INSTRUCTIONS TO EVALUATORS

Before you begin this report, carefully review ACFF Accrediting Commission’s STANDARDS, as well as the Institution’s Self Study. Also, review all supporting documents which the Institution has provided: catalog, equipment list, personnel date sheets, organizational chart, list of resources, and other materials which have been included in your packet. The purpose of this visit and team report is to validate what the Institution has said about its program and to judge their STANDARDS against that which is required by ACFF Accrediting Commission.

There are three rating methods used in this report:

1. YES = Does exist  NO = Does not exist; or N/A (Not Applicable)

2. 5 = Exists and is superior  
   4 = Exists and is satisfactory  
   3 = Exists, but is inadequate in one or more aspects  
   2 = Exists, but is not available to the team during the visit  
   1 = Does not exist.

3. COMMENTS = WHERE ASKED FOR OR IF YOU FEEL NEEDS TO BE USED- PLEASE FOR ANY AREA GIVEN A 3 OR BELOW MAKE A COMMENT AS TO WHAT YOU ARE SPECIFICALLY REFERRING. Comments at the end of each section refer to the entire section, not just the question immediately above.

Check the appropriate response when YES or NO is provided. Check the appropriate response when numbers are provided. Each item provides space for narrative which should include strengths and/or concerns as well as any needed clarifying statements regarding that item. If you have rated this area as a No or # 3 or below, please write a narrative statement that gives the program information as to what you are referring to. For example: there is no evidence of professional growth on the part of the faculty (4.5). Please indicate if documentation is needed or specifically in what area faculty needs to improve. Please try to be specific in your comments. It would aid the Commission to realize the extent of a deficiency as well as the magnitude of a superior effort.

Any areas of non-compliance to the STANDARDS must be addressed in the Team Report. You must state the STANDARD number and quote the STANDARD exactly.

At the end of the report, please summarize the strengths of the program and list any areas of non compliance exactly as stated in the STANDARDS.

There is a separate page for recommendations, these are not non-compliance issues. This is your opportunity to offer advice regarding the program and cite suggestions you may see as appropriate. The Accrediting Commission does not view the recommendations section.

Teams will give an exit interview with their findings. The team chair/lead will mail a copy of the typed report to the ACFF – Accreditation Manager or email a copy of the report (cchilders@acfchefs.net) within ten days of the visit.
NAME OF INSTITUTION:  Nashville State Technical Community College

ADDRESS:  120 White Bridge Road,  Nashville, TN  37209

DATE OF VISIT:  Feb. 15-17, 2006

TEAM MEMBERS:  Robert Cawley, CEC, CEPC, AAC: Kit Kiefer, CEC, CCE: Candice Childers,  ACFF Accreditation Manager

NAME OF PROGRAM(S) TO BE ACCREDITED:  Include full name and degree of program(s) (degree, diploma, and/or certificate):

AAS Degree in Culinary Arts

PROGRAM COORDINATOR:  Ken Morlino, CEC, MBA

DATE OF FIRST OFFERING (date program began):  1997

CURRENT NUMBER OF STUDENTS:  (FULL-TIME)  41

(PART-TIME)  75

NUMBER OF FACULTY:  (FULL-TIME)  2

(PART-TIME)  3

LENGTH OF PROGRAM(S):  2 years

CONTACT HOURS:  1680 including internship hours (600)
1.0 PROGRAM ELIGIBILITY CRITERIA

INFORMATION SOURCES: STANDARDS 1.1 - 1.7
School Publications, Interviews with Program Coordinator/Director

1. The institution and program are recognized and in good standing with the required State authorities and institutional accrediting agencies (1.1)

☐ YES ☐ NO

Names of authorities and accrediting agencies: (1.2)
(SACS) Commission on Colleges of the Southern Association of Colleges and Schools

2. The program is post secondary and so authorized under applicable State law or comparable government unit. (1.3)

☐ YES ☐ NO

3. The Program Coordinator has credentials as required by the STANDARD 1.4.

☐ YES ☐ NO

Describe Credentials: CEC, MBA, 25+ years in industry

4. Does the Program exhibit evidence of meeting the required competencies as specified in the ACFF “Required Knowledge and Competencies”? (1.6)

