



# Assessment Report

## PART 1: CONTACT & PROGRAM IDENTIFICATION

Report Year and Contact Information:		
2019-2020	James Clapp	sclapp@cnm.edu
Academic Year	Contact Person	Email

Name of Program:	Courses:
Culinary Fundamentals Certificate	ACCT 1998    CULN 1003    CULN 1100    CULN 1110    CULN 1112

## PART 2: PROGRAM SUMMARY

Provide a high-level review of the program to include highlights, successes, challenges, significant changes, and significant resources needed to support the program.
<p>The Culinary Arts Program is nationally accredited by the American Culinary Federation Foundation Accrediting Commission. This ensures that the program meets the standards and competencies set for faculty, curriculum, and student services. Our practices are aligned with industry practices and our faculty maintain a high level of professionalism. Being nationally accredited by the ACFEFAC, is no small undertaking and assures that the CNM Culinary Arts program is meeting the standards and competencies set for faculty, curriculum, and student services. Accreditation creates public trust by ensuring established standards, accountability and credibility, a high level of professionalism, up-to-date and current practices nation-wide, and provides CNM with marketing tools for recruiting new students, as well as having the ACFEF accreditation acting as a third-party endorser for federal funding. Our accrediting agency is recognized by the Council on Higher Education Accreditation (CHEA). We continue to offer National Certification to our students who complete the ServSafe Manager testing. This is accomplished through the National Restaurant Association.</p> <p>The culinary arts program utilizes Instructors and Technicians who are industry certified through the ACF, ServSafe and other related certifications. Our Instructors participate in professional development in both subject matter and teaching skills. In addition, we offer in-house training on a variety of subjects relevant to our programs.</p>

Our students are very successful in the industry, and our graduates typically find employment quickly. Many graduates of our program are currently in leadership positions in the industry, including upper-level management and ownership. The more recent graduates are employed across all aspects of the industry and are sought out by many segments in the industry. This is evidenced through the variety of positions listed on the CNM Job Connection site, the number of potential employers seeking open-house opportunities in our facilities, and the large number of requests fielded by our Academic Affairs Director and Department chair.

Our active participation with our industry partners, through our large Advisory Committee and a many other interactions, is more evidence of our programs reach in the community. Our Advisory Committee meets twice per year and is asked for formal and informal feedback on many times.

We also actively support development of our future students through our participation in ProStart and dual credit. We support ProStart through our participation in the New Mexico Restaurant Association as participants on its foundation board and as judges and trainers for ProStart schools. Also, we encourage dual credit participation of high school culinary students (both at the high school and in our o- campus courses).

During the 2019-2020 Academic Year we continued moving our program forward. We did face challenges due to COVID-19. While there is nothing we can do to change the course of the COVID-19 pandemic, we have adapted our classes to hybrid and online delivery. These changes allowed us to offer most courses this fall (after only limited offerings in the summer). While enrollment is lower than in recent history (much like the entire College), our retention is strong. We also think the tools that we have developed during this process will lead to a strong program going forward.

Last fall and spring we had increased enrollment compared to the previous two academic years. Due to COVID-19's impact this fall it is difficult to determine unequivocally if that would have been the trend, but we are confident it was a trend. This increase is shown in the program data where we increased declared majors by around 40% year over year. We think this increase was the result of continued outreach at the high school level as well as our continued industry involvement. At this point, we expect enrollment to continue to rise after we pass the impact of COVID-19. Two reasons underly this assumption. First, the trend line was already increasing. Second, during recessions and industry contraction we typically see an increase in enrollment.

Finally, although the overall class retention number shows a small decline, we think that is an anomaly caused by a significant number of students that failed to complete the spring 2020 term (either dropping or taking incompletes). While we have seldom experienced anything but high retention rates in intermediate and advanced classes, we were seeing a decrease in class retention in entry level classes for a couple of years. That trend reversed in fall 2019

and likely would have continued in a positive direction in spring 2020. The probable reason for this change was our revamping of our entry course curriculum and focus on early intervention with struggling students.

We did not have any other significant changes or shift in resources in the past year. We are preparing to break ground on building expansion which will provide more resources for our beverage programs and allow us to reclaim more use of our culinary facilities.

