

New Program Request Form

CA1

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 bkrueger@kckcc.edu
Identify the person responsible for oversight of the proposed program	Dean Cheryl Runnebaum
Title of proposed program	Culinary Arts
Proposed suggested Classification of Instructional Program (CIP) Code	12.0505
CIP code description	Food Preparation/Professional Cooking/Kitchen Assistant. Definition: A program that prepares individuals to serve under the supervision of chefs and other food service professionals as kitchen support staff and commercial food preparation workers. Includes instruction in kitchen organization and operations, sanitation and quality control, basic food preparation and cooking skills, kitchen and kitchen equipment maintenance, and quantity food measurement and monitoring.
Standard Occupation Code (SOC) associated to the proposed program	35-2019
SOC description	Cooks, All Other All cooks not listed separately.
Number of credits for the degree <u>and</u> all certificates requested	AAS: 62 credits
Proposed Date of Initiation	Fall 2020
Specialty program accrediting agency	
Industry certification	ServSafe, ManageFirst Hospitality Management, ManageFirst, Menu Marketing, ManageFirst Purchasing

Signature of College Official  Date 3.10.2020

Signature of KBOR Official _____ Date _____

Culinary Arts – KCKCC – 64 credit hour AAS Program

PROGRAM PROPOSAL NARRATIVE

Program Description

Culinary Arts is an award-winning program that has been spotlighted on the state and national levels for both faculty and students. Our chef instructors have 50 plus years of industry experience and bring to the classrooms the most updated and effective methodologies of instruction. These instructors have won numerous teaching distinction awards at the local and national level. Students have won Gold, Silver and Bronze medals at the Kansas Skills USA competitions for Culinary Arts, Baking/Pastry and Service; received numerous Gold and Silver medals in Team competitions and a 2nd place finish at the National NAACP Culinary Arts Competition.

Culinary Arts is a holistic program that prepares students for a variety of careers in the Food-service/Hospitality industry. Students will experience a hands-on curriculum that encompasses all aspects a chef position. It is a progressive curriculum beginning with the fundamental and essential skills all foodservice personnel utilize; culminating with a Culinary Capstone. In Culinary Capstone, students will create a restaurant or bakery concept, design a menu, cost a menu, purchase items, create an employee handbook, create and cost recipes, and open their concept to serve the public. Each course is strategically designed to complete a piece of the Capstone project. Also, students will have the opportunities to receive a variety of national industry recognized certificates in the areas of: ServSafe, Hospitality Management, Purchasing, and Menu Marketing from the National Restaurant Association.

Upon completion of our program, every student leaves with a portfolio that includes a resume, pictures of their products, their Capstone materials and certificates obtained. Students utilize these portfolios to gain employment in the industry in the following areas: bakers, assistant pastry chefs, prep chefs, line cooks, assistant sous chefs, assistant management positions. Many of our students climb the ladder and within 3 years have moved up in the industry or own their own business. Some of our students chose to continue their education in top Culinary schools, 4 year universities, and join the military to work in a culinary field.

Catalog description

The Culinary Arts AAS teaches students the fundamental and essential skills all foodservice personnel utilize; culminating with a Culinary Capstone where students create a restaurant or bakery concept, design a menu, cost a menu, purchase items, create an employee handbook, create and cost recipes, and open their concept to serve the public.

Program Objectives:

1. Prepare students for a long-term career in Culinary Arts that includes management, baking, cooking, front-of-the-house, back-of-the-house, or any other opportunity within the realm of Culinary Arts.

2. Develop and revise curriculum that is current with technological trends and standards in the food industry.
3. Partner with 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; Manage First Menu Marketing; Manage First Hospitality Management; Manage First Purchasing; and Manage First Customer Service.
5. Provide students a holistic Culinary Arts education that includes the business aspects, techniques, cooking standards/methods, soft skills, professionalism, and internships to develop their skill set.
6. Obtain skills in networking for job employment and advancing.
7. Provide a foundation and understanding for total restaurant management that includes the costs and dynamics of opening a business.
8. Complete a portfolio that includes items from each level of the program: skills and techniques obtained in each Food course; business concept; menu; spreadsheets; recipes developed; employee handbooks; resume and cover letters.
9. Opportunity to participate in community service events related to charities, demos, educational opportunities and other career options.

Admission Requirements:

Admission to the Culinary Arts 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 40 credit hour Culinary Arts program with a minimum of a 2.0 GPA.
2. Take the complete Accuplacer Exam.

Transfer Students:

Admission of transfer students to the Culinary Arts AAS 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:

To receive an AAS degree or a Culinary certificate, 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 the Culinary Arts Certificate to an AAS offering 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. The Kansas Long term Occupational projections for 2016-2026 did not provide any data statewide or for the Kansas City region for the SOC code associated with this program.

Cooks, All other (35-2019):

Growth Rate:	2016 jobs: N/A
	2026 jobs: N/A
	Change Numerical: N/A
	Change Percentage: N/A
Replacement Rate: N/A	
Annual Median Wage: \$	
Educational Level Needed: High School	

KCKCC currently has a Culinary Arts program that is a 40 credit hour certificate program. This program has been in existence since 1975 and has been modified to meet both industry and student needs. Enrollment in this program is at a maximum. The success of the program is reflected in the completion rate of 81% and job placement rate of 80% for AY2018.

Duplication of Existing Programs

Independence Community College

- Food Preparation/Professional Cooking/Kitchen Assistant (CIP 12.0505)
- Number of Declared Majors – 7

- Number of Program Graduates – 7
- Number of Graduates Exited and Employed – 6
- Annual Median Wage – No data provided on KTIP

North Central Kansas Technical College

- Food Preparation/Professional Cooking/Kitchen Assistant (CIP 12.0505)
- Number of Declared Majors – 6
- Number of Program Graduates – No data provided on KTIP
- Number of Graduates Exited and Employed – No data provided on KTIP
- Annual Median Wage – No data provided on KTIP

Washburn University Institute of Technology

- Food Preparation/Professional cooking/Kitchen Assistant (CIP 12.0505)
- Number of Declared Majors – 31
- Number of Program Graduates – 12
- Number of Graduates Exited and Employed – 5
- Annual Median Wage – \$18,399

Collaboration was not pursued due to that current enrollment in Culinary Arts includes many high school students from the surrounding school districts who enroll under the provisions of SB155. If the Culinary Arts program were not available at KCKCC, these students would most likely not have the opportunity to attend a Culinary Arts program. Many local schools have provided 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

Course descriptions (certificate portion of AAS)

CULN 0205 – ServSafe

1 cr

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.

CULN 0100 - Equipment & Industry

1 cr

Students will learn about the food service industry including: history, current trends and important people. Also, we will cover equipment/utensils (use and care, safety, and the importance of kitchen design).

CULN 0120 - Cooking Methods

2 cr

Students will learn about the food service industry including: history, current trends and important people. Also, we will cover equipment/utensils (use and care, safety, and the importance of kitchen design).

Prerequisites - ServSafe

CULN 0130 - Food Production I

4 cr

This course will explore stock making; soups; sauces; salad and salad dressings; and breakfast preparation. Students will participate in labs while also focusing on prior concepts of safety and sanitation, mise en place and knife skills.