☐ YES ☐ NO

COMMENTS:

SECTION COMMENTS:

STRENGTHS: Qualifications of the program coordinator and chef instructors

CONCERNS:
2.0 PROGRAM MISSION AND GOALS

INFORMATION SOURCES: STANDARDS 2.1-2.3
School Publications, Program Coordinator, Placement Reports, Interviews with Faculty, Advisory Committee Minutes

1. There is evidence that the program’s goals and objectives are being followed? (2.1)
   ☑ YES ☐ NO

2. Where are these objectives found? (2.1) syllabi, orientation packet

3. Are these objectives consistent with the philosophy of the institution? (2.2)
   ☑ YES ☐ NO

   COMMENTS:

4. Are these objectives consistent with industry standards? (2.2)
   ☑ YES ☐ NO

   COMMENTS:

5. Can these objectives be achieved with the resources available to the program? (2.3)
   ☑ YES ☐ NO

   COMMENTS:

6. Who determined these objectives and how often are they reviewed? (3.5)

   Objectives are reviewed by program faculty, Dean of Business as well as all program faculty of the division. Review is ongoing and in revising according to Academic Audit completed in 2005

SECTION COMMENTS:

STRENGTHS:

CONCERNS:
3.0 ORGANIZATION AND ADMINISTRATION

INFORMATION SOURCES: STANDARDS 3.1-3.5
Interview with Program Coordinator, Director, Faculty

1. There is a clear organizational plan which allows the program to operate effectively. (3.1)

☐ YES  ☐ NO

COMMENTS:

2. There is an organizational chart showing the relationship of the program to other programs within the institution. (3.11)

☐ YES  ☐ NO

COMMENTS:

3. There is an organizational chart showing the structure of the program. (3.1.2)

☐ YES  ☐ NO

COMMENTS:

4. There are written job descriptions for the program coordinator, faculty and support (3.1.3) staff.

☐ YES  ☐ NO

COMMENTS:

5. The Program Coordinator has teaching duties. (3.2.2)  ☑ YES  ☐ NO

DESCRIBE: 15 Teaching Load Credits of which 3 are for coordinator responsibilities

6. The Program Coordinator leads the process of program assessment and improvement: (3.2)

☐ 5  ☑ 4  ☐ 3  ☐ 2  ☐ 1

DESCRIBE: by using the ACFF Self Study and the Academic Audit the program coordinator has been working with the Dean, program faculty and the Advisory Committee to assess and improve the program
7. The Program Coordinator monitors compliance with the ACFF Accrediting Commission’s STANDARDS.  (3.2.1)

☑ YES  ☐ NO

COMMENTS:

8. The Advisory Committee reviews and/or makes recommendations in the following areas: (3.3.2)

a) Curriculum ☑ YES  ☐ NO
b) Facilities and equipment ☑ YES  ☐ NO
c) Criteria for staff recruitment ☑ YES  ☐ NO
d) Student recruitment ☑ YES  ☐ NO
e) Student and graduate placement ☑ YES  ☐ NO
f) Off-site training stations ☑ YES  ☐ NO
g) Funding sources ☑ YES  ☐ NO
h) Scholarships ☑ YES  ☐ NO
i) Industry needs ☑ YES  ☐ NO
j) Continued compliance to ACF Accrediting Commission standards ☑ YES  ☐ NO

k) Other:
   (specify) ☐ YES  ☐ NO

DOCUMENTATION IS FOUND WHERE: advisory meeting minutes and email responses

9. Advisory Committee minutes indicate that the Committee met 2 times in the past year. One meeting may be an e-visor meeting. This number of meetings is sufficient in order to guide the program. (3.3)

☑ YES  ☐ NO

IF NO, WHY NOT:

10. The Advisory Committee membership constitutes a group that: (3.3.1)

a) Represented the business/industry served by the program ☑ YES  ☐ NO
b) Represents the geographical area served by the program ☑ YES  ☐ NO
c) Is capable to leadership regarding the program ☑ YES  ☐ NO
d) Has a current student or graduate as a member ☑ YES ☐ NO

