE OUTLINE:**

- I. Understanding Artisan Breads
  - A. What is artisan bread?

- 1. Baking
  - B. Flour
  - C. Pre-ferments
  - D. Sourdough Starters
  - E. Autolyse
  - F. Fermentation
  - G. Baking
- II. Making Artisan Breads
  - A. Rye Bread
  - B. Pumpernickel
  - C. Sourdough
  - D. Other specialty breads
- III. Makeup Techniques

**EXPECTED LEARNER OUTCOMES:**

- A. The student will be able to explain the differences between artisan bread and other yeast products.
- B. The student will be able to distinguish the yeast pre-ferments from the sourdough starters.
- C. The student will be able to produce a variety of starters and pre-ferments.
- D. The student will be able to explain and demonstrate autolyse.
- E. The student will be able to create a variety of breads using starters and pre-ferments, using various makeup techniques.
- F. The student will be able to create a variety of specialty breads, using various makeup techniques.

**ASSESSMENT OF LEARNER OUTCOMES:** Student progress is evaluated by means that include, but are not limited to, exams, written assignments, lab participation, and class participation.

**SPECIAL NOTES:**

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## SYLLABUS

<b>DATE OF LAST REVIEW:</b>	07/28/2019
<b>CIP CODE:</b>	12.0501
<b>SEMESTER:</b>	Departmental syllabus
<b>COURSE TITLE:</b>	Cookie Production
<b>COURSE NUMBER:</b>	BAKE 0150
<b>CREDIT HOURS:</b>	2
<b>INSTRUCTOR:</b>	Departmental syllabus
<b>OFFICE LOCATION:</b>	Departmental syllabus
<b>OFFICE HOURS:</b>	Departmental syllabus
<b>TELEPHONE:</b>	Departmental syllabus
<b>EMAIL:</b>	Departmental syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>
<b>PREREQUISITES:</b>	ServSafe, Baking Principles.

**REQUIRED TEXT AND MATERIALS:** Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

**COURSE DESCRIPTION:** During this course, students will learn about the characteristics of what makes a cookie, a cookie. They will gain an understanding of what causes cookies to fail. Also, students will prepare recipes using different mixing methods, variations, makeup and panning techniques.

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

**COURSE OUTLINE:**

- I. Cookie Characteristics and Causes
  - A. Crispness
  - B. Softness
  - C. Chewiness
  - D. Spread
  
- II. Mixing Methods
  - A. One-Stage Method
  - B. Creaming Method
  - C. Sponge Method
  
- III. Types and Makeup Methods
  - A. Bagged
  - B. Dropped
  - C. Rolled
  - D. Molded
  - E. Icebox
  - F. Bar
  - G. Sheet
  - H. Stencil
  
- IV. Panning, Baking , Cooling

**EXPECTED LEARNER OUTCOMES:**

- A. The student will be able to explain the causes of crispness, moistness, chewiness, and spread in cookies.
- B. The student will be able prepare cookie doughs by using the three basic mixing methods.
- C. The student will be able to prepare, bake and cool eight basic types of cookies: dropped, bagged, rolled, molded, icebox, bar, sheet and stencil.

**ASSESSMENT OF LEARNER OUTCOMES:** Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

**SPECIAL NOTES:**

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## SYLLABUS

<b>DATE OF LAST REVIEW:</b>	07/28/2019
<b>CIP CODE:</b>	12.0501
<b>SEMESTER:</b>	Departmental syllabus
<b>COURSE TITLE:</b>	Principles of Pastry Production
<b>COURSE NUMBER:</b>	BAKE 0200
<b>CREDIT HOURS:</b>	4
<b>INSTRUCTOR:</b>	Departmental syllabus
<b>OFFICE LOCATION:</b>	Departmental syllabus
<b>OFFICE HOURS:</b>	Departmental syllabus
<b>TELEPHONE:</b>	Departmental syllabus
<b>EMAIL:</b>	Departmental syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students</i>

**PREREQUISITES:** ServSafe

**REQUIRED TEXT AND MATERIALS:** Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

**COURSE DESCRIPTION:** This course will guide the students through the process of pastry creation. Students will be exposed to the various types of doughs used for pastries; meringues; syrups, creams and dessert sauces. Basic plating procedures for desserts will be taught as well.

