

**PROGRAM REVIEW**  
**STATE COLLEGE AND UNIVERSITY SYSTEMS OF WEST VIRGINIA**  
**(1998-99 Format for Programs With Specialized Accreditation)**

Institution Fairmont State Community & Technical College Date May 15, 2006  
Program (Degree and Title) AAS Degree- Food Service Management

**INSTITUTIONAL RECOMMENDATION**

The institution is obligated to recommend continuance or discontinuance of a program and to provide a brief rationale for its recommendation:

- 1. Continuation of the program at the current level of activity;
- 2. Continuation of program with corrective action (for example, reducing the range of optional tracks or merging programs);
- 3. Identification of the program for further development (for example, providing additional institutional commitment);
- 4. Development of a cooperative program with another institution, or sharing courses, facilities, faculty, and the like;
- 5. Continuation of the program at the current level of activity, with the designation as a program of excellence (See Section E); or
- 6. Discontinuation of the Program (Procedures outlined in University System Administrative Bulletin 23 or State College System Procedure No. 23).

Rationale for Recommendation:

\_\_\_\_\_  
Signature of person preparing the report: Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Chief Academic Officer: Date \_\_\_\_\_

\_\_\_\_\_  
Signature of President: Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Community College Administrator (Associate Level) Date \_\_\_\_\_

***I. Program Description –See Appendix I for Supplements***

## **FOOD SERVICE MANAGEMENT-A.A.S. DEGREE OPTIONS**

### ***Resort and Hotel Management Option***

The Food Service Management program has stepped forward to address the demands of the hotel, resort, and tourism segments of the hospitality industry. The Resort & Hotel Management specialization will focus on preparing students for a career in the support services of the hospitality and lodging industries. Resort & Hotel Management fits within the current Food Service Management program structure.

### ***Pastry & Baking Art Option***

The Pastry & Baking Arts specialization will prepare students to help fill the industry demand. The specialization fits into the current Foodservice Management program structure. Additional classes will allow students to seek specialized skills necessary for employment as a pastry cook upon graduation. Moreover, the student will still be grounded in to the fundamentals of foodservice management. Pastry & Baking students will gain exposure to proper sanitation and safety practices, proper nutritional practices, proper equipment procedures, and proper supervisory management practices in the same classes that the Culinary students will attend.

Beginning in fall 2006, admission to the Pastry & Baking Arts program will be competitive. Applications should be received by April 1, 2006 for admission into the fall 2006 program. Applicants to the program must have a minimum GPA of 2.0, a score of 18 or higher on the English section of the ACT (or SAT equivalent) or successful completion of ENGL 0097 or ENGL 1104, and a score of 18 or better on the Math section of the ACT (or SAT equivalent) or successful completion of MATH 0095. Experience in the food service industry or certification from a ProStart program is highly desirable.

To continue in the Pastry & Baking Arts program, the student must meet the following standards:

- a. Pass all courses required for the A.A.S. degree.
- b. Maintain a minimum overall grade point average (GPA) of 2.0 and no less than a "C" grade in all Pastry & Baking Arts courses.

Readmission to the program will be determined on an individual basis. This will be decided by the Admissions Committee on the basis of qualifications of the student and upon a space available standard. Students in good standing who withdraw from the program for unpredictable or uncontrollable reasons will be given priority consideration if the reapply.

### ***Dietary Manager Option***

The Food Service Management program offers an option in Dietary Management with graduates responsible for directing and controlling: menu planning, food purchasing, food production and service, financial management, employee recruitment, training and supervision and (in some settings) nutritional assessment and clinical care. Commonly identified benefits of this career choice include: It's challenging, it involves caring for people and working with people; it's fulfilling, it's a good long-term career (Source: DMA member survey, 1999). Working conditions may include varied hours, long days and the requirement to juggle multiple demands. Dietary managers work with both people and paperwork. They tend to be energetic, results-oriented problem-solvers who thrive on challenge and enjoy teamwork.

### ***Culinary Arts Option***

The nationally recognized Culinary Arts specialization (Accredited through the American Culinary Federation) provides an outstanding foundation for students interested in pursuing a career in the food service industry. You can expect a balance of laboratory and classroom instruction to cultivate your cooking skills and knowledge.

Hands-on instruction is an important part of your culinary education. In addition to your laboratory instruction, you will participate in practicum opportunities for advanced learning in our new Falcon Center or off-campus with one of our partners in education in the food service industry. Industry partners are available locally, and throughout the country in Restaurants, Resorts, Hotels, Clubs, and other food service operations.

Students may choose to articulate into the Bachelor of Science Hospitality Management Degree.

Beginning in fall 2006, admission to the Culinary Arts program will be competitive. Applications should be received by April 1, 2006 for admission into the fall 2006 program.