Prerequisites - ServSafe certification, Cooking Methods

CULN 0140 - Food Production II

4 cr

We will be exploring red meats, game, poultry, game birds, fish and shellfish during this course. Composition, structure, inspection, grading, classification, handling and storage will be covered for each type of meat. Students will be exposed to various cooking methods for each type and pairing with sides will be discussed. Presentation and appropriate garnish for each meat will be covered and practiced.

Prerequisites - ServSafe, Cooking Methods, Food Production I

CULN 0150 - Food Production III

4 cr

This course will expand on prior knowledge but also includes vegetable cookery, pasta and rice cookery, sandwich making, hors d'oeuvres, and food presentation. Students will be required to plan a 4 course menu and execute it appropriately using their prior knowledge from other courses. Also, students will explore International Cooking to apply all skills learned throughout the class.

Prerequisites - ServSafe, Cooking Methods, Food Production I&II

CULN 0160 - International Cooking

2 cr

Students will explore several different regions of World Cuisine, learning to apply basic cooking methods for each region including spices, meats and side dishes.

Prerequisites-ServSafe, Cooking Methods

CULN 0170 - Menu Marketing & Planning

2 cr

Students will explore the various factors that impact menu creation; design and layout; how to price the items; and analyze the performance of items in a menu. This course is part of ManageFirst in which students may receive a certification in this area after passing the national test.

CULN 0190 - Hospitality Management

3 cr

This course is part of a series of courses that students can obtain a certificate in after completing the material and passing the exam. We will focus on leadership roles including management; employee issues; communication; problem solving and other items important in management.

CULN 0200 - Inventory & Purchasing

2 cr

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.

CULN 0206 - Beginning Baking

3 cr

Students will explore the basic principles behind the science of baking: equipment; ingredients and their specific functions; and the various elements/techniques used to create baked goods. Students will produce a variety of baked products including yeast breads; quick breads; cookies; and pies.

Prerequisites - ServSafe

CULN 0207 - Advanced Baking

3 cr

Students will take a more in-depth look at Baking and Pastry used in the bakeshop. An introduction to pastry making is incorporated into a variety of products that will be prepared. Students will be preparing cakes and frosting; decorate cakes; creams; custards; sauces; fruit desserts; and other advanced products.

Prerequisites - ServSafe , Beginning Baking

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.

CULN 0220 - Culinary Capstone

5 cr

Students will apply all knowledge gained from previous Culinary Arts courses by creating, planning and executing a mock restaurant. Students will be managing other students in order to help them execute their restaurant concept. In turn, students will participate in other students mock restaurant experiences. In addition, students will be creating a portfolio using this experience to take with them for their future in the industry.

Prerequisites - Pass all courses in the Culinary Arts Program

CULN 0230 - Internship

3 cr

Through an internship at a local company or catered and special events, students will learn what it is like to work in the restaurant industry. Student must be working or interning at a job in the food service industry and achieve a total of 120 hours of service to complete the journal contact.

Prerequisites - Pass all required Culinary Arts classes

Course descriptions (general education portion)

These following courses are to be taking in addition to the courses required for Certification:

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 I

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:****Semester 1**

Course #	Course Title	Credits	Function
CULN 0205	ServSafe	1	Technical Studies
CULN 0100	Equipment & the Industry	1	Technical Studies
CULN 0120	Cooking Methods	2	Technical Studies
CULN 0130	Food Production I	4	Technical Studies
CULN 0170	Menu Marketing & Planning	2	Technical Studies
CULN 0190	Hospitality & Restaurant Management	3	Technical Studies
CULN 0206	Beginning Baking	3	Technical Studies
CULN 0207	Advanced Baking	3	Technical Studies
BUSN 0250	Obtaining Employment	1	Technical Studies
	TOTAL CREDITS	20	

Semester 2

Course #	Course Title	Credits	Function
CULN 0140	Food Production II	4	Technical Studies
CULN 0150	Food Production III	4	Technical Studies
CULN 0160	International Cooking	2	Technical Studies
CULN 0200	Inventory & Purchasing	2	Technical Studies
CULN 0220	Culinary Capstone	5	Technical Studies
CULN 0230	Culinary Arts Internship	3	Technical Studies
	TOTAL CREDITS	20	

Culinary Arts Certificate Exit Point: 40 credits

**AAS in Culinary Arts:
Semester 3**

Course #	Course Title	Credits	Function
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 -or- SPCH 0201	Public Speaking Interpersonal Communication	3 3	General Studies General Studies
MATH 0104	Intermediate Algebra or higher	3	General Studies
	TOTAL CREDITS	13	

Semester 4

Course #	Course Title	Credits	Function
BIOL 0145	Nutrition	3	General Studies
PSYC 0101	Psychology	3	General Studies
	Elective Credit	3	General Studies
	TOTAL CREDITS	9	

AAS In Culinary Arts Exit Point: 62 credits

Accreditation is offered through the American Culinary Federation. Due to budgetary constraints, we are unable to pursue accreditation at this time. It is our intention to further look into this, once it becomes fiscally possible. We do offer certification opportunities.

Students in the Culinary Arts program take the ServSafe Certification and ManageFirst Certifications through the National Restaurant Association. Students may obtain ManageFirst Certifications in: Menu Marketing and Planning; Hospitality and Restaurant Management; Inventory & Purchasing; and Customer Service. These certifications will continue to be a part of the current and revised program.

Future plans will include offering a certification exam in Food Production and/or Culinary Arts. Currently, upon successful completion of the program, students receive a college based Culinary Arts Certification. Also, the revised program is looking into outside program accreditation sources, such as the ACF, to offer an additional industry-based certification to include in the students portfolio. To go through the ACF Certification process, would cost the college an estimated \$10,000, not including new supplies, textbooks, etc; that are required to become certified via ACF. Due to these high costs and college budget constraints, it is not fiscally possible at this time to become ACF certified. That being said, the college will continue looking into the ACF accreditation process for the future. Costs for these student tests run \$37-\$200/exam; depending on the resource utilized for the accreditation. Depending on budgetary constraints, the costs may be absorbed by the student lab fees or it may be required for the students to pay for the accreditation out of their pockets. The goal is to have an additional industry-based certificate in place by Fall 2019. The Culinary Arts faculty is currently reviewing

the options and will present these options to the Advisory Committee in the Fall of 2017 meeting for further discussion.

Faculty

Faculty teaching in the Culinary Arts 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 the 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 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 certificate program has led to the creation of an AAS in Culinary Arts. By creating an AAS in Culinary Arts, KCKCC is providing students an additional pathway to receive higher education which leads to higher wages and quicker promotion potential. The instructional materials cost will not increase, as the credit hours needed to complete an AAS reside in general education courses on the KCKCC Main Campus.

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. The Culinary Arts certificate program receives funding through Perkins V and will continue to utilize those funds to offset additional costs to the college. At this time, KCKCC is not seeking funding through grants.

The program area includes a full functioning kitchen area where students obtain hands-on training by performing hands on lab work. Along with the lab work 2nd semester students execute a Capstone selling their menu items to the public. The fees from those services help to maintain the program. Additional funding is acquired through postsecondary aid, tuition, and fees. Once the program is approved, it may be eligible for Perkins funding. When necessary, equipment is purchased using the capital outlay fund. KCKCC has no formal agreements with another entity.