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

### **COURSE OUTLINE:**

- I. Sugar Cooking
  - A. Strength
  - B. Crystallization and Inversion
  - C. Stages



- D. Basic Syrups
- E. Garnishes
- II. Pastry Basic Creams
  - A. Whipped Cream
  - B. Meringue
  - C. Crème Anglaise
  - D. Pastry Cream
  - E. Chocolate Creams
- III. Dessert Sauces
- IV. Chocolate
  - a. Tempering
  - b. Molding
  - c. Truffles and confections
- V. Puff Pastry
  - A. Procedures
  - B. Makeup and Baking
  - C. Faults and Causes
  - D. Desserts
- VI. Pâte à Choux
- VII. Strudel and Phyllo

**EXPECTED LEARNER OUTCOMES:**

1. *The student will be able to cook sugar syrups to various stages of hardness.*
2. *The student will be able to prepare whipped cream, custard sauces, and pastry cream variations.*
3. *The student will be able to prepare dessert sauces.*
4. *The students will be able to temper chocolate; utilize the chocolate to produce various garnishes and confections.*
5. *The student will be able to prepare puff pastry dough, blitz puff pastry dough, and reversed puff pastry dough, and prepare simple pastries from these doughs.*
6. *The student will be able to prepare pâte à choux (éclair paste), and prepare simple pastries from it.*
7. *The student will be able to prepare strudel dough, handle commercial phyllo dough, and prepare pastries using either homemade or commercial dough.*
8. *The student will be able to match main dessert items, secondary items and sauces to create an appealing balance of flavor, texture, temperature, color, and shape in a plated dessert.*

**ASSESSMENT OF LEARNER OUTCOMES:** Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

**SPECIAL NOTES:**

This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the

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## SYLLABUS

<b>DATE OF LAST REVIEW:</b>	07/28/2019
<b>CIP CODE:</b>	12.0501
<b>SEMESTER:</b>	Departmental syllabus
<b>COURSE TITLE:</b>	Pies, Tarts and Specialty Pastries
<b>COURSE NUMBER:</b>	BAKE 0210
<b>CREDIT HOURS:</b>	3
<b>INSTRUCTOR:</b>	Departmental syllabus
<b>OFFICE LOCATION:</b>	Departmental syllabus
<b>OFFICE HOURS:</b>	Departmental syllabus
<b>TELEPHONE:</b>	Departmental syllabus
<b>EMAIL:</b>	Departmental syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

**PREREQUISITES:** ServSafe, Baking Principles

**REQUIRED TEXT AND MATERIALS:** Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

**COURSE DESCRIPTION:** This course is designed to teach students the in's and out's of preparing pies and the different fillings that can be used in them. Information from Introduction to Pastry will be expanded on in more detail by creating more elaborate and advanced pastries.

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

### **COURSE OUTLINE:**

I. Pie Doughs

- A. Ingredients
- B. Types
  - 1. Flaky Pie Dough
  - 2. Mealy Pie Dough
- C. Mixing
- D. Crumb Crusts
- E. Assembly and Baking
- II. Fillings
  - A. Starches
  - B. Fruit Fillings
    - 1. Methods
      - a. Cooked Juice Method
      - b. Cooked Fruit Method
      - c. Old-Fashioned Method
  - C. Custard or Soft Fillings
  - D. Cream Pie Fillings
  - E. Chiffon Pie Fillings
  - F. Faults and Causes
- III. Tarts and Tartlets
  - A. Short Pastries
  - B. Baked Tarts

**EXPECTED LEARNER OUTCOMES:**

- A. The student will be able to prepare, roll form, and bake pie dough.
- B. The student will be able to fill, assemble, and bake single-crust pies, double-crust pies, and lattice-topped pies.
- C. The student will be able to form and bake pie shells for unbaked pies.
- D. The student will be able to prepare fruit fillings.
- E. The student will be able to prepare soft or custard-type pie fillings.
- F. The student will be able to prepare cream and chiffon fillings.
- G. The student will be able to prepare pâte brisée and short pastries.
- H. The student will be able to prepare baked and unbaked tarts and tartlets.