## ***II. Accreditation Information – See Appendix II for Supplements***

### **A. Name and Description of Accreditation Organization:**

#### **American Culinary Federation**

The American Culinary Federation (ACF), Inc., founded in 1929 in New York City, is a professional, not-for-profit organization for chefs and cooks. ACF is the largest and most prestigious organization dedicated to professional chefs in the United States today.

ACF sanctions domestic culinary competitions and oversees any international competitions that take place in the United States. The American Culinary Federation helps to set professional standards for culinary education and assists in career development. ACF offers approximately 80 culinary and pastry apprenticeship programs around the country. The ACF Accrediting Commission is the national accrediting commission for the culinary, pastry, and educational programs at post-secondary institutions. Students graduating from an ACF Secondary Accredited culinary arts program are required to complete the ACF Culinary Proficiency Test administered through the National Occupational Competency Testing Institute.

### **B. Year Accreditation was Granted:**

January 2004 – (Letter Attached)

### **C. Accreditation Status:**

Full Accreditation

### **D. Accreditation Organization Report (Attached)**

### **E. Deficiencies and Institutional Actions Undertaken (Attached)**

### **F. Summary of Most Recent Self Study (Attached)**

## ***III. Faculty – See Appendix III for Supplements***

As reported to the ACF, the following attachments from the accreditation report clearly identify faculty credentials, experience, workloads, and professional development experiences.

- A. ACF Accrediting Commission Annual Report : Section 4.0 Faculty & Staff
- B. Faculty Data (Jill Kloss)
- C. Faculty Data (Sara Clark)
- D. Attachment B ACF Accrediting Commission Faculty Professional Development
- E. Document F ACF Data Sheet (Faculty)

As reported to the ACF, the following attachments from the accreditation report and other supporting information clearly identify both departmental and institutional assessment and how the outcomes are used to improve program quality.

- A. Departmental Assessment ( See Program Assessment – Section 8.0 of ACF Accreditation Document and Supporting Documents)
- B. Assessment Outcome Utilization ( See Program Assessment – Section 8.0 of ACF Accreditation Document and Supporting Documents)
- C. Institutional Assessment

The Assessment Office of the Community & Technical College of Fairmont State provides several services for both students and faculty.

All students entering the institution through either the C&TC or the University must participate in mandatory placement testing if they have no or low ACT or SAT or other standardized test scores. This mandatory placement testing also includes other in-house math and English placement tests as deemed appropriate (paper/pencil general math tests and diagnostic essays, for example.)

not In addition, high school students in the C&TC’s 13-county service region may participate in an *Early Assessment* program. Through *Early Assessment*, prospective students may take the college’s placement tests to determine their readiness for college-credit courses. Students are required to make any commitment to FSC&TC in order to participate in this program; Early Assessment is a service offered by the Assessment Office to help students better plan their senior year of high school and or make up any academic deficiencies before the enter college. The aim of Early Assessment is to decrease the number of first-year students in remedial coursework.

The Office of Assessment also compiles data as to the matriculation of high school students from our 13-county service region into the institution (both C&TC and university). In particular, the Office also compiles data as to the enrollment, retention, success, and matriculation rates of students in developmental skills courses and their successful rates of completion in subsequent college-credit courses.

The Assessment Office also administers and reports on all institutional assessments of C&TC graduates (ACT WorkKeys) and all institutional surveys, including the ACT *Faces of the Future* surveys and the Community College Survey of Student Engagement (*CCSSE*).

Furthermore, the Office of Assessment works with program coordinators and individual faculty in establishing program criteria for both admissions and graduation from career and technical programs. An on-going project of the Office of Assessment is assisting all programs of the C&TC in becoming outcomes-based.

Graduate Follow-up and Employee Satisfaction is evaluated by both the institution and the program. Response to these surveys has been low and attempts to obtain appropriate documentation has been transitional since receipt of Program Accreditation status. The following are provided in Appendix V to indicate both the department and the institution's recent results for graduate follow-up and employer satisfaction.

- Reports from the Office of Career Services on Post-graduation Activities
- Graduate Employer Questionnaire
- Graduate Questionnaire
- Internship/Preceptor Evaluations & Data

***VI. Institutional Statement on Viability, Necessity and Consistency with Mission –***  
*See Appendix VI for Supplements*

## **A. 1. Off-campus Classes -See Section 4 below**

### **2. Service Courses - See Section 4 below**

### **3. Articulation Agreements**

#### Secondary-Level Articulation

The Food Service Management program offers articulated credit to any ProStart Certified student from an approved Secondary level ProStart Program. ProStart is a high school and vocational education program certified by the National Restaurant Association Education Foundation. West Virginia currently has forty-seven approved programs and over one thousand students enrolled in these programs. ProStart certified students have completed:

- ProStart IA and IB
- ProStart IIA and IIB
- 400 Hours Work Training
- Successfully Passed the National Certification Exam

West Virginia provides Edge Credit to students who have met these requirements and Fairmont State Community & Technical College recognizes this edge credit and provides the following articulation credits toward the A.A.S. Foodservice Management Degree

Options:

- FOSM 1119  
Introduction to the Foodservice and Hospitality Industry  
3 Credit Hours
- FOSM 1121  
Foodservice Facilities and Equipment  
3 Credit Hours
- FOSM 1122  
Sanitation & Safety  
2 Credit Hours

#### Articulation with Fairmont State School of Business

The Food Service Management program has partnered with Fairmont State to provide a 2+2 program option affording graduates of the A.A.S. Culinary Arts Option the opportunity to complete a B.S. in Business Administration/ Hospitality Management. This articulation option is currently being reviewed for the Baking & Pastry Arts and Resort & Hotel Management options as well.

## **4. Course Enrollment**

### **Food Service Management Courses & Enrollment**

## 2003-2006

**\*Signifies Off-campus Classes**

**\*\*Signifies Service Courses for Other Majors and Support Programs**

### Fall 2003

#### **Fairmont State Campus**

2281	1110-01	Nutrition**	total=43
2710	1121-01	Food Service Facilities/Equip	total=16
2711	1130-01	Basic Baking	total=25

#### **Caperton\***

2759	2210-101	Diet Therapy**	total=23
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#### **Off Campus\***

2922	2220-70	Diet Therapy**	total=18
2897	2220-80	Diet Therapy**	total=0

### Spring 04'

#### **Fairmont State Campus**

5449	1110-01	Nutrition**	total=30
5458	1119-01	Into to Food Serv & Hosp Ma	total=15
5450	1140-01	Food Serv Cost Analysis/Ma	total=20
5451	1199-01	ST/Food Service Manage	total=3
5626	1199-59	Nutrition Pathways	total=0 Cancelled
5452	2202-01	Prin of Qual Food Production**	total=19
5453	2204-01	Prin of Quality Food Production**	total=15
5454	2209-01	Food Spec-Garde Manager II	total=17
5455	2220-01	Diety Therapy **	total=24
5456	2227-01	Food/Beverage Merchandising	total=14
5457	2220-01	Food Service Practicum	total=4
5680	2299-01	ST/Nutrition Child & Adolsecen**	total=19

#### **Caperton \***

5283	2220-101	Diet Therapy**	total=43
5665	2224-101	Purchasing and Receiving	total=0 Cancelled

#### **Taylor County, Lewis County, Upshur County\***

4611	1110-70	Nutrition**	total=12
4596	1122-65	Safety and Sanitation	total=0 Cancelled
4672	1122-85	Safety and Sanitation	total=0 Cancelled

### Summer/Fall 2004

#### **Fairmont State Campus**



6046	2229-01	Food Service Practicum	total=9
7331	1110-01	Nutrition**	total=40
7338	1119-01	Int. to Food Service & Hos Ma	total=32
7332	1121-01	Food Service Facilit/Equ	total=37
7342	1122-01	Safety and Sanitation	total=41
7333	1130-01	Basic Baking	total=15
7334	1199-01	Special Topic in Food Ser	total=1
7335	2201-01	Princ of Food Sele and Prep**	total=44
7336	2203-01	Princ of Food Select/Prep**	total=14
7337	2203-02	Princ of Food Select/Prep**	total=13
7339	2220-01	Diet Therapy **	total=40
7340	2220-02	Diet Therapy**	total=38
7341	2220-03	Diet Therapy**	total=31
7343	2224-01	Purchasing and Receiving	total=12
7344	2228-01	Food Ser Org & Manag	total=15
7345	2250-01	Appl in Comm/Medl Nut	total=1

### **Off Campus\***

6047	2299-01	Nu-Ne Ge III Sy-6/21-25 (meets EFHS)	total=16
6048	2299-02	Sc Nutr Prog Man-7/19-23	total=6

### **Caperton\***

7423	2220-101	Diet Therapy**	total=49
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### **Off Campus\***

8117	1110-85	Nutrition**	total=0
8165	2220-70	Diet Therapy **	total=26

## **Spring 05'**

### **Fairmont State Campus**

1677	1110-01	Nutrition**	total=46
1678	1119-01	Intro to Food Serv & Hosp Ma	total=16
2749	1121-01	Food Service Facilities/Equip	total=17
1679	1122-01	Sanitation and Safety	total=17
1680	1140-01	Food Serv Cost Analysis/Ma	total=25
1681	1140-02	Food Serv Cost Analysis/Ma	total=15
1682	1199-01	ST/Nutrition Childhood and Adole**	total=28
2567	1199-02	Nutrition Pathways (Televised)	total=0 Cancelled
1683	2202-01	Princ of Qual Food Production**	total=37
1684	2204-01	Princ of Quantity Food Prod Lab	total=16
1685	2204-02	Princ of Quantity Food Prod Lab	total=14
1686	2204-03	Princ of Quantity Food Prod Lab	total=5
1687	2209-01	Food Spec-Garde Manager II	total=14
1688	2209-02	Food Spec-Garde Manager II	total=9
1689	2220-02	Diet Therapy**	total=40