KCKCC does not have any formal partnership agreements at this time.

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

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: Kansas City Kansas Community College

Proposed Program: Associates of Applied Science in Culinary Arts

IMPLEMENTATION COSTS

Part I. Anticipated Enrollment		Implementation Year	
Please state how many students/credit hours are expected during the initial year of the program?			
		Full-Time	Part-Time
A. Headcount:		16—40	32--20
Part II. Initial Budget		Implementation Year	
A. Faculty		Existing:	New:
Full-time	# 4	\$ 200,000	\$
Part-time/Adjunct	# 7	\$ 153,380	\$
		Amount	Funding Source
B. Equipment required for program		\$ 0	
C. Tools and/or supplies required for the program		\$ 5,000	Local/Program Agency Account
D. Instructional Supplies and Materials		\$ 12,000	Local
E. Facility requirements, including facility modifications and/or classroom renovations		\$ N/A	
F. Technology and/or Software		\$ 0.0	
G. Other <i>(Please identify; add lines as required)</i>			
Total For Implementation Year		\$370,380.00	

Part I. Program Enrollment		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:		32—40	32--20
Part II. Ongoing Program Costs		First Two Years	
A. Faculty		Existing:	New:
Full-time	# 4	\$ 200,000	\$
Part-time	# 7	\$ 153,380	\$
		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		\$ 12,000	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>			
Total For Program Sustainability		\$ 370,380.00	

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:

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Other sources of funding will come from: tuition, fees, post-secondary funding, grant options. 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



September 13, 2019

Dear Kansas Board of Regents,

My name is Nathan Deters and I am the Executive Chef and General Manager of Company Kitchen, a division of the Canteen sector of Compass Group at the Cerner Continuous Campus in Kansas City, Kansas; and the owner of Boxer Bite BBQ LLC In Kansas City, 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 Culinary Arts.

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 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 destination city.

Sincerely,
Nathan R. Deters
Executive Chef/General Manager
Connections Café @ Cerner Continuous Campus
10200 Abilities Way
Kansas City, KS 66111
nathand@companykitchen.com
(319)-360-7524

CULINARY ARTS PROGRAM PARTNERS

Individual Partners:

<u>First name</u>	<u>Last Name</u>	<u>Title/Position</u>	<u>Company</u>
Cory	Shute	Exec. Chef	AMC Theatres
Jim	Tinkham	Exec. Chef	William Jewel
Nate	Lawrence	General Mgr.	PB&J Catering
Mary Beth	Gentry	Director	YWOM
Adam	Fruehauf	Exec. Chef	Hollywood Casino
Joan	Cathey	Owner	Smoke n Fire
Laura	Laiben	Owner	The Culinary Center of Kansas City
Jesse	Vega	Exec. Chef	Our Lady of Mercy
Mike	Chrostowski	Chef Instructor	Heirdon Center
Mark	Mollentine	Exec, Chef	Children's Mercy

Company Partners :

<u>Company</u>	<u>Contact</u>	<u>Title/Position</u>	<u>Level</u>
Rego Equipment			Equipment / Field Trips
Seattle Seafood	Scott	Supervisor	Field Trips/Lecture
US Foods	Jason	Representative	Filed Trips/Donations
Biechelmeyers	Joe	Owner	Field Trips/Demos
Roasterie Coffee	Danny	Owner	Sponsorships/Equipment
Sporting KC	Legends	Owner	Hiring
Ambrosia Brothers	Spencer Lutes	Owner	Demos/Lecture
Maple Leaf Farms	Cindy	Representative	Denotations



*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 Culinary Arts.

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.

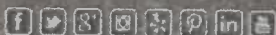
I pledge to support this effort by continuing to offer internships and apprentice programs and other opportunities for the students to practice their skills, and by volunteering to serve on the school's Culinary Arts Advisory Board to better understand what we can do to continue to support the efforts 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

7720 Santa Fe Drive
Overland Park, Kansas 66204
913.341.4455
www.tcculinary.com
cook@tcculinary.com



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

**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.

Kansas City Kansas Community College

Culinary Arts / 12.0505

Spring ADVISORY COMMITTEE MEETING – 9:00 am

05/14/2019

Attendees:

Patrick Thompson (Wyandotte HS)
Adam Fruehauf (Exe. Chef - Hollywood Casino)
Mary Beth (Young Women on the Move)
Laura Laiben (Owner- The Culinary Center of Kansas City)
Gary Hild (ACF Retired Chef/Instructor)
David Richards (Owner – Island Spice)
Spencer Lutes (Ambrosi Brothers)
Mark Mollentine (Exe. Chef-Children’s Mercy Hospital)
Jim Tinkham (Exe. Chef – William Jewell College)
Joey Del Gello (Chef – Freestyle Poke)
Amy Mehninger (LV High School)
Richard W. McPeake, KCKCC-TEC
Kelly Jenkins, KCKCC-PCC
Justin Mitchel, KCKCC-TEC
John Williams, KCKCC-TEC
Nicole Reyes, KCKCC Basehor Linwood

I. Welcome and Introductions

Tour was given to anyone who has not seen the space at the TEC center.
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 Richard discussed the status of the 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.

- 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.
- 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.

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.

Gary Hild – Wanted to know if the Certificate Program will still be an option?
Yes it will be.

All members of the Advisory meeting were in 100% support of the AAS program for both Culinary Arts and Baking. Stated that they wanted the certificate program to remain in tacted.

B. Awards

Chef Justin talked about how all of our students did great competing in JCCC High School Competition, this past Spring taking a Silver Medal. Also, discussed the 6 medals won at Skills USA this year 2019, and will be returning to Nationals for the 7th Straight Year.

Chef Kelly also discussed that PCC has two students that won gold and will be going to SkillsUSA Nationals

III. New Business

A. Enrollment & Additional Culinary Program

Chef Richard McPeake talked about how we our enrollment for the Fall is at Full capacity, and that we cannot take anymore students. We had over 68 high school applicants, Plus

New Post-Secondary and Returning Post-Secondary, also Basehor Linwood is Full. Putting us at around 124 students.

Chef Kelly was not sure on the final counts for PCC yet, waiting for the high school enrollment.

Chef Gary Hill, Chef Mollentine, Chef Tinkham and Patrick asked several questions about the Instructor to Student Ratio and wanted to know what our current ratio is and what will it be going to. Sighting that we needed to make sure the students are learning proper culinary skills and understand current terms. Also, asked about safety in the Kitchen labs.

Chef Richard discussed the current Instructor to Student ratio in Kitchen labs is at a 16 to 1 ratio. The new load will take us to a starting ratio of 20 – 1, before any dropped students after the initial enrollment. We usually lose about 10%. Which would keep us at about an 18-1 Instructor to student ratio.

All Partners wanted express the importance of proper chef to student ratio for both learning objectives and SAFETY ISSUES.

Chef Richard & Chef Justin ensured that this issue were foremost on the list of the Culinary Arts Program.

Chef Gary mentioned that the reason schools are fallen on proper training is because the Instructor /Student ratio is unbalanced and the students are not skilled trained properly and not ready for the work force, hence THOSE schools are being closed.

Added a new culinary program at Basehor high school

Chef Nicole talked about the success of the NEW Culinary Program at Basehor Linwood, and how well the students like it and are doing. Also, expressed how happy she is with the class and being there.