**Part 3: DATA REVIEW**

Program Data (Each Review Year is defined as Summer, Fall, and Spring terms)	Review Year 19-20	Review Year 18-19	Review Year 17-18
Annual number of graduate awards is greater than 10	39	40	35
Number of declared majors	27	19	25
Average class size	21	18	18
Annual Average class retention rate is 70% or above (SAGE 65%)	87%	87%	87%
Annual C-Pass rate for coursework is 60% or above	72%	76%	75%



Average class fill rate at 60% or above capacity within a term or over a year	76%	62%	65%
Transfer numbers/percent	NA	1 (3%)	2 (6%)
Full-time to part-time faculty ratio	24: 6	25: 3	27: 3

**Summarize how your program met or did not meet the target measures based on the data above.**

This Certificate met all target measures by a significant percentage.

**Part 4: PROGRAM LEARNING OUTCOME ANALYSIS.**

Learning Outcome	Population or Course(s) Assessed	Assessment Methods	Summary of Assessment Results
Cooking: Demonstrate the ability to prepare a variety of hot and cold food products according to standard recipes as well as application of basic cooking methods using proper knife, tool, and equipment techniques.	CULN 1110, CULN 1112,	Practical exam, In-class activities, and Instructor observation.	Missed target of 75% mastery by small percentage (2.5%). The slight miss of target is primarily from CULN1110 results. For 19/20 we made significant updates to the CULN1110 curriculum and added a new instructor. These changes are intended to better align our curriculum with ACFEF accreditation and industry needs. We will continue to monitor results and revisit in the future.
Demonstrate knowledge of Food Safety and Sanitation by becoming a Certified ServSafe Manager by passing the written exam, with a score of 75% or higher. This exam is accredited by the American National Standards Institute (ANSI).	CULN 1003	Certification exam.	We missed the target by less than 2%. We have had some fluctuation in success rates over the past several years. Last year the success rate increased considerably.
Identify standards for safely inspecting and grading of meats, eggs, dairy products, fruits, and vegetables.	CULN 1003, CULN 1103	Certification exam.	Identify standards for safely inspecting and grading of meats, eggs, dairy products, fruits, and vegetables.

Learning Outcome	Population or Course(s) Assessed	Assessment Methods	Summary of Assessment Results
<p>Safety and Sanitation: Demonstrate hygiene and sanitation standards in a kitchen setting. Describe basic principles of sanitation, safety, and procedures to determine and monitor critical control points in a professional food service setting.</p>	<p>CULN 1110, CULN 1112, CULN 1132,</p>	<p>Practical exam, In-class activities, and Instructor observation.</p>	<p>The target was met for this assessment. In the lab setting students were generally successful in the areas of safety and sanitation.</p>

Interpretation of Assessment findings
<p>We continue to find a strong level of overall student success. There were two slightly missed targets this cycle that will require us to reexamine some curricular areas to assess any shortcomings. In the previous cycle we met all targets so we will need to do a deep dive into what caused the missed targets where there were no changes in assessment methods. In most instances the courses were taught in the same manner (and mostly by the same instructors) as the prior year. The abrupt change to face-to-face classes in the spring caused by COVID-19 could be a large factor. We did see a number of students drop or take incompletes. In addition, it is likely that students' overall success (even for those that completed the term) was negatively impacted by COVID changes.</p> <p>The primary curriculum changes during 2019/20 was a complete overhaul of CULN1100 and CULN1110. The assessment results for this cycle are a bit lower than past years and these changes may have had some impact. We also shifted instructors for these courses in this cycle and that may also play some role. At this point, it is likely we will need to assess these courses over the next cycle or two to determine if there is a fundamental curricular issue or if the success rate will increase as the changes are more integrated.</p> <p>We continued to have high-level success in many areas and saw improvement in several. One secondary level where improvement was in our Safety and Sanitation class. While our overall success rate dropped a bit below target our online success rate improved considerably.</p>

**Part 6: ADDITIONAL ACTION PLAN IN SUPPORT OF STUDENT LEARNING (IF APPROPRIATE)**

Upcoming year	Changes planned for the upcoming year	Data motivating this change
2020-2021	Revisit cycle plan outcomes in areas where we greatly surpassed the target or missed the target to determine if current assessments are the proper measures.	This year our accrediting body significantly revised assessment measures. That in combination with an unusual swing of our SAAC assessment results has led us to the conclusion we should revisit our cycle plans in the coming year to evaluate whether current assessed outcomes need revisions.
2020-2021		
2020-2021		

**Please Select all the following that characterize the types of changes described in the above action plan:**

- Assessment criteria revision       Assessment methodology revision       Assignment revision
- Budgetary reallocation       Change in teaching approach       Course content revision
- Curricular Revision       Faculty training/development       Process revision

**Part 6: COMMENTS**

<b>Use this section to record any comments, notes, or questions from individuals who reviewed this report.</b>
<b>School Dean:</b>

SAAC Representative: