

Western Technical College Program Planning Document - Action Plan

Program/Department Name		Culinary Management/Foods					Date Created	9/29/2017					
Division		Integrated Technology					Date Reviewed						
Academic Year Launched	Doing, Done, Ditch, Delay*	Solution/Action	Key Results	Current Level of Performance	Performance Measurement	Non-Financial Resources Needed	Financial Resources Needed				Program Priority (1-6)	Point Person	Timeline
							Capital \$** (\$5,000+)	Capital Description(s)	Operational \$	Operational Description(s)			
<i>*Doing, Done, Ditch, Delay only applies to current or past items. Leave column blank for future items.</i>							<i>**Remember to review 10-year capital planning items each year prior to finalizing capital request.</i>						
2017-18	Doing	Program reworked in 2016. New curriculum started Fall 2017 including pathways. **2018-19 Tweak new curriculum and work out the bugs - PDCA		Continuing to collect program data under the new curriculum. Previous performance levels: 1. 55.2% second year retention rate 2. Average 3rd year graduation rate of 15.6%	1. Maintain or improve to 57 or 60% 2. Improve to 25%	Scheduling help as needed when challenges arise under new curriculum. **2018-19 All courses in WIDS; signed off by the curriculum coach and						Mike Poellinger & Scheduling	Academic Year 17/18
2017-18	Doing	Create transcribed credit agreements with high school **2018-19 Implement recruitment plan -high school visits - program shadows -summer cooking camp for high school Family and Consumer Education instructors	2-Enrollment Demand	Current head count = 27 Two Transcribed Agreements as of fall 2018 - GET & BRF	Desired head count – 40 to 50	Time to visit high school Time to work with high school relations to develop agreements New brochures - cost item Update website				College Marketing, Supplies, Other		Deb Hether	Academic Year 17/18
2017-18	Doing	Investigate the National Restaurant Association Pro-Start high school program	2-Enrollment Demand	No high school in the area currently carries Pro-Start. WRA visit in April 2018 for H.S. Articulation Day	One school will start the process to carry Pro-Start.	Time to work with the local chapter of the Wisconsin Restaurant Association and the School District of La Crosse						Deb Klug Margaret Ninneman Jean Ahrens Tyler Ludeking	4/1/2018
2017-18	Doing	Develop a plan to assist students in passing the national sanitation certification exam. This outcome will most likely require several years as different strategies are tried	1-Course Completion	December 2016; only 12 out of 20 students passed the exam on the first attempt October 2018 57% pass rate	90% pass rate on the first attempt	Trained peer tutors Student mentors Place to hold study groups						Deb Klug	April 2018 and ongoing.
2018-19		Plan Outdoor cooking class Food and supplies for cooking camp -assistance with mailing out info to high schools about program shadows -gift bags with info like brochures to give to program shadows separate or keep under line 8?	4-Stakeholder Satisfaction										
2018-19		Retro fit Union Bistro with AV to use as a foods classroom Total - \$6250 - Laptop \$2,000 - Plasma TV \$4,000 - Telephone \$250 FACILITIES Remodel - \$100,000	4-Stakeholder Satisfaction	Bistro Area not well suited for as a classroom area	Bistro area is designed as a multi-use area. Union Market Dining area, Bistro and classroom.		\$ 6,250	Computer/Audiovisual			2	Deb Klug	2020-2021

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2018-19		Develop a recruitment plan	2-Enrollment Demand		Enrollment increases								
2019-2020		Upgrade Technology in Foods Lab - Priority 2	4-Stakeholder Satisfaction	Slow PC performance and low quality printing and replace old blenders	High speed PC and high quality color printer and new vita mix blenders			\$ 3,000	Minor Equipment				
2019-2020		Upgrade Lab Equipment	4-Stakeholder Satisfaction	Old convection oven	New Combi Oven		\$ 15,000	Major Equipment		1			

Standard Costs

Additional Monitor	\$175 - \$300
All-in-One (staff computer)	\$900
Desktop Computer	\$1,000
Display (depending on size) <i>\$5,000+ would be capital</i>	\$2,000 - \$8,000
Elmo	\$800
Full-time Faculty	\$80,000
Projector	\$3,000
Projector Screen	\$400

Capital Equipment Definition

<ul style="list-style-type: none"> A capitalized asset is defined as an item with a purchase price of \$5,000 or more per unit or set and with a life expectancy of 2 or more years.
<ul style="list-style-type: none"> A set is a group of interrelated items that function together, like a computer, monitor and keyboard.
<ul style="list-style-type: none"> Software is capitalized if the cost is over \$5,000 and it has a useful life of 2 years or more. If the software is an annual license or subscription fee, it must be expensed per the WTCS Financial Accounting Manual (FAM).