Chef Richard comment how great Chef Nicole is doing with the Basehor Program.

B. Administration Changes

Chef Richard announced that Dr. Greg Mosier is the New President of the College, Dr. Beth Krueger is the New Vice President and Michael Beach is the New CFO.

IV. New Learning Objectives for Seniors

Chef Richard discuss how he has implied the “A” Game to the seniors program, teaching them more about how things in school are related to getting and keeping a job.

Appearance

Attendance

Attitude

Achievement

All partners loved the idea and the fact that we are all relating how the program is a readiness for going out into the workforce.

V. **Proposal to add an additional Bakery Kitchen**

Chef Richard that we (Chef Justin & Chef Richard) have proposed to add an additional FULL Kitchen for the expanded baking program, changing the current classroom into this kitchen. Which will allow us to increase our enrollment numbers as we continue to grow. Enrollment will be up AGAIN in the Fall by 53%!!

VI. **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. We will be continue contact 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 – Gear Field trips to hotels and restaurants tours so students can get a better glimpse of an industry kitchen
- E. Chef Gary, Chef Jim and Spencer all talked about gearing field trips to more businesses like the local farmers and local small businesses.

VII. **Charity Events**

Chef Richard talked about the three Local Charity Events that the students of 2019 were involved in and the success of these events.

- ❖ Kansas City Lyric Opera Raffle Dinner (Competition Team) this is done in Partnership with Mary Beth Gentry and Young Women on the Move.
- ❖ KCKCC Hall of Fame Evening. (Culinary Arts Program catered whole event
- ❖ KCPTV Charity Event with Stephen Racihlen to raise money donations to local independent TV station.

VIII. **Partners Input**

Industry New equipment: Several chefs talked about looking into getting a Turbo Chef convection belt high temperature oven. Casinos, hospitals, quick service using them to speed cook things such as pizzas and grilled sandwiches. (start at \$6500)

Chef Justin at this point discussed some of the new equipment request that were submitted for the culinary department, like a distiller for making extracts.

Patrick talked about sorting high school applicants to focus on the students that are looking to get into the food service business, may help with the drop ration in the beginning stages of the semester.

Chef Adam discussed making sure the students realize that work kitchens are not the same as school kitchens and we need to make sure they understand how a real kitchen works, and know their culinary terms, so they are not a deer standing in the head lights when they get out in the field. Did comment on how well our students do in these areas.

Mary Beth discussed healthy foods for the kids. Like us to look to the Center of KU, on their program geared towards healthy eating.

Laura Laiben talked about how well students do when they are at her business helping out with cooking classes to gain experience being in front of people. Would like us to highlight more student successes on social media. We informed that we do use Facebook to highlight success of the program and student. She was glad to hear that. Things we should try forming a Small business partnerships for the students to be able to work in the business, to gain even more experience during school hours, it would be applied to their need for the 120 hours of Internship.

Jim Tinkham likes that we are making sure students understand the proper culinary terms and that they get as much hands on as possible in developing kitchen skills. Likes that when we do a catering it ties into the program and that we don't just catered without the learning process.

Spencer wanted us to know that Penn Valley is planning on starting a culinary program by next year! May want to look at what they are planning on doing. Also, suggested forming a relationship with more local farmers, not just on using product but taking the students to the farmers to learn and see what happens on the farm.

Gary Hild like to know how we are tying in healthy food and nutrition. what is the future program doing about addresses these issues. Chef Justin and Chef Richard discuss how we have added the learning about vegan, gluten free and discussions each lab about these areas. Chef Richard has added a whole week on cooking with grains with the help of Chef Mark Molletine, one of the area's leading chefs on the use of grains. Suggested that we have a chef in these areas come out to be a guest chef for a day with the students, for either a demo or a lab day. Chef Richard to find out if there are funds available for this to happen.

Gary also wanted to ask and make sure that we are not just taking numbers of enrollment BUT to make sure that we are taking what can be taught properly and ensure the safety of each student in the kitchen labs.

Mark Mollentine discussed and wanted to say..."Hoe well our students are trained to interview!!' BEST people he has ever interviewed. Work like to see in the NEW hospitality program addition of formalizing health care cooking and special diets.

Overall every partner was impressed with the direction and growth of the Culinary Arts program and very impressed with the results of the students that they have hired or interview. Like to see more partnerships with small business and local farmers.

Chef Richard informed everyone that we currently have 10 KBOR Partners with our program based on local business supporting our Students and program.

Seattle Seafood

Fabulous Fish

Culinary Center of Kansas City

Ambrosia Brothers

US Foods

Rego

VitaCraft

Smoke n Fire

Price Chopper

Biechelmeyers

Chef Richard stated that he believes that Culinary Arts has more business partners that anyone in the TEC center. This is due to everyone's hard work and partners cooperation together!!!

IX. Closing

The meeting concluded at 10:20 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. 19th 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 9th.
- 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 4th. 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 1st.
- 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
KCKCC Academic Affairs
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

**December 2019 Board Report
KCKCC Academic Affairs
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

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

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

**December 2019 Board Report
KCKCC Academic Affairs
New Program Submission**

Culinary Arts AAS

Core courses:

Course ID	Course Name	Credit Hours
CULN 0100	Equipment and Industry	1
CULN 0120	Cooking Methods	2
CULN 0130	Food Production I	4
CULN 0140	Food Production II	4
CULN 0150	Food Production III	4
CULN 0160	International Cooking	2
CULN 0170	Menu Marketing and Planning	2
CULN 0190	Hospitality and Restaurant Management	3
CULN 0200	Inventory and Purchasing	2
CULN 0205	ServSafe	1
CULN 0206	Beginning Baking	3
CULN 0207	Advanced Baking	3
CULN 0220	Culinary Capstone	5
CULN 0230	Culinary Arts Internship	3
BUSN 0250	Obtaining Employment	1
	Total Credits Certificate	40

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
	Total general education credits	21

AAS in Culinary Arts Total Credits: 61

SYLLABUS

DATE OF LAST REVIEW:	02/2013
CIP CODE:	12.0505
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Equipment and the Industry
COURSE NUMBER:	CULN0100
CREDIT HOURS:	1
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	KCKCC issued email accounts are the official means for electronically communicating with our students.
PREREQUISITES:	None

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

COURSE DESCRIPTION: Students will learn about the food service industry including: history, current trends and important people. Also, we will cover equipment/utensils (use and care, safety, and the importance of kitchen design).

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. The Food Service Industry
 - A. History of Modern Food Service
 - B. The organization of modern kitchens
 - C. Standards of Professionalism
- II. Tools and Equipment
 - A. Introduction to quantity food equipment

- B. Safety of tools and equipment
- C. Cooking equipment
- D. Processing equipment
- E. Holding and storage equipment
- F. Pots, pans and containers
- G. Measuring devices
- H. Knives, hand tools and small equipment.

EXPECTED LEARNER OUTCOMES:

- A. Study modern food service, including how it got to where it is today and where it is headed.
- B. Learn the tools and equipment used in a food service establishment including care and proper use.

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.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

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 at (913) 288-7670 V/TDD.

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.

