

# AMERICAN CULINARY FEDERATION ACCREDITING COMMISSION

## VISITING TEAM REPORT

### 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 data 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** = Exits, 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@acfcchefs.net](mailto:cchilders@acfcchefs.net)) within ten days of the visit.

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**VISITING TEAM REPORT**

**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)

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**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:**

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**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:**

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**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 staff. **(3.1.3)**

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*

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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  | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| b) Facilities and equipment  | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| c) Criteria for staff recruitment                                  | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| d) Student recruitment   | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| e) Student and graduate placement                                  | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| f) Off-site training stations                                      | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| g) Funding sources   | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| h) Scholarships  | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| i) Industry needs  | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| j) Continued compliance to ACF<br>Accrediting Commission standards | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| k) Other:  | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| (specify)  |   |                             |

**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-visory 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 | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| b) Represents the geographical area served by the program  | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| c) Is capable to leadership regarding the program          | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |

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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

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**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:**



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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                         | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| b) Participation in technical conferences<br>or workshops | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| c) Active membership in professional<br>organizations     | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| d) Culinary competitions                                  | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| e) Outside related employment                             | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| f) Other:   | <input type="checkbox"/> YES            | <input type="checkbox"/> 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                                      | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| b) Visits to similar programs in other<br>institutions      | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| c) Formal college or university course work                 | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| d) Participation in educational conferences<br>or workshops | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| e) Active membership in educational organizations           | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| f) Other:   | <input type="checkbox"/> YES            | <input type="checkbox"/> 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

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**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  | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| b) Instruction objectives which are measurable and related to the program objectives | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| c) Student activities  | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| d) Learning resources (texts)  | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| e) Time allotment  | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| f) Grading criteria  | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| g) Student evaluation methods  | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |

**COMMENTS:**

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

- |                          |                                     |     |                          |    |
|--------------------------|-------------------------------------|-----|--------------------------|----|
| a) Communication skills  | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| b) Critical thinking     | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| c) Problem solving       | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| d) Leadership            | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| e) Human relation skills | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |

**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)* | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| • Basic Baking*                    | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| • Beverage Management              | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| • Business & Math Skills *         | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| • Dining Room Service              | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |

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- |   |   |                             |
|---|---|-----------------------------|
| • Food Preparation*                         | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Garde Manger                              | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Human Relations Management*               | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Introduction to the Hospitality Industry* | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Menu Planning                             | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Nutrition*                                | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Purchasing & Receiving*                   | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| • Sanitation & Safety*                      | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> 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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**COMMENTS: *web courses, power-point, excel***

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  | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3            | <input type="checkbox"/> 2 | <input type="checkbox"/> 1            |
| b) Subject matter is being effectively transferred to the students                                 | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3            | <input type="checkbox"/> 2 | <input type="checkbox"/> 1            |
| c) The instructional staff are sensitive to individual student needs and differences               | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3            | <input type="checkbox"/> 2 | <input type="checkbox"/> 1            |
| d) Instruction is flexible to allow students to progress at varying rates                          | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3            | <input type="checkbox"/> 2 | <input type="checkbox"/> 1            |
| e) Instruction is thoroughly planned and prepared in advance                                       | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3            | <input type="checkbox"/> 2 | <input type="checkbox"/> 1            |
| f) The classroom and labs are managed as safe and effective environments in which to learn         | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3            | <input type="checkbox"/> 2 | <input type="checkbox"/> 1            |
| g) Instructional materials are available and used appropriately                                    | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3            | <input type="checkbox"/> 2 | <input type="checkbox"/> 1            |
| h) High standards of professional sanitation practices are observed                                | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3            | <input type="checkbox"/> 2 | <input type="checkbox"/> 1            |
| i) Hazardous materials, substances, or wastes are handled properly by the students                 | <input type="checkbox"/> 5            | <input type="checkbox"/> 4 | <input checked="" type="checkbox"/> 3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1            |
| j) Materials Safety Data Sheets (MSDS) are available in the lab and are updated on a regular basis | <input type="checkbox"/> 5            | <input type="checkbox"/> 4 | <input type="checkbox"/> 3            | <input type="checkbox"/> 2 | <input checked="" type="checkbox"/> 1 |

**COMMENTS: *students not able to identify MSDS and location***

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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  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| b) Employer evaluation(s) of student   | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| c) Instructor evaluation(s) of student   | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| d) Student evaluation of work station  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| e) Evidence to indicate the employment site meets the career objective of the student            | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| f) Evidence that the individual supervising the student is qualified according to Standard 4.1.1 | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |

**SECTION COMMENTS:**

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**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                          | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| Materials and supplies storage                      | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| Instructional staff needs<br>(including counseling) | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| Student work storage                                | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| Multiple section presentations<br>and seminars      | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| Demonstrations                                      | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> 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<br>quality and standards | <input type="checkbox"/> 5 | <input type="checkbox"/> 4            | <input checked="" type="checkbox"/> 3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| b) Well matched to the program<br>objectives           | <input type="checkbox"/> 5 | <input checked="" type="checkbox"/> 4 | <input type="checkbox"/> 3            | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| c) Adequate for maximum class<br>objectives            | <input type="checkbox"/> 5 | <input checked="" type="checkbox"/> 4 | <input type="checkbox"/> 3            | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| d) Readily accessible to all<br>students to be served  | <input type="checkbox"/> 5 | <input checked="" type="checkbox"/> 4 | <input type="checkbox"/> 3            | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |

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e) Kept in safe working condition  5  4  3  2  1

f) Arranged in a manner comparable to industry standards  5  4  3  2  1

**COMMENTS:**

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

Maintain equipment  5  4  3  2  1

Update equipment/  
purchase new equipment  5  4  3  2  1

**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)**

YES  NO

**COMMENTS:**

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

YES  NO

**COMMENTS:**

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

YES  NO

**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)**

5  4  3  2  1



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**COMMENTS:**

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

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- 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

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**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  5  4  3  2  1

Had access to files as they relate to their performance  5  4  3  2  1

c) Had opportunities to attend professional meetings, seminars, etc. or other opportunities to be exposed to professionals in their field  5  4  3  2  1

d) Had input into course evaluation  5  4  3  2  1

e) Are aware of a grievance pro-

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cedure for their use  5  4  3  2  1

f) Were in an environment designed or modified to accommodate disabilities and/or special needs  5  4  3  2  1

**COMMENTS:**

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

a) Evaluation methods that are clear and established  5  4  3  2  1

b) Written tests that are clearly related to the identified objectives  5  4  3  2  1

c) Performance tests that are clearly related to the identified objectives  5  4  3  2  1

d) Tests (written or performance) that is administered with sufficient frequency to measure  5  4  3  2  1

**COMMENTS:**

13. Records of student performance and progress are:

a) Maintained for each student  5  4  3  2  1

b) Regularly reviewed with each student  5  4  3  2  1

c) Based upon objective evaluation of student performance  5  4  3  2  1

d) Adequate to meet the needs of prospective employers  5  4  3  2  1

e) Adequate to meet the transfer needs of students  5  4  3  2  1

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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:**

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**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:

a. students  5  4  3  2  1

b.) faculty  5  4  3  2  1

c.) advisory committee  5  4  3  2  1

d.) employers  5  4  3  2  1

f.) graduates  5  4  3  2  1

**DESCRIBE: *documents available to the team in Self Study as well as in team room during site visit.***

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4. An ongoing system is in place for assessing and documenting: **(8.2.3)**

- |   |                                       |                            |                            |                            |                            |
|---|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| a.) student retention                             | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| b.) graduate placements                           | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| c.) graduate satisfaction with career preparation | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| d.) employer satisfaction                         | <input checked="" type="checkbox"/> 5 | <input type="checkbox"/> 4 | <input type="checkbox"/> 3 | <input type="checkbox"/> 2 | <input type="checkbox"/> 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 **(8.3, 8.4, 8.5)** program.

- 5  4  3  2  1

**SECTION COMMENTS:**

**STRENGTHS:**

**CONCERNS:**

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**SUMMARY PAGE**

**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***



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**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 -desk 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.***