COMMENTS: the addition of other industry representatives is recommended. (Institutional, Product/Sales, etc)

11. The program mission, goals, competencies and/or behavioral objectives, course outlines, including evaluation strategies, class schedules, and descriptions and schedules of supervised kitchen/laboratory or work experience are on file and open for review. (3.5)

☑ YES ☐ NO

12. There is evidence of continuing financial support of the institution to the needs of the program. (3.4)

☑ YES ☐ NO

SECTION COMMENTS: upon ACFF accreditation the commission will require that additional funding be made available for continuing education both instructional and technical for culinary faculty. The program will need to maintain at least industry standard commercial equipment (microwave, stainless steel demo table)

STRENGTHS:

CONCERNS:

4.0 FACULTY AND STAFF

INFORMATION SOURCES: STANDARDS 4.1-4.7
Faculty interviews, Personnel Data Sheets, Administrative Interviews

1. The faculty is qualified to teach in their assigned areas. (4.1.1)
☑ YES ☐ NO

IF NOT, be specific:

2. Instructors meet the STANDARDS' requirements for credentials. At least 50% of Full Time (4.1.2)
☑ YES ☐ NO
If not, be specific:

3. The average faculty to student ratio in lecture classes is: (4.3.1) 12:1

4. The average faculty to student ratio in lab classes is: (4.3.1) 12:1

   COMMENTS: maximum number of students allowed in classes

5. Personnel policies for faculty members of the program are the same as those in effect for other faculty members in the institution with regard to appointment, academic rank, tenure, salary, promotion, and recognition of professional competency. (4.2)

   ☑ YES ☐ NO

   COMMENTS:

6. Personnel policies are assured for faculty position, tenure, or advancement regardless of race, color, creed, sex, age, national origin, or disability. (4.2.1)

   ☑ YES ☐ NO

   COMMENTS:

7. Is the faculty adequate in number to implement the Program of Instruction and related activities safely and effectively? (4.3.2)

   ☑ YES ☐ NO

   COMMENTS: with growth of the program, additional space and faculty will be necessary

7. Faculty meetings are scheduled on a regular basis (4.4) ☑YES ☐ NO

   DESCRIBE: once a month and as needed

8. Faculty meeting minutes and documentation of attendance were in evidence. (4.4) ☑YES ☐ NO

   COMMENTS:
9. There is a minimum of one full-time equivalent faculty in the technical phase of the program.

☐ YES ☐ NO

COMMENTS:

10. Instructional staff use the following methods to upgrade their technical Competencies on an annual basis. (4.5.1):
   a) Visits to business or industry ☒ YES ☐ NO
   b) Participation in technical conferences or workshops ☒ YES ☐ NO
   c) Active membership in professional organizations ☒ YES ☐ NO
   d) Culinary competitions ☐ YES ☒ NO
   e) Outside related employment ☒ YES ☐ NO
   f) Other: ☐ YES ☒ NO
      (specify):

COMMENTS:

7. Instructional staff use the following methods to maintain or upgrade their current instructional skills: on an annual basis. (4.5.2)
   a) In service training ☒ YES ☐ NO
   b) Visits to similar programs in other institutions ☐ YES ☒ NO
   c) Formal college or university course work ☐ YES ☒ NO
   d) Participation in educational conferences or workshops ☒ YES ☐ NO
   e) Active membership in educational organizations ☒ YES ☐ NO
   f) Other: ☐ YES ☒ NO
      (specify):

COMMENTS: is is important that all faculty visit similar programs to see what other programs are doing and to bring ideas back from those visits

7. There is adequate support staff for the program. (4.7) ☒ YES ☐ NO
SECTION COMMENTS: would suggest that full time faculty visit similar programs for networking purposes, would also suggest that in a 1-3-or 5 year plan additional full time faculty be included in future planning

STRENGTHS:

CONCERNS:

5.0 CURRICULUM

INFORMATION SOURCES: STANDARDS 5.1 - 5.12
Departmental files - written materials, Interviews with instructors and students, Required Knowledge and Competencies Worksheets

1.) The mission, goals, and objectives of the program are reflected in the curriculum: (5.1)

☐ YES  ☐ NO

COMMENTS:

2. Units of instruction have written outlines. (5.1.1)  ☑ YES  ☐ NO

The unit of instruction outlines clearly state:

a) Course description  ☑ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

b) Instruction objectives which are measurable and related to the program objectives  ☑ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

c) Student activities  ☑ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

d) Learning resources (texts)  ☑ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

e) Time allotment  ☑ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

f) Grading criteria  ☑ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

g) Student evaluation methods  ☑ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

COMMENTS:
There is evidence that the following are integrated into the learning experience: (5.1.2)

- a) Communication skills
- b) Critical thinking
- c) Problem solving
- d) Leadership
- e) Human relation skills

**COMMENTS:**

4. Guest speakers and field trips are used to provide additional program enrichment. (5.1.3)

   □ 5 □ 4   □ 3 □ 2 □ 1

   **COMMENTS:** needs to be developed and utilized. Suggestions list several field trips and guest speakers to pursue- listed in Self Study, but current students did not answer affirmatively to having gone on any field trips or had a guest speaker in the classroom

5. The curriculum provides for logical sequencing of courses so that knowledge and skills are developed progressively throughout the program. (5.2.1)

   □ YES □ NO

   **COMMENTS:** even though there is open enrollment- several pre-requisites are in place

6. There is an appropriate allocation of credit for lecture and laboratory hours that is consistent with a recognized standard. (5.2.2)

   □ YES □ NO

   **COMMENTS:**

7. Program contains the competencies as listed in the “Required Knowledge and Competencies” for: (5.3)

   - Advanced Baking (if applicable)*
   - Basic Baking*
   - Beverage Management
   - Business & Math Skills *
   - Dining Room Service

   □ YES □ NO
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- Food Preparation* YES NO
- Garde Manger YES NO
- Human Relations Management* YES NO
- Introduction to the Hospitality Industry* YES NO
- Menu Planning YES NO
- Nutrition* YES NO
- Purchasing & Receiving* YES NO
- Sanitation & Safety* YES NO

(* Asterisk indicates “RK & C” required for Baking, Pastry & Confections)

COMMENTS: student need more hands on in the area of receiving-possible to assign tasks to "Sous Chef" of the week

8. The curriculum includes a minimum of 30 hours of student effort in a combination of theoretical and applied learning instruction, with a minimum of 15 hours directed by an instructor in each of the knowledge areas of nutrition, sanitation, and human relations/management. (5.3.1)

YES NO

COMMENTS:

9. The curriculum meets graduation requirements for the post secondary institution offering the program. (5.4)

YES NO

COMMENTS:

10. The satisfaction of the requirements for the diploma, degree, or certificate awarded for this program is reasonably documented and conforms with commonly accepted educational standards. (5.4.1)

YES NO

COMMENTS:

11. A variety of instructional media and techniques are used in the curriculum. (5.10)

YES NO

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12. Observation of classroom or laboratory instruction indicates that: (5.9, 5.5, 5.5.1, 5.7, 5.7.1)

a) The written course outline is followed

b) Subject matter is being effectively transferred to the students

c) The instructional staff are sensitive to individual student needs and differences

d) Instruction is flexible to allow students to progress at varying rates

e) Instruction is thoroughly planned and prepared in advance

f) The classroom and labs are managed as safe and effective environments in which to learn

g) Instructional materials are available and used appropriately

h) High standards of professional sanitation practices are observed

i) Hazardous materials, substances, or wastes are handled properly by the students

j) Materials Safety Data Sheets (MSDS) are available in the lab and are updated on a regular basis

COMMENTS: students not able to identify MSDS and location
13. Students are required to demonstrate knowledge of the laboratory safety requirements and proper use of instructional laboratory and equipment. (5.7.2)

☑ YES ☐ NO

How is this documented? safety check off sheet available in Self Study

14. Program/Curriculum is regularly reviewed to ensure current professional relevance. (5.6)

☐ 5 ☑ 4 ☐ 3 ☐ 2 ☐ 1

COMMENTS:  Academic audit completed in 2005

15. Corrective action is taken when shortcomings are identified in the program curriculum.

☑ YES ☐ NO

DESCRIBE:  5 year plan of action as a result of the academic audit

(RESPOND ONLY IF ANY EXTERNSHIP OR COOPERATIVE EDUCATIONAL EXPERIENCE IS PART OF THE PROGRAM).

16. The following materials are on file in each student’s externship file: (5.8, 5.12)

a) Documented and signed training agreement ☑ YES ☐ NO
b) Employer evaluation(s) of student ☑ YES ☐ NO
c) Instructor evaluation(s) of student ☑ YES ☐ NO
d) Student evaluation of work station ☑ YES ☐ NO
e) Evidence to indicate the employment site meets the career objective of the student ☑ YES ☐ NO
f) Evidence that the individual supervising the student is qualified according to Standard 4.1.1 ☑ YES ☐ NO

SECTION COMMENTS:
STRENGTHS:

CONCERNS:

6.0 FACILITIES

INFORMATION SOURCES: STANDARDS 6.1-6.3
Self Study, Student interviews, Faculty interviews, Program/School Tour

1. Adequate facility space is provided for: (6.1.1, 6.1.2, 6.1.3, )

- Tool and equipment storage □ YES □ NO
- Materials and supplies storage □ YES □ NO
- Instructional staff needs (including counseling) □ YES □ NO
- Student work storage □ YES □ NO
- Multiple section presentations and seminars □ YES □ NO
- Demonstrations □ YES □ NO

COMMENTS: alternatives considered should include the use of an open classroom for lecture and kitchen space re-organized

2. The equipment available for this program is: (6.3)

- Up to date and meets industry quality and standards □ 5 □ 4 □ 3 □ 2 □ 1
- b) Well matched to the program objectives □ 5 □ 4 □ 3 □ 2 □ 1
- c) Adequate for maximum class objectives □ 5 □ 4 □ 3 □ 2 □ 1
- d) Readily accessible to all students to be served □ 5 □ 4 □ 3 □ 2 □ 1
e) Kept in safe working condition

f) Arranged in a manner comparable to industry standards

**COMMENTS:**

3. A systematic schedule is used and documented to: (6.3)

- Maintain equipment
  - YES
  - NO

- Update equipment/purchase new equipment
  - NO

**COMMENTS:** no documentation to show line items for updating or purchasing of new equipment

4. First aid services are provided and accessible to all students and staff in the case of an emergency. (6.1.4)

**COMMENTS:**

5. The post-secondary institution’s library/resource center has adequate resources in all areas of instruction related to the program. (6.2)

**COMMENTS:**

6. Appropriate current professional/trade journals and publications are available for students use. (6.2)

**COMMENTS:** suggestion of attaining the free industry publications available to educational institutions (Nations Restaurant News)

7. Facilities are maintained in an organized, safe, and sanitary manner. (6.3)

**COMMENTS:**

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8. The program is operated in facilities which meet federal, state, and local codes. (6.1.4)

☐ YES  ☐ NO

SECTION COMMENTS:

STRENGTHS:

CONCERNS: *as monies become available the tile floor needs replacing- sanitation issues and does not meet codes of industry*

7.0 STUDENT SERVICES

INFORMATION SOURCES: STANDARDS 7.1-7.9
Interviews with students, employers, graduates, Placement reports, and program publications

1. The Institution has written admissions policies and requirements for the program, that are published and widely disseminated and are nondiscriminatory with respect to race, color, creed, sex, age, national origin, and handicap. The Institution’s admissions policies and practices are appropriate for the training offered and are carried out consistently and fairly. (7.1, 7.2.1)

☐ YES  ☐ NO

COMMENTS:

2. Students enrolling in the program are provided information regarding: (7.5)
   a) Program’s mission and goals  ☒ YES  ☐ NO
   b) Tuition and fees  ☒ YES  ☐ NO
   c) Academic policies  ☒ YES  ☐ NO
d) Course descriptions ☑ YES ☐ NO

e) Kitchen/lab requirements ☑ YES ☐ NO

f) Additional costs of the program (facility use fees, liability insurance, etc.) ☑ YES ☐ NO