SYLLABUS

DATE OF LAST REVIEW:	12/08/2016
CIP CODE:	12.0505
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Cooking Methods
COURSE NUMBER:	CULN0120
CREDIT HOURS:	2
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	KCKCC issued email accounts are the official means for electronically communicating with our students.
PREREQUISITES:	ServSafe

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

COURSE DESCRIPTION: During this course students will learn to read and follow a recipe, convert recipes, learn how to properly use and care for knives, practice mise en place, and explore basic cooking methods including seasoning and flavoring dishes.

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. The Recipe
 - A. Reading a Recipe
 - B. Measurements, Scaling
 - C. Converting Recipes
- II. Mise En Place
 - A. Planning and Organizing Production
 - B. Care and Use of Knives
 1. Knife Cuts
 - C. Prepping the Kitchen
- III. Basic Cooking Principles and Food Science
 - A. Heat and Food
 - B. Cooking Methods
 - C. Seasoning and Flavoring

EXPECTED LEARNER OUTCOMES:

- A. The student will be able to read and use various recipes, utilize appropriate equipment for measuring and scaling of ingredients, and convert recipes.
- B. Practice Mise en Place and specific operations that are a part of this concept; such as, creating preparation lists, timelines, knife skills, and organizing the station.
- C. Explore the basic cooking principles such as: heat and its effect on food; various cooking methods; and how to build flavor profiles.

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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be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

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SYLLABUS

DATE OF LAST REVIEW:	6/18/2019
CIP CODE:	12.0505
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Food Production I
COURSE NUMBER:	CULN 0130
CREDIT HOURS:	4
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus

PREREQUISITES: ServSafe certification, Cooking Methods

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

COURSE DESCRIPTION: This course will explore stock making; soups; sauces; salad and salad dressings; and breakfast preparation. Students will participate in labs while also focusing on prior concepts of safety and sanitation, mise en place and knife skills.

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. Stocks
 - A. Ingredients and procedures
 - B. Reductions, glazes and convenience bases
- II. Sauces
 - A. Roux and other thickening agents
 - B. Finishing techniques
 - C. Sauce families

- III. Soups
 - A. Classification
 - B. Clear soups
 - C. Thick soups
 - D. Specialty and national soups
- IV. Sandwiches
 - A. Different types of sandwiches
 - B. Spreads
 - C. Fillings
 - D. Making Sandwiches
- V. Salads and Salad Dressings
 - A. Types of salads and ingredients
 - B. Arrangement, techniques and presentation
 - C. Emulsified dressings
 - D. Oil and vinegar dressings
 - E. Other dressings
- VI. Breakfast Preparation
 - A. Eggs
 - B. Breakfast breads, cereals and meats
 - C. Dairy products
 - D. Coffee and Tea

EXPECTED LEARNER OUTCOMES:

- A. Understand the importance of stocks in the kitchen and the techniques used to prepare them.
- B. Prepare various thickeners and sauces using classical techniques.
- C. Practice techniques necessary to prepare different types of soups.
- D. Explore salad and salad dressing preparation techniques.
- E. Understand the importance of eggs in breakfast cookery while preparing many dishes using eggs.
- F. Prepare various styles and kinds of different sandwiches and presentations
- G. Examine other breakfast staples: pancakes, waffles, French toast, breakfast meats and dairy products.

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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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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SYLLABUS

DATE OF LAST REVIEW:	06/18/19
CIP CODE:	12.0505
SEMESTER:	Department Syllabus
COURSE TITLE:	Food Production II
COURSE NUMBER:	CULN 0140
CREDIT HOURS:	4
INSTRUCTOR:	Department Syllabus
OFFICE LOCATION:	Department Syllabus
OFFICE HOURS:	Department Syllabus
TELEPHONE:	Department Syllabus

PREREQUISITES: ServSafe, Cooking Methods, Food Production I

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

COURSE DESCRIPTION: We will be exploring red meats, game, poultry, game birds, fish and shellfish during this course. Composition, structure, inspection, grading, classification, handling and storage will be covered for each type of meat. Students will be exposed to various cooking methods for each type and pairing with sides will be discussed. Presentation and appropriate garnish for each meat will be covered and practiced.

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. Understanding Meats and Game
 - A. Composition, structure and basic quality factor
 - B. Basic cuts
 - C. Cooking and handling

- II. Cooking Meats
- III. Understanding Poultry and Game Birds
 - A. Composition and structure
 - B. Classification, handling and storage
 - C. Trussing and cutting
- IV. Cooking Poultry and game birds
- V. Understanding Fish and Shellfish
 - A. Composition and structure
 - B. Varieties, characteristics
 - C. Cutting, handling and storage
- VI. Cooking fish and shellfish

EXPECTED LEARNER OUTCOMES:

- A. Understand basic composition and structure; grading and inspection; cuts; appropriate cooking and storage methods for red meats and game.
- B. Practice cooking red meats and game using a variety of techniques appropriate to the type/cut of meat.
- C. Understand basic composition and structure; grading and inspection; classification and market forms; handling and storage; doneness; trussing and cutting poultry and game birds.
- D. Practice cooking poultry and game birds using a variety of methods appropriate to the type/form of poultry/game bird.
- E. Understand the basic principles of structure, handling and cooking of fish and shellfish in order to utilize the many varieties of seafood in a systematic way.
- F. Practice applying basic cooking principles in order to cook the product just to doneness, preserve moisture and texture, and to preserve and enhance the natural flavors of fish and shellfish.

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

DATE OF LAST REVIEW:	06/18/19
CIP CODE:	12.0505
SEMESTER:	Department Syllabus
COURSE TITLE:	Food Production III
COURSE NUMBER:	CULN 0150
CREDIT HOURS:	4
INSTRUCTOR:	Department Syllabus
OFFICE LOCATION:	Department Syllabus
OFFICE HOURS:	Department Syllabus
TELEPHONE:	Department Syllabus
PREREQUISITES:	ServSafe, Cooking Methods, Food Production I&II

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

COURSE DESCRIPTION: This course will expand on prior knowledge but also includes vegetable cookery, pasta and rice cookery, sandwich making, hors d'oeuvres, and food presentation. Students will be required to plan a 4 course menu and execute it appropriately using their prior knowledge from other courses. Also, students will explore International Cooking to apply all skills learned throughout the class.

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. Understanding Vegetables
 - A. Controlling quality changes during cooking
 - B. Handling vegetables
- II. Cooking Vegetables
 - A. Potatoes and other Starches
 - B. Potatoes
 - C. Rice and other grains
 - D. Pasta and dumplings
- III. Canapés and Hors d'Oeuvres
- IV. Food Presentation and Garnish
 - A. Hot food presentation
 - B. Cold food presentation and buffet service
- V. International Cuisine

EXPECTED LEARNER OUTCOMES:

- A. Gain knowledge in selection of vegetables, storage, holding, cooking and serving high quality vegetable products.
- B. Prepare fresh, frozen and canned vegetables using a variety of cooking methods.
- C. Prepare potatoes, rice, pastas and other grains using a variety of cooking methods.
- D. Prepare a variety of Canapés and hors d'oeuvres found in food service establishments.
- E. Discuss and practice various garnishing techniques and presentation of food so that it is attractive and appealing.
- F. Research and prepare dishes on the international level while learning more about other cultures.