**ASSESSMENT OF LEARNER OUTCOMES:** Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

**SPECIAL NOTES:**

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## SYLLABUS

<b>DATE OF LAST REVIEW:</b>	07/28/2019
<b>CIP CODE:</b>	12.0501
<b>SEMESTER:</b>	Departmental syllabus
<b>COURSE TITLE:</b>	Cakes & Icing Production
<b>COURSE NUMBER:</b>	BAKE 0220
<b>CREDIT HOURS:</b>	3
<b>INSTRUCTOR:</b>	Departmental syllabus
<b>OFFICE LOCATION:</b>	Departmental syllabus
<b>OFFICE HOURS:</b>	Departmental syllabus
<b>TELEPHONE:</b>	Departmental syllabus
<b>EMAIL:</b>	Departmental syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

**PREREQUISITES:** ServSafe, Baking Principles

**REQUIRED TEXT AND MATERIALS:** Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

**COURSE DESCRIPTION:** Students will learn the dynamics of producing cakes that are light and delicate. The ingredients and how they are put together to produce quality products will be gone over in details. Icings that accommodate various cakes will be discussed and produced. Basic cake decorating techniques will be taught throughout the course.

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

**COURSE OUTLINE:**

- I. Mixing
  - A. High-fat cakes
  - B. Low-fat cakes/egg-foam cakes
  - C. Other mixing methods
  - D. Ingredient functions
- II. Scaling, Panning and Baking
- III. Icings
  - A. Fondant
  - B. Buttercreams
  - C. Foam-type icings
  - D. Fudge-type icings
  - E. Flat icings
  - F. Royal icing
  - G. Glazes
  - H. Rolled coatings
- IV. Assembling and Icing cakes
  - A. Tools
    - 1. Small equipment
    - 2. Paper cone
    - 3. Pastry bag
  - B. Planning
  - C. Decorating techniques
  - D. Sequence of decorating

**EXPECTED LEARNER OUTCOMES:**

- A. The student will be able to identify and explain ingredient functions used in cakes.
- B. The student will be able to explain and perform the different cake mixing methods.
- C. The student will be able to scale, select/prepare pans, and bake cakes correctly for each type of cake.
- D. The student will be able to identify eight icing types and prepare each one.
- E. The student will be able to identify and describe tools used for assembling and decorating cakes.
- F. The student will be able to execute a cake design plan.

**ASSESSMENT OF LEARNER OUTCOMES:** Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

**SPECIAL NOTES:**

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## SYLLABUS

<b>DATE OF LAST REVIEW:</b>	07/28/2019
<b>CIP CODE:</b>	12.0501
<b>SEMESTER:</b>	Departmental syllabus
<b>COURSE TITLE:</b>	Advanced Cakes
<b>COURSE NUMBER:</b>	BAKE 0230
<b>CREDIT HOURS:</b>	2
<b>INSTRUCTOR:</b>	Departmental syllabus
<b>OFFICE LOCATION:</b>	Departmental syllabus
<b>OFFICE HOURS:</b>	Departmental syllabus
<b>TELEPHONE:</b>	Departmental syllabus
<b>EMAIL:</b>	Departmental syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

**PREREQUISITES:** ServSafe, Baking Principles, Cakes & Frostings

**REQUIRED TEXT AND MATERIALS:** Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

**COURSE DESCRIPTION:** Students will advance their knowledge of cakes and frostings by learning more in-depth skills and techniques. Students will produce a variety of specialty cakes, specialty coverings and decorating techniques. By the end of the course, students will work in teams to produce a tiered cake.

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

**COURSE OUTLINE:**

- I. Specialty cakes
  - A. Basic Sponge Cake
    - 1. Layers
    - 2. Cake ring linings
    - 3. Specialty layers
    - 4. Moistening and flavoring cake layers
    - 5. Fillings
    - 6. Icings and coatings
    - 7. Glazes
    - 8. Garnishes
  - B. Tortes
  - C. Gâteau
  - D. Swiss Rolls
  - E. French Pastries
    - 1. Petit Fours

**EXPECTED LEARNER OUTCOMES:**

- A. The student will be able to create a variety of specialty cakes, fillings, icings and decorations.
- B. The student will be able to collaborate with a team to plan, design and produce a tiered cake using a variety of cakes, fillings, icings/coverings and decorating techniques.