**COMMENTS:** suggest that additional costs associated with required homework be listed on syllabi and full description/definition of weekly activity

3. If students are not accepted into the program, they are informed of the reason(s):

☑ YES ☐ NO

**COMMENTS:**

4. There is a policy on transfer of credits, advanced standing, or credit by exam which is readily available to students. (7.3)

☑ YES ☐ NO

**COMMENTS:**

5. There is a plan for improving retention of students in the program. (7.4)

☑ YES ☐ NO

**DESCRIBE:** program assessments, course evaluations, program specific orientation, faculty advising

6. There is a published grievance procedure that students may use to address concerns and needs. (7.7)

☑ YES ☐ NO

**COMMENTS:**

7. The policies and procedures for student withdrawal and tuition refunds are published and made known to all applicants. (7.5.3)

☑ YES ☐ NO
COMMENTS:

8. Review of current placement data indicates that a majority of the last two year’s graduates were placed in a field related to their training.

☑ YES  ☐ NO

COMMENTS:

9. Review of follow up information and/or phone or personal interviews indicate that Employers are satisfied with the preparation of graduates in this program. (8.2.3)

☑ YES  ☐ NO

COMMENTS:

10. When interviewed (by phone or in person), graduates of this program indicate their satisfaction with the education they received. (8.2.3)

☐ 5  ☑ 4  ☐ 3  ☐ 2  ☐ 1

COMMENTS:

11. When interviewed, current student felt that they: (7.6)

a) Had regular and objective evaluations

Had access to files as they relate to their performance

Had opportunities to attend professional meetings, seminars, etc. or other opportunities to be exposed to professionals in their field

d) Had input into course evaluation

e) Are aware of a grievance pro-
procedure for their use

f) Were in an environment designed or modified to accommodate disabilities and/or special needs

COMMENTS:

12. Evaluation (or grading) of student performance is based upon:

a) Evaluation methods that are clear and established

b) Written tests that are clearly related to the identified objectives

c) Performance tests that are clearly related to the identified objectives

d) Tests (written or performance) that is administered with sufficient frequency to measure

COMMENTS:

13. Records of student performance and progress are:

a) Maintained for each student

b) Regularly reviewed with each student

c) Based upon objective evaluation of student performance

d) Adequate to meet the needs of prospective employers

e) Adequate to meet the transfer needs of students
f) Adequate to verify satisfaction of certificate or degree requirements
☐ 5 ☑ 4 ☐ 3 ☐ 2 ☐ 1

g) Available to provide verification that certificates or degrees are conferred only upon those students who have demonstrated educational achievement as assessed and documented through appropriate measures.
☐ 5 ☑ 4 ☐ 3 ☐ 2 ☐ 1

COMMENTS:
14. Students are notified of any change in their academic status. ☑ YES ☐ NO

COMMENTS:
15. Counseling, placement services, and guidance are available to students. (7.8)
☐ 5 ☑ 4 ☐ 3 ☐ 2 ☐ 1

COMMENTS:
16. Industry Scholarship information is made available to all students. (7.9)
☐ 5 ☐ 4 ☐ 3 ☑ 2 ☐ 1

COMMENTS: academic scholarship information posted, job openings posted, but did not see industry scholarship information available.

17. The disclosure of information in school publications is adequate and accurate, and there is sufficient data available to support any quantitative claims made about the program including the current accreditation status. (7.5)

☑ YES ☐ NO

SECTION COMMENTS:

STRENGTHS:

CONCERNS:
8.0 PROGRAM ASSESSMENT

INFORMATION SOURCES: STANDARDS 8.1-8.5
Interviews with administrators, faculty, students, graduates and Advisory Committee Self Study, Department files - written materials

1. There is documentation of an ongoing system for assessing faculty performance (8.2.1)
   ☒ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

   **DESCRIBE:** yearly evaluations conducted by Dean, student evaluations conducted at the end of each course.

2. The faculty actively participates in evaluation, program planning, and priority setting. (8.2.1, 8.2.2, 8.4, 8.5)
   ☒ YES ☐ NO

   **DESCRIBE:** Both full time instructors were part of the Academic Audit discussions and 1-3-5 year planning

3. There is evidence of an ongoing system for collecting data to assess the relevance (8.2.2) of the curriculum by:
   - students ☒ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1
   - faculty ☒ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1
   - advisory committee ☒ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1
   - employers ☒ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1
   - graduates ☒ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

   **DESCRIBE:** documents available to the team in Self Study as well as in team room during site visit.
4. An ongoing system is in place for assessing and documenting: (8.2.3)
   a.) student retention
       □ 5 □ 4 □ 3 □ 2 □ 1
   b.) graduate placements
       □ 5 □ 4 □ 3 □ 2 □ 1
   c.) graduate satisfaction with career preparation
       □ 5 □ 4 □ 3 □ 2 □ 1
   d.) employer satisfaction
       □ 5 □ 4 □ 3 □ 2 □ 1

   DESCRIBE: institutional system as well as a data base of student information just completed this past year.

5. There is evidence that results of collected assessment data are used to improve the program.
   □ 5 □ 4 □ 3 □ 2 □ 1

SECTION COMMENTS:

STRENGTHS:

CONCERNS:
SUMMARY OF PROGRAM STRENGTHS:

Dedication of the faculty to the program
Industry backgrounds/qualifications of faculty
Qualified and enthusiastic adjunct faculty
Overall satisfaction of students and graduates of the program
Communication that exists between faculty and administration
Desire of faculty and administration to continually improve the program
Committed advisory committee members
Web-based courses
Class and departmental evaluation averages higher than those of the institution
Enthusiasm of the students and graduates
Working relationship with employers
Career Center is exceptional- mandatory usage by the students

LISTING OF AREAS IN NON-COMPLIANCE WITH STANDARDS (CONCERNS)
CITE SPECIFIC STANDARDS REFERENCE:
(These non compliance issues must be responded to in writing and sent to the Accrediting Commission office by the due date cited in the covered letter attached to this report.)

5.1.3 Guest speakers and field trips are utilized to provide additional program enrichment. (explanation: programs are encouraged to make good use of community resources such as guest speakers, tours, demonstrations, field trips, etc.)

5.7.1 Employees and students are trained in the correct handling and use of hazardous materials, substances, or wastes. Material Safety Data Sheets (MSDS) are available in each of the laboratories and are updated on a regular basis.

7.5.2 Additional costs of the program, beyond the basic fees of the institution, are clearly stated
This part of the report will not be part of the Commission’s review. It is of benefit to the school to have outside professionals evaluate and make recommendations to the culinary arts program. (These items do not have to be addressed in the schools’ rebuttal following the receipt of the team report).

Suggestions:

Investigate the numerous periodicals available to educational institutions at no charge
Solicit free product for program (Schrieber spices etc)
Addition to the Advisory Committee of specific members who can help the program (linen service, contract food managers, institutional foodservice providers)
ACF certification of all technical faculty
Request library purchase videos as well as requesting free videos from companies (Wisconsin Cheese Board, Honey Board, Egg Council, etc)
Encourage students to participate in industry contests/competitions
Request closed cabinets for student backpacks and knife kits
41.3 Utilize a lecture classroom space, and discontinue use of folding desks to give the program more storage space
5.7.2 Students are trained in the proper use of laboratory equipment (explanation: equipment usage or safety check off sheet which is signed and dated by the student as well as the instructor-include all equipment and sign as used) submit a completed sign off sheet to the national office with response to team report
7.5.2 include in student orientation packet and on syllabus the additional/estimated costs of hand tools and homework assignments/ingredient costs
All faculty schedule time to visit similar programs as required in the ACFF Annual report of all accredited programs
Incent student usage of the tutorials
Replace cardboard boxes in walk in cooler with approved NSF containers
Replace microwave with commercial microwave
Update Culinary Dept. library - desktop copies, donations
5.1.3 Utilize Sysco, US Foods, Krogers, local produce vendors, Food brokers as guest speakers and field trips
Reinforcement of Culinary French throughout the program
Informality of addressing the chef instructors “Chef” should be used in classroom and labs.