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

DATE OF LAST REVIEW:	06/18/2019
CIP CODE:	12.0505
SEMESTER:	Departmental syllabus
COURSE TITLE:	International Cooking
COURSE NUMBER:	CULN 0160
CREDIT HOURS:	2
INSTRUCTOR:	Departmental syllabus
OFFICE LOCATION:	Departmental syllabus
OFFICE HOURS:	Departmental syllabus
TELEPHONE:	Departmental syllabus
EMAIL:	Departmental syllabus
PREREQUISITES:	ServSafe / Cooking Methods

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 several different regions of World Cuisine, learning to apply basic cooking methods for each region including spices, meats and side dishes.

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. Latin America/Caribbean/European Latin
 - A. Geographical locations and countries
 - B. History
 - C. Flavors and seasonings
 - D. Discover cooking methods associated with Latin/Caribbean cooking
 - E. Traditional recipes
- II. Asian Rim
 - A. Geographical locations and countries

- B. History
 - C. Flavors and seasonings
 - D. Discover cooking methods associated with Asian Rim cooking
 - E. Traditional recipes
- III. Mediterranean Rim
- A. Geographical locations and countries
 - B. History
 - C. Flavors and seasonings
 - D. Discover cooking methods associated with Mediterranean cooking
 - E. Traditional Recipes

EXPECTED LEARNER OUTCOMES:

- A. The student will be able to explore the geography, history, flavors, cooking methods and cuisines traditional to the Latin American, European Latin and Caribbean regions
- B. The student will be able to explore the geography, history, flavors, cooking methods and cuisines traditional to the Asian Rim.
- C. The student will be able to explore the geography, history, flavors, cooking methods and cuisines traditional to the Mediterranean Rim.
- D. The student will be able to research and present a country outside the United States and prepare dishes of that culture.

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

DATE OF LAST REVIEW:	06/18/19
CIP CODE:	12.0505
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Menu Marketing and Planning
COURSE NUMBER:	CULN 170
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: Students will explore the various factors that impact menu creation; design and layout; how to price the items; and analyze the performance of items in a menu. This course is part of ManageFirst in which students may receive a certification in this area after passing the national test.

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. Factors Impacting Menu Selection
 - A. Marketing environment
 - B. Selecting items
 - C. Changing the menu
 - D. Operational concerns

- II. Nutritional Needs and Food Preferences of Customers
 - A. Factors influencing food selection
 - B. Sources of nutritional components

- C. Nutritional information and cooking methods
 - D. Vegetarian diets
 - E. Addressing food allergies
- III. Menu Layout, Design and Pricing for Capstone Menu Plan I & II
- A. Relationship of menu design to marketing
 - B. Menu psychology
 - C. Principles of layout and design
 - D. Pricing strategies
 - E. Pricing and gross profit margin
 - F. Pricing methods
- IV. Alcoholic Beverage Menu
- A. Alcoholic beverages in restaurants
 - B. Merchandising wine, spirits, beers and ale
 - C. Pricing alcoholic beverages
- V. Menu Items Sales Performance and Mix Analysis
- A. Sales evaluation measures
 - B. Popularity evaluation measures
 - C. Profitability evaluation measures
 - D. Purposes of a sales mix analysis
 - E. Performing a sales mix analysis
 - F. Changing the menu based on analysis

EXPECTED LEARNER OUTCOMES:

- A. Identify and understand the factors that impact menu selection and how those decisions impact internal concerns.
- B. Evaluate the nutritional needs and food preferences of customers including vegetarian diets and food allergies.
- C. Explain how the menu is a powerful sales tool and discuss how the design, layout and pricing will affect a food service establishment.
- D. Create an alcoholic beverage menu and explain how to merchandise the various items used.
- E. Explain how to create items on a menu that reach your targeted population and create profit.

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

DATE OF LAST REVIEW:	6/18/2019
CIP CODE:	12.0505
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Hospitality and Restaurant Management
COURSE NUMBER:	CULN 0190
CREDIT HOURS:	3
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	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://kckccbookstore.com/>, for the required texts for your particular class.

COURSE DESCRIPTION: This course is part of a series of courses that students can obtain a certificate in after completing the material and passing the exam. We will focus on leadership roles including management; employee issues; communication; problem solving and other items important in management.

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. Leadership, Goal Setting and Communication in the Hospitality and Restaurant Industry
 - A. Managing
 - B. Qualities of a leader
 - C. Setting the right course for your organization
 - D. Create Handbook for Culinary Capstone)
 - E. Keeping things in Balance
 - F. Goal setting
 - G. Importance of effective communication
 - H. Effective speaking and listening

- II. Managing Compensation and Terminations
 - A. Policies and procedures for employee wage and compensation
 - B. Merit pay policies and guidelines
 - C. Confidentiality of payroll information
 - D. Types of terminations
 - E. Steps for managing, conducting, and defending involuntary terminations

- III. Motivation, Teamwork and Employee Development
 - A. Building a positive work climate that motivates employees.
 - B. Conflict resolution
 - C. Employee performance appraisals
 - D. Delegation
 - E. Importance of teamwork
 - F. Stages of team growth
 - G. Goal setting with a team
 - H. Managing team-based projects

- IV. Scheduling
 - A. Master schedules
 - B. Scheduling consideration
 - C. Creating schedules and backup strategies
 - D. Develop and prepare a management schedule

- V. Dimensions of Problem Solving
 - A. Importance of problem solving
 - B. How to develop a problem-solving model
 - C. Consequences of improperly solving a problem
 - D. Crisis management

- VI. Planning and Conducting Effective Meetings
 - A. Why people dislike meetings
 - B. Planning effective meetings
 - C. Conducting effective meetings

EXPECTED LEARNER OUTCOMES:

- A. Explore the dynamics of leadership through the qualities that make an excellent leader, goal setting and effective communication.
- B. Understand the managerial side of compensation and terminations
- C. Understand how to effectively motivate, incorporate teamwork and develop employees to create a positive workplace environment.
- D. Understand and create schedules within a foodservice establishment.
- E. Identify and practice effective problem solving strategies and discuss consequences of inappropriately solving problems.
- F. Create a plan to conduct effective and efficient meetings.

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

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.

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

DATE OF LAST REVIEW: 08/16/2017

CIP CODE: 12.0505

SEMESTER: Departmental Syllabus

COURSE TITLE: ServSafe

COURSE NUMBER: CULN0205

CREDIT HOURS: 1

INSTRUCTOR: Chef Cheryl Runnebaum

OFFICE LOCATION: Departmental Syllabus

OFFICE HOURS: Departmental Syllabus

TELEPHONE: 913-288-7871

EMAIL: crunnebaum@kckcc.edu

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.

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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Fall – year _____

Spring – year _____

Summer – year _____

KANSAS CITY KANSAS COMMUNITY COLLEGE

COMPETENCY INDEX

Course Number/Section/Title: _____

Student Name: _____ Student Number: _____

Instructor: _____ Division: Business & Continuing
Education

RATING SCALE for Competency Achievement

- 4 Superior
- 3 Good
- 2 Average
- 1 Inferior
- 0 Failure
- NA Not Addressed

DIRECTIONS:

Evaluate the student by checking or highlighting the appropriate number to indicate the degree of competency achieved.

Rating	Course Competency
4 3 2 1 0 NA	1. Analyze evidence to determine the presence of foodborne-illness outbreaks.
4 3 2 1 0 NA	2. Recognize risks associated with high-risk populations.
4 3 2 1 0 NA	3. Identify factors that affect the growth of foodborne bacteria.
4 3 2 1 0 NA	4. Identify major foodborne pathogens, their sources, resulting illnesses, and symptoms.
4 3 2 1 0 NA	5. Identify methods for preventing viral, bacterial, parasitic and fungal contamination.
4 3 2 1 0 NA	6. Identify naturally occurring toxins and methods for preventing illness.
4 3 2 1 0 NA	7. Identify chemical and physical contaminants and methods of prevention.
4 3 2 1 0 NA	8. Identify the most common allergens, their associated symptoms, and methods for preventing allergic reactions.
4 3 2 1 0 NA	9. Identify how foodhandlers contaminate food and describe how to prevent contamination.
4 3 2 1 0 NA	10. List the regulatory exceptions for allowing bare-hand contact with ready-to-eat food.
4 3 2 1 0 NA	11. Describe employees that should be restricted or excluded from food service establishments.
4 3 2 1 0 NA	12. Identify policies that should be implemented regarding eating, drinking, and smoking while working with food.
4 3 2 1 0 NA	13. Identify methods for preventing cross-contamination and time-temperature abuse.
4 3 2 1 0 NA	14. Identify different types of temperature-measuring devices and their uses.
4 3 2 1 0 NA	15. Calibrate and maintain different temperature-measuring devices.
4 3 2 1 0 NA	16. Properly measure the temperature of food at each point in the flow of food.
4 3 2 1 0 NA	17. Identify characteristics of an approved food source.
4 3 2 1 0 NA	18. Maintain required records of shellstock tags and parasite destruction.
4 3 2 1 0 NA	19. Identify accept or reject criteria for receiving of foods.
4 3 2 1 0 NA	20. Store food to prevent contamination; refrigerated, frozen and dry food safely; and in appropriate storage containers.
4 3 2 1 0 NA	21. Practice FIFO product rotation.
4 3 2 1 0 NA	22. Ensure food is properly labeled and dated.
4 3 2 1 0 NA	23. Identify the proper methods for preparation of food including: thawing; microwave; cooling; time and temperatures for reheated foods.
4 3 2 1 0 NA	24. Identify procedures for preventing time-temperature abuse and cross contamination.

- 4 3 2 1 0 NA 25. Identify hazards and preventive measures associated with transportation of food off site; serving of food off site; and vending food.
- 4 3 2 1 0 NA 26. Prevent customers and employees from contaminating foods.
- 4 3 2 1 0 NA 27. Identify, create, and implement a HACCP plan.
- 4 3 2 1 0 NA 28. Identify characteristics of an appropriate food-contact and nonfood-contact surface.
- 4 3 2 1 0 NA 29. Identify and prevent cross-connection and backflow.
- 4 3 2 1 0 NA 30. Identify requirements for handwashing facilities including appropriate locations and numbers.
- 4 3 2 1 0 NA 31. Identify lighting-intensity requirements; potable water sources and testing; storing indoor and outdoor waste; methods for cleaning waste receptacles; characteristics of appropriate flooring; and requirements for dishwashing facilities.
- 4 3 2 1 0 NA 32. Identify appropriate cleaners; sanitizers; and factors that affect the efficiency of sanitizers.
- 4 3 2 1 0 NA 33. Follow the requirements for frequency of cleaning and sanitizing food-contact surfaces and poisonous or toxic material.
- 4 3 2 1 0 NA 34. Properly clean and sanitize items, food/non-food contact surfaces and store equipment appropriately.
- 4 3 2 1 0 NA 35. Implement appropriate procedures for an integrated pest management program.
- 4 3 2 1 0 NA 36. Identify the signs of pest infestation and/or activity.
- 4 3 2 1 0 NA 37. Differentiate between pest prevention and pest control.
- 4 3 2 1 0 NA 38. Identify the importance of regulatory inspections and self-inspections.
- 4 3 2 1 0 NA 39. Identify government agencies that regulate food establishments.
- 4 3 2 1 0 NA 40. Recognize the key components of an inspection.
- 4 3 2 1 0 NA 41. Take corrective action when found to be in violation of a regulation.
- 4 3 2 1 0 NA 42. Identify employee duties and specific training needs for each duty.
- 4 3 2 1 0 NA 43. Identify training methods specific to employees and their duties.
- 4 3 2 1 0 NA 44. Maintain food safety training records.
- 4 3 2 1 0 NA 45. Ensure all employees are trained initially and on an on-going basis.

Please check one of the following:

_____ I certify that the student completed the course and the competencies indicated as indicated.

_____ I certify that the student completed 25% of the course competencies, as indicated.

Instructor Signature: _____

SYLLABUS

DATE OF LAST REVIEW:	12/17/2012
CIP CODE:	12.0505
SEMESTER:	Departmental syllabus
COURSE TITLE:	Beginning Baking
COURSE NUMBER:	CULN 0206
CREDIT HOURS:	3
INSTRUCTOR:	Departmental syllabus
OFFICE LOCATION:	Departmental syllabus
OFFICE HOURS:	Departmental syllabus
TELEPHONE:	Departmental syllabus
EMAIL:	Departmental syllabus <i>KCKCC issued email accounts are the official means for electronically communicating with our students</i>

PREREQUISITES: ServSafe (CULN 0205)

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 basic principles behind the science of baking: equipment; ingredients and their specific functions; and the various elements/techniques used to create baked goods. Students will produce a variety of baked products including yeast breads; quick breads; cookies; and pies.

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. Equipment

- A. Small and Large equipment
 - 1. Functions
 - 2. Safety and sanitation
- II. Bakeshop Production: Basic Principles and Ingredients
 - A. Science of baking
 - B. Ingredients
 - C. Bakeshop math
- III. Yeast Products
 - A. Understanding yeast dough
 - B. Dough formulas and techniques
 - 1. Preparing yeast products
- IV. Quick Breads
 - A. Understanding quick breads
 - B. Mixing and production methods
 - 1. Preparing quick breads
- V. Cookies
 - A. Varieties and mixing methods
 - 1. Preparing cookies
- VI. Pies
 - A. Fillings and crusts
 - 1. Preparing fillings
 - 2. Preparing crusts
 - 3. Assembling and baking pies

EXPECTED LEARNER OUTCOMES:

- A. The student will be able to identify, use and care for baking equipment appropriate to each piece and product being made.
- B. The student will be able to understand the basic processes and ingredients involved in the baking process.
- C. The student will be able to apply math formulas associated with baking recipes and production.
- D. The student will be able to create a variety of yeast products using different mixing and makeup methods.
- E. The student will be able to create quick breads using the biscuit and muffin methods, along with other breads using leaveners other than yeast.
- F. The student will be able to understand and prepare seven varieties of cookies using different mixing and makeup methods.
- G. The student will be able to understand and prepare a variety of pie dough, fillings and garnishes.

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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Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact Director of the Academic Resource Center at 913-288-7670.