**ASSESSMENT OF LEARNER OUTCOMES:** Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

**SPECIAL NOTES:**

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## SYLLABUS

<b>DATE OF LAST REVIEW:</b>	08/03/2019
<b>CIP CODE:</b>	12.0501
<b>SEMESTER:</b>	Departmental syllabus
<b>COURSE TITLE:</b>	Specialty Desserts
<b>COURSE NUMBER:</b>	BAKE 0240
<b>CREDIT HOURS:</b>	4
<b>INSTRUCTOR:</b>	Departmental syllabus
<b>OFFICE LOCATION:</b>	Departmental syllabus
<b>OFFICE HOURS:</b>	Departmental syllabus
<b>TELEPHONE:</b>	Departmental syllabus
<b>EMAIL:</b>	Departmental syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

**PREREQUISITES:** ServSafe, Introduction to Pastry

**REQUIRED TEXT AND MATERIALS:** Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

**COURSE DESCRIPTION:** Specialty Desserts will provide the students with a look into other desserts that are produced within the industry and bakeshops. Students will learn about and produce custards, puddings, mousses, soufflés, frozen desserts, fruit desserts and creating desserts for people with special dietary needs.

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

## **COURSE OUTLINE:**

- I. Custards, Puddings, Mousses, Soufflés
  - A. Custards and Puddings
  - B. Bavarians
  - C. Mousses
  - D. Soufflés
- II. Frozen Desserts
  - A. Churn Frozen
    - 1. Ice Cream
    - 2. Sherbet
    - 3. Sorbet
  - B. Still-Frozen
    - 1. Parfaits & Bombes
    - 2. Frozen Mousse and Soufflé
- III. Fruit Desserts
  - A. Handling Fresh Fruits
    - 1. Ripening
    - 2. Trimming Loss
    - 3. Evaluating and Preparing
  - B. Traditional & Specialty Fruit Desserts
  - C. Fruit Preserves, Condiments, Garnishes
- IV. Special Diets
  - A. Dietary Concerns
  - B. Nutrition
  - C. Allergens
  - D. Modifying Formulas for Special Diets
  - E. Ingredient Substitutions

## **EXPECTED LEARNER OUTCOMES:**

- A. The student will be able to create a variety of custards, mousses and soufflés using different techniques.
- B. The student will be able to distinguish the unique characteristic between the various frozen desserts and prepare: ice cream, sherbet, sorbet, parfaits, bombes, frozen mousse and frozen soufflé.
- C. The student will be able to identify fresh fruits and explain proper handling.
- D. The student will be able to prepare traditional and specialty fruit desserts, fruit preserves, fruit condiments, and fruit garnishes.
- E. The student will be able to identify and describe various dietary concerns including nutritional, allergens and specialty diets.
- F. The student will be able to modify formulas for special diets including appropriate ingredient substitutions and prepare products for special diets.

**ASSESSMENT OF LEARNER OUTCOMES:** Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

**SPECIAL NOTES:**

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## SYLLABUS

<b>DATE OF LAST REVIEW:</b>	02/04/16
<b>CIP CODE:</b>	12.0410
<b>SEMESTER:</b>	Departmental Syllabus
<b>COURSE TITLE:</b>	Workplace Skills
<b>COURSE NUMBER:</b>	BAKE 0250
<b>CREDIT HOURS:</b>	1
<b>INSTRUCTOR:</b>	Departmental Syllabus
<b>OFFICE LOCATION:</b>	Departmental Syllabus
<b>OFFICE HOURS:</b>	Departmental Syllabus
<b>TELEPHONE:</b>	Departmental Syllabus
<b>EMAIL:</b>	Departmental Syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>
<b>PREREQUISITE(S):</b>	None

**REQUIRED TEXT AND MATERIALS:** Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

**COURSE DESCRIPTION:** This course explains the techniques used to successfully obtain a job. Areas covered include locating job openings; completing application forms; writing an application letter, resume, and follow-up letter; preparing for interviews; and interviewing.