Spreadsheet User Tips

Line Break Within a Cell	Press Alt and Enter keys
Change Row Height	Position mouse over row line so the white cross becomes a double arrow and double click
Save Document As	Excel Macro-Enabled Workbook (*.xlsm)
Enable Content	If prompted, click Enable Content when the document first opens

Instructions for Working Through the Action Plan

<ul style="list-style-type: none"> If requesting new funding, add the information on a new line
<ul style="list-style-type: none"> Can add multiple years to the "Academic Year Launched" column (i.e. 2018-19, 2019-20)
<ul style="list-style-type: none"> Multiple items can be included in the same cell if they are tied together and/or will be assigned the same priority level Solution/Action example: "Update technology: software \$4,000 (operational) and purchase new projectors \$6,000 (capital)" - Priority 1
<ul style="list-style-type: none"> If requesting more than one item for capital or operational within the same priority level, list all items in the Solution/Action column and total the dollar amount in the Financial Resources Needed section in the Capital \$ and Operational \$ columns appropriately
<ul style="list-style-type: none"> Multiple selections can be made from the "Capital Description(s)" and "Operational Description(s)" drop-down menus; select one at a time
<ul style="list-style-type: none"> Only select one Key Result for each line item
<ul style="list-style-type: none"> Only select one Priority for each line item; items with different priorities should be entered on separate lines
<ul style="list-style-type: none"> Deans and Associate Deans must review and approve this document before items are entered into the Annual Planning Database

Western Technical College Program Planning Document - Data & Evidence

Program/Department Name	Culinary Management/Foods	Date Created	9/29/17
Division	Integrated Technology	Date Reviewed	10/10/18

1. Using the data and evidence analysis for your program/department, identify the trends that you see in your quantitative data.

- In comparison to SWTC and WCTC, the CM program's 3-year graduation rate is 3rd out of 3 at 15.5%.
- Gaps in student satisfaction relate to class schedules, financial assistance and knowledge of transfer requirements.
- Enrollment has declined from 48.07 FTS (86 headcount) in 2011, to an FTE of 23.37 (headcount of 46) in 2015. Only 2 of the other 3 WCTS with the CM Program have experienced such a drop in enrollment.
- The average for 2nd year retention in 2010 was 73% with a drop to 43% in 2013.
- The C or better course completion rate for the CM program ranged from 68.9% in 2011 to 71.1% in 2015. Western ranks 2nd out of 4 when compared to other colleges selected
- Quantitative data will be reviewed after a few years of tracking under new curriculum.

2. Using the data and evidence for your program/department, identify themes that you see in your qualitative data.

- Course evaluations (CE) and 2015 Graduate Outcome Report(GOR)
- Students appreciate instructors who support them and help them reach their goals. (GOR)
 - Student have a general over-all feeling that Western will always be there to support them when they are out in the industry. (GOR)
 - Graduates obtain jobs as food service managers, chefs and head cooks , as well as first line supervisors of food prep and service workers. (GOR)
 - Course evaluations show that student prefer hands on learning to classroom/lecture.

3. Strengths and best practices our program/department could share with others include:

- Hands-on learning activities
- Collaboration between full-time and adjunct faculty to deliver quality instruction.
- Use of all campus resources (Counseling, Welcome Center staff, Disability services, Learner Support and Transition, etc.) to help ensure student success.
- Strong connections with advisory members' local restaurant industry personnel and alumni to assist in keeping abreast of new technology and practices that can be shared with students and to build employment opportunities upon graduation.

4. Based upon thorough data and evidence analysis, the 3-4 areas or issues we are most concerned about include:

- Enrollment
- Retention Rates
- Graduation Rates

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Links to Data

[Faculty Website - Program Excellence Webpage](#)

Annual Data and Evidence Analysis 2018-2019

Annual Data and Evidence Analysis 2019-2020