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SYLLABUS

DATE OF LAST REVIEW:	12/17/12
CIP CODE:	12.0505
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Advanced Baking
COURSE NUMBER:	CULN 0207
CREDIT HOURS:	3
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	Departmental Syllabus <i>KCKCC issued email accounts are the official means for electronically communicating with our students.</i>

PREREQUISITES: ServSafe (CULN 0205), Beginning Baking (CULN 0206)

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 take a more in-depth look at Baking and Pastry used in the bakeshop. An introduction to pastry making is incorporated into a variety of products that will be prepared. Students will be preparing cakes and frosting; decorate cakes; creams; custards; sauces; fruit desserts; and other advanced products.

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. Cakes
 - A. High-fat Cakes
 - B. Low-fat Cakes
 - C. Scaling, panning, baking and cooling
 - D. Specialty Cakes
 - E.
- II. Frostings
 - A. Types of frosting
 - B. Decorating techniques
- III. Puff Pastry Dough and Products
 - A. Pastry creams
 - B. Sauces
- IV. Frozen Desserts
 - A. Ice Cream
 - B. Sorbet
 - C. Sherbet
 - D. Assembled frozen products
- V. Specialty Desserts and Products
 - A. Desserts with multiple components
 - B. Special diet desserts/products

EXPECTED LEARNER OUTCOMES:

- A. The student will be able to follow the correct procedures to produce cakes using various formulas.
- B. The student will be able to produce six types of frosting and apply correctly to cakes.
- C. The student will be able to prepare puff pastry dough, accompanying creams and sauces.
- D. The student will be able to prepare ice creams; sorbet; sherbet; and assembled frozen desserts.
- E. The student will be able to prepare specialty desserts; gluten-free products; diabetic products; and multiple component desserts.

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

DATE OF LAST REVIEW:	06/18/2019
CIP CODE:	12.0505
SEMESTER:	Departmental syllabus
COURSE TITLE:	Culinary Capstone
COURSE NUMBER:	CULN0220
CREDIT HOURS:	5
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	Departmental Syllabus <i>KCKCC issued email accounts are the official means for electronically communicating with our students.</i>

PREREQUISITES: Pass all courses in the Culinary Arts Program

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

COURSE DESCRIPTION: Students will apply all knowledge gained from previous Culinary Arts courses by creating, planning and executing a mock restaurant. Students will be managing other students in order to help them execute their restaurant concept. In turn, students will participate in other students mock restaurant experiences. In addition, students will be creating a portfolio using this experience to take with them for their future in the industry.

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. Conceptualizing a restaurant at the operational level
 - A. Business Plan
 - B. Menu planning
 - C. Inventory & purchasing
 - D. Design and cost back-of-the-house
 - E. Procedures and policies
 - F. Hiring and training of employees
- II. Conceptualizing a restaurant from the chef's standpoint
 - A. Safety and sanitation
 - B. Mise en Place
 - C. Timing of Service
 - D. Food 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

EXPECTED LEARNER OUTCOMES:

- A. Create, organize, plan and execute a restaurant concept from an operational perspective.
- B. Create, organize, plan and execute a restaurant concept from a chef's perspective.
- C. Participate as an employee in other students mock restaurant experiences.
- D. 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

DATE OF LAST REVIEW:	06/18/2019
CIP CODE:	12.0505
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Culinary Arts Internship
COURSE NUMBER:	CULN 0230
CREDIT HOURS:	3
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	Departmental Syllabus <i>KCKCC issued email accounts are the official means for electronically communicating with our students.</i>

PREREQUISITES: Pass all required Culinary Arts classes

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

COURSE DESCRIPTION: Through an internship at a local company or catered and special events, students will learn what it is like to work in the restaurant industry. Student must be working or interning at a job in the food service industry and achieve a total of 120 hours of service to completed the journal contact.

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. Portfolio development
 - A. Cover letter
 - B. Resume
 - C. Reference Letters
 - D. Business Plan
 - E. Capstone project information
 - F. Kitchen Layout Designing
 - G. Spreadsheets (Equipment & Recipe Costing)
 - H. Pictures of products created
 - I. Certifications obtained
- II. Internship Contract Hours
 - A. Forms completed and signed
 - B. Hours completed (120 hours)
 - i Food-service operation
 - ii Charity and/or catering events
 - C. Report of internship opportunities
- III. Getting a job
 - A. Filing out application
 - B. Resume writing
 - C. Interview
- IV. Keep a semester Journal
- V. Write Internship Journal Paper

EXPECTED LEARNER OUTCOMES:

Upon successful completion of this course:

- A. The student will be able to demonstrate ability to utilize skills learned in the obtaining employment course.
- B. The student will be able to demonstrate ability to obtain employment.
- C. The student will be able to demonstrate ability to understand what is expected by employer.
- D. The student will be able to understand the cost occurred in opening and running a restaurant or business
- E. The Student will understand how to put together a business plan on starting a business
- F. The student will be able to demonstrate proper job skills needed for job acquired.

ASSESSMENT OF LEARNER OUTCOMES:

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

SPECIAL NOTES:

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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 at any time

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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

Adam.Fruehauf@pngaming.com 913-288-9511

September 24, 2019



from the desk of: Adam Fruehauf, Executive Chef

SYLLABUS

DATE OF LAST REVIEW:	02/2013
CIP CODE:	24.0101, 52.0401, 52.1401
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Obtaining Employment
COURSE NUMBER:	BUSN-0250
CREDIT HOURS:	1
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	Departmental Syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>
PREREQUISITE(S):	None

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

REQUIRED TEXT AND MATERIALS:

None required

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, learning experiences

outside the classroom, and performance. 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.

COURSE COMPETENCIES:

Upon completion of the course:

The student will be able to identify personal qualities needed to identify an appropriate career.

1. The student will be able to list strengths, weaknesses, interests that relate to chosen career field.
2. The student will be able to utilize the internet to research career fields.
3. The student will be able to conduct an informational interview to research a career.

The student will be able to conduct a job search.

4. The student will be able to utilize various resources to identify employment opportunities (newspaper, internet, professional contacts, etc.).
5. The student will be able to make an appointment for informational interviews and interviews.
6. The student will use good communication skills including listening, following directions, speaking, and using correct grammar in conducting a job search.

The student will be able to complete an employment application.

7. The student will use good written skills in completing an accurate and honest employment application.
8. The student will follow directions in completing an employment application.

The student will be able to prepare a resume.

9. The student will utilize proper and professional design and layout techniques to develop a resume.
10. The student will use good written skills in completing an accurate resume.

The student will be able to prepare a letter of application.

11. The student will utilize proper design and layout techniques to write a letter of application.
12. The student will use good written skills in writing a letter of application.
13. The student will design personal letterhead.

The student will be able to write a thank you or follow-up letter.

14. The student will utilize proper design and layout techniques to write a letter of application.
15. The student will use good written skills in writing a letter of application.
16. The student will design personal letterhead.
17. The student will follow appropriate business protocol in writing a letter of thanks following an interview.

The student will be able to project a professional image during an interview.

18. The student will use good communication skills including listening, following directions, speaking and using correct grammar during an interview.
19. The student will identify why projecting a professional image is important to a job seeker.
20. The student will identify successful factors of the job interview process.
21. The student will demonstrate successful interview techniques during a mock interview.

The student will be able to identify qualities needed to survive the job.

22. The student will identify successful job retention characteristics and traits for maintaining employment.
23. The student will identify personal short-term and long-term career goals.

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.

SPECIAL NOTES:

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