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

### **COURSE OUTLINE:**

- I. Getting Ready to Look for a Job
- II. Using Good Communication Skills for the Job Search

- III. Finding Openings
- IV. Application Blanks and Employment Tests
- V. Preparing Your Resume
- VI. Writing a Cover Letters are Looking for in Employees
- VII. Projecting a Professional Image
- VIII. Going on a Job Interview
- IX. Writing a Thank-you or Follow-up Letter
- X. Being an Employee

**EXPECTED LEARNER OUTCOMES:**

- A. Upon completion of the course, the student will be able to identify personal qualities needed to identify an appropriate career.
- B. Upon completion of the course, the student will be able to conduct a job search.
- C. Upon completion of the course, the student will be able to complete an employment application.
- D. Upon completion of the course, the student will be able to prepare a resume.
- E. Upon completion of the course, the student will be able to prepare a letter of application.
- F. Upon completion of the course, the student will be able to write a thank you or follow-up letter.
- G. Upon completion of the course, the student will be able to project a professional image during an interview.
- H. Upon completion of the course, the student will be able to identify qualities needed to survive the job.

**ASSESSMENT OF LEARNER OUTCOMES:** Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation. The grading scale and the process for calculating the course grades are to be determined by the individual instructors. This information will be included in each instructor's syllabus.

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## SYLLABUS

<b>DATE OF LAST REVIEW:</b>	08/03/2019
<b>CIP CODE:</b>	12.0501
<b>SEMESTER:</b>	Departmental syllabus
<b>COURSE TITLE:</b>	Baking Capstone
<b>COURSE NUMBER:</b>	BAKE 0270
<b>CREDIT HOURS:</b>	4
<b>INSTRUCTOR:</b>	Departmental syllabus
<b>OFFICE LOCATION:</b>	Departmental syllabus
<b>OFFICE HOURS:</b>	Departmental syllabus
<b>TELEPHONE:</b>	Departmental syllabus
<b>EMAIL:</b>	Departmental syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students</i>

**PREREQUISITES:** Pass all courses in the baking program

**REQUIRED TEXT AND MATERIALS:** Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

**COURSE DESCRIPTION:** Students will apply all knowledge gained from previous courses taken in the Baking program by creating, planning and executing a mock bakery. Students will work with others in the program to execute their concept and, in turn, be employed by others to execute their concept. By applying all knowledge gained within the program, students will demonstrate their ability to be gainfully employed in the industry.

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

## **COURSE OUTLINE:**

- I. Conceptualizing a bakery at the operational level
  - A. Menu planning
  - B. Recipe development and costing
  - C. Inventory and ordering
  - D. Procedures and policies
  - E. Hiring and training of employees
- II. Conceptualizing a bakery from the Baker's standpoint
  - A. Safety and sanitation
  - B. Recipe development
  - C. Planning and prep
  - D. Bakeshop production
- III. Working as an employee
  - A. Job description and planning
  - B. Safety and Sanitation
  - C. Front-of-the-house duties
  - D. Back-of-the-house duties
- IV. Portfolio
  - A. Resume
  - B. References
  - C. Menu
  - D. Pictures
  - E. Certifications

## **EXPECTED LEARNER OUTCOMES:**

1. *The student will be able to create, organize, plan and execute a bakeshop concept from an operational perspective.*
2. *The student will be able to create, organize, plan and execute a bakeshop concept from a Baker's perspective.*
3. *The student will be able to participate as an employee in other student's mock bakeshop experiences.*
4. *The student will be able to develop a portfolio that encompasses activities done in class as well as a resume, certifications and references.*

## **ASSESSMENT OF LEARNER OUTCOMES:**

Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

## **SPECIAL NOTES:**

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## SYLLABUS

<b>DATE OF LAST REVIEW:</b>	08/04/2019
<b>CIP CODE:</b>	12.0501
<b>SEMESTER:</b>	Departmental Syllabus
<b>COURSE TITLE:</b>	Baking Internship
<b>COURSE NUMBER:</b>	BAKE 0280
<b>CREDIT HOURS:</b>	3
<b>INSTRUCTOR:</b>	Departmental Syllabus
<b>OFFICE LOCATION:</b>	Departmental Syllabus
<b>OFFICE HOURS:</b>	Departmental Syllabus
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<b>EMAIL:</b>	Departmental Syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

**PREREQUISITES:** Pass all required Baking classes

### **REQUIRED TEXT AND MATERIALS:**

Please check with the KCKCC bookstore, <http://www.kckccbookstore.com/>, for the required texts for your particular class.

