

<b>PROGRAM INFORMATION</b>	<b>Program</b>	<b>Culinary Academy of South Dakota</b>
	Submitted by:	Josh Kranz
	Year	2021-2022
	Date of Review	2022-01-06
	Form Key	1f2e25a7-1c0d-4343-ac1a-2be64eb04bb6
<b>PROGRAM OUTCOMES</b>	Explain how program outcomes were reviewed this year (i.e., input from advisory board, instructors, students, etc.) and changes made, if any:	Josh did online WIDS training to rework program outcomes. They were then reviewed and tweaked by our team. Modified them to be sensible and measurable.
	Outcomes are up to date in WIDS and on the program's web page	Yes
<b>SYLLABI</b>	ADA Statement	Yes
	Competencies	Yes
	Course Description	Yes
	Course Title and Number	Yes
	Credit Hours	Yes
	Freedom of Expression Statement	Yes
	Grading Criteria	Yes
	Instructor	Yes
	Academic Integrity Policy	Yes
	Nondiscrimination Statement	Yes
	Office Hours/Contact Information	Yes
	Prerequisites	Yes
	Required Text(s)	Yes
	Syllabi Up to Date in WIDS	Yes
	Explain which syllabi were reviewed this year; input received from advisory board, instructors, students, etc. regarding course objectives and textbooks used; and changes made, if any.	All syllabi were reviewed to make sure learning outcomes were assigned to their correct courses.
<b>PROGRAM COMPETENCIES</b>	Explain how competencies were reviewed this year (i.e., input from advisory board, instructors, students, etc.) and changes made, if any:	Established by ACFEF.
	WIDS Up to Date	Yes
<b>COURSE ASSESSMENTS USED IN PROGRAM CHECKLIST</b>	Capstone	No
	Class Participation	Yes
	Clinical/internship observations	Yes
	Examinations	Yes
	Comprehensive Final Exams	Yes
	Journals	No
	Lab Demonstrations	Yes
	Oral Examinations/Presentations	Yes
	Other Projects	No
	Peer Evaluations	No
	Portfolio Projects	Yes
	Quizzes	Yes
	Self Evaluations	Yes
	Simulations	No
	Videos of Student Mastery	No
Written Essays	Yes	
Written Reports	Yes	
<b>ALIGNED AND APPROPRIATE ASSESSMENTS</b>	Assessments used in the program are matched to the outcomes/competencies for the program.	Yes
	Give examples of how assessments used in the program reflect higher-level thinking skills, such as applications, analysis, synthesis, and evaluation.	Menu planning and costing, Recipe converting and execution, Recipe Development, Chili Cookoff, Top Chef/Baker, Internship, Kitchen Practical Exam

	Explain changes in the assessments used in your program since your last review (include input received and rationale)	Peer review of nutritional exchange groups.
<b>INDUSTRY CERTIFICATIONS</b>	Explain any changes made or planned in the program based on assessment of industry certifications used in the program.	CAST certification will need to be replaced, possibly with ServSafe Alcohol.
<b>INTERNSHIPS/ CLINICALS</b>	How do you evaluate program competencies or learning objectives during internship/externship experiences?	With face to face site visits as well as frequent phone and email conversations. Teams has been a huge asset in this regard as we are able to see each other while talking about how the internship is going. Students are also required to fill out and submit weekly "lab" logs of what they are working on along with supervisor evaluations of their progress.
	As you reviewed results of internship/externship evaluations, what curriculum changes were made or are planned in your program?	2021 graduates were allowed to do their internship out of order as most were unable to get one due to Covid when they would have taken it (Summer 2020).
<b>ENROLLMENT</b>	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	47%  Trying to schedule more high school visits. Wages increased so quickly within our industry that students don't see the value of schooling. Our average graduate wage is two years behind and not a true representation of our graduates actual wages.
<b>RETENTION</b>	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	57% Culinary Retention Meeting 11:30 am, Monday, February 7, 2022 – Administration Conference Room Attendance: Josh Kranz, Shawn Frey, Tim Goldammer, Sam Simkins, Danita Lucas, Jessica Deinert, Scott Fossum – Absent: Clayton Deuter  We began the Culinary Retention meeting by looking at the Fall 2020 data. Columns were added that show the students Career GPA after the student's first Fall Semester, Spring Semester, and if the student passed ServSafe or not. No statistical anomalies were present. We also looked at projections for the Fall 2021 data with the same information. A significant number of students did not pass ServSafe in Fall 2021, so we also analyzed the pass rate of ServSafe over the past five years and the Fall 2021 cohort had a significantly lower pass rate than any of the other years.  The chefs have a plan in place to increase the pass rate of ServSafe students in Fall 2022: •Move CA 145 to the afternoon Friday at 8 am is not the best time for a class In the afternoon, a student's minds will already be active after having been in class and lab already during the day •Make sure all students have the correct textbook In Fall 2021 more than 50% of the class didn't have a textbook or was sent the wrong textbook Some students hadn't ordered books before deadline, but the majority of them had ordered them on time
<b>GRADUATION</b>	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	54% The plan to improve retention (changes to ServSafe class) developed with CSS staff will also address graduation rates.
<b>PLACEMENT</b>	Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.	100%
<b>STUDENT SATISFACTION</b>	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	Not Met Develop a clearer lab grading rubric and expectations. Develop a consistent attendance policy for all classes.
<b>ALUMNI SATISFACTION</b>	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	100%

<b>EMPLOYER SATISFACTION</b>	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	"No surveys were returned from employers of our graduates."
<b>PROFESSIONAL DEVELOPMENT</b>	What professional development activities have instructors in this program completed in the last year?	Mathematical Reasoning, Plant Based Diet, Thai Fruit Carving, Supervisory Management, Safety and Sanitation, Culinary Nutrition, CCC Practice exam, CSC Practice exam,
	How were these activities used to improve this program?	Mathematical Reasoning: extrapolate and apply teaching methodology to Culinary Math, CCC and CSC exam preparation demonstrate continued growth and development in our industry.
<b>PROFESSIONAL ORGANIZATIONS</b>	Do faculty members belong to professional organizations associated with this program?	Yes
	If no, explain why.	
	Are students made aware of the professional organizations for their career field?	Yes
<b>All</b>	What changes were or will be made to this program based on feedback provided at the past year's advisory board meeting(s)?	Changing CAST certification to be done internally rather than through the city. ServSafe Coursebook is being changed from a 15 chapter text to 10 chapters (publisher no longer offering old book) Possibly go with a two part ServSafe certification. Handler to go into lab and Manager to graduate.
	Implementation Date	2022-06-30
	Indicate the personnel responsible for implementing the change(s):	Josh, Tim, Shawn
<b>PROGRAM IMPROVEMENT PLANS AND BUDGET</b>	As you review this past year, what changes do you propose for the next school year that will affect the program's budget?	RFP for vendors, Alcohol training (possible additional cost to students),
	Cost	\$500