### **COURSE DESCRIPTION:**

Through an internship at a local company and/or participating in catering/event opportunities at KCKCC, students will experience what it is like to work in a baking and/or pastry operation. Students will complete 120 hours in an approved Bakeshop entity to enhancing the skills and methodology learned in class, as well as, day-to-day responsibilities in the field. Students will be evaluated by their immediate supervisor and also reflect and assess their experiences.

### **METHOD OF INSTRUCTION:**

A variety of instructional methods may be used depending on content area. These may include but are not limited to lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing,

performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

**COURSE OUTLINE:**

- I. Review of obtaining employment
  - A. Edit resume
  - B. Proper dress
  - C. Cover and follow up letters
- II. Securing and completing an internship
  - A. Identify, selecting, and securing
  - B. Filling out application, interview
  - C. Completion of necessary documentation
  - D. Completion of internship
- III. Evaluation
  - A. Employer evaluation
  - B. Student evaluation
- IV. Portfolio
  - A. Resume
  - B. References
  - C. Menu
  - D. Pictures
  - E. Certifications

**EXPECTED LEARNER OUTCOMES:**

*Upon successful completion of this course:*

1. *The student will be able to demonstrate the ability to utilize skills learned in the obtaining employment course.*
2. *The student will be able to demonstrate the ability to obtain employment/internship.*
3. *The student will be able to successfully complete the hours, duties and all tasks required in their internship contract.*
4. *The student will be able to develop a portfolio that encompasses activities done in class as well as a resume, certifications and references.*

**ASSESSMENT OF LEARNER OUTCOMES:**

Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

**SPECIAL NOTES:**

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## Baking AAS

### Core courses:

Course ID	Course Name	Credit Hours
CULN 0205	ServSafe	1
BAKE 0250	Obtaining Employment	1
BAKE 0100	Bakeshop Principles	3
BAKE 0120	Quick Bread Production	2
BAKE 0130	Yeast Bread Production	3
BAKE 0140	Artisan Bread Production	2
BAKE 0150	Cookie Production	2
BAKE 0200	Principles of Pastry Production	4
CULN 0200	Inventory and Purchasing	2
BAKE 0210	Pies, Tarts and Specialty Pastries	3
BAKE 0220	Cakes and Icing Production	3
BAKE 0230	Advanced Cakes	2
BAKE 0240	Specialty Desserts	4
BAKE 0270	Baking Capstone	4
BAKE 0280	Baking Internship	3
	<b>Total Credits Certificate</b>	<b>39</b>

### College Requirement:

BLUE 0101	Freshman Seminar	1
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### General Education Courses:

Course ID	Course Name	Credit Hours
ENGL 0101	Composition I	3
ENGL 0102	Composition II	3
-or-		
ENG: 0206	Technical Writing	3
SPCH 0151	Public Speaking	3
-or-		
SPCH 0201	Interpersonal Communication	3
MATH 0104	Intermediate Algebra or higher	3
BIOL 0145	Nutrition	3
PSYC 0101	Psychology	3
	Elective credit	3
	<b>Total general education credits</b>	<b>22</b>

**AAS in Baking Total Credits: 61**



## Baking Certificate

<b>Course ID</b>	<b>Course Name</b>	<b>Credit Hours</b>
CULN 0205	ServSafe	1
BAKE 0250	Obtaining Employment	1
BAKE 0100	Bakeshop Principles	3
BAKE 0120	Quick Bread Production	2
BAKE 0130	Yeast Bread Production	3
BAKE 0140	Artisan Bread Production	2
BAKE 0150	Cookie Production	2
BAKE 0200	Principles of Pastry Production	4
CULN 0200	Inventory and Purchasing	2
BAKE 0210	Pies, Tarts and Specialty Pastries	3
BAKE 0220	Cakes and Icing Production	3
BAKE 0230	Advanced Cakes	2
BAKE 0240	Specialty Desserts	4
BAKE 0270	Baking Capstone	4
BAKE 0280	Baking Internship	3
	<b>Total Credits</b>	<b>39</b>