1690	2220-03	Diet Therapy**	total=30
1691	2227-01	Food/Beverage Merchandising	total=24
1692	2229-01	Food Service Practicum	total=10

**Caperton\***

1563	2220-01	Diet Therapy**	total=25
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**Monongalia County\***

2485	1110-02	Nutrition**	total=14
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**Summer/Fall 05'**

**Fairmont State Campus**

5360	2200-01	Intro to Foods-6/20-24**	total=6
5258	2220-01	Diet Therapy**	total=0 Cancelled
5040	2229-01	Food Service Practicum	total=17

8318	1110-01	Nutrition**	total=43
8325	1119-01	Intro to Food Serv & Hosp Ma	total=22
8319	1121-01	Food Service Facilities/Equip	total=35
8329	1122-01	Sanitation and Safety	total=31
8320	1130-01	Basic Baking	total=11
9934	1130-02	Basic Baking	total=17
8321	1199-01	Special Topics in Food Service	total=7
10119	2200-01	Intro to Foods**	total=28
8322	2201-01	Princ of Food Select and Prep	total=39
8323	2203-01	Princ of Food Select/Preparation	total=16
8324	2203-02	Princ of Food Select/Preparation	total=10
9680	2203-03	Princ of Food Select/Prep Lab	total=15
8326	2220-01	Diet Therapy**	total=44
8327	2220-02	Diet Therapy**	total=47
8328	2220-03	Diet Therapy**	total=21
8330	2224-01	Purchasing and Receiving	total=37
8331	2228-01	Food Service Org & Manage	total=27
8332	2250-01	Appl in Comm/Medical Nutrition	total=3

**Caperton\***

8403	2220-01	Diet Therapy**	total=33
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**Monongalia County\***

9044	2220-01	Diet Therapy**	total=19
9044	2220-04	Diet Therapy**	total=19

**Randolph County\***

10166	1110-02	Nutrition**	total=0 Cancelled
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**Spring 06'**

**Braxton County\***

2971 1110-03 Nutrition\*\* total=10

**Monongalia County\***

2353 1110-02 Nutrition\*\* total=17

**Preston County\***

3275 1110-04 Nutrition\*\* total=0 Cancelled

**Caperton\***

1533 2220-01 Diet Therapy\*\* total=26

**Lewis County\***

2984 2220-04 Diet Therapy\*\* total=0 Cancelled

**Fairmont State Campus**

1638 1110-01 Nutrition\*\* total=47

1639 1119-01 Intro to Food Serv and Hosp total=14

1648 2209-01 Food Spec-Garde Manager II total=11

1649 2209-02 Food Spec-Garde Manager II total=13

1651 2220-03 Diet Therapy\*\* total=30

1652 2227-01 Food/Beverage Merchandising total=26

1653 2229-01 Food Service Practicum total=19

3057 1120-02 Nutrtrion Child and Adole\*\* total=31

2554 1121-01 Food Service Fac/Equ total=12

1640 1122-01 Sanitation and Safety total=15

1641 1140-01 Food Serv Cost Analysis/Ma total=19

1642 1140-02 Food Serv Cost Analysis/Ma total=17

3250 1199-01 ST/Nutrition total=4

1644 2202-01 Princ of Quan Food Production\*\* total=32

1645 2204-01 Princ of Quan Food Prod Lab total=11

1646 2204-02 Princ of Quan Food Prod Lab total=9

1647 2201-03 Princ of Quan Food Prod Lab total=9

1650 2220-02 Diet Therapy\*\* total=41

3177 2230-01 Advanced Baking total=6

3178 2232-01 Pastry and Confections total=0 Cancelled

3058 2260-01 Seminar in Dietary Man total=1

2579 2299-01 ST/Food Man total=3

2728 5099-700 Man School Nutrition Programs\*\* total=6

**5. Program Enrollment – See Chart following**

		Culinary Arts	Pastry & Baking Arts*	Resort & Hotel Management*	Dietary Management
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<b>Number of Applicants Admitted</b>	<b>2001-02</b>	<b>14</b>	<b>NA</b>	<b>NA</b>	<b>5</b>
	<b>2002-03</b>	<b>3</b>	<b>NA</b>	<b>NA</b>	<b>4</b>
	<b>2003-04</b>	<b>8</b>	<b>NA</b>	<b>NA</b>	<b>3</b>
	<b>2004-05</b>	<b>25</b>	<b>NA</b>	<b>NA</b>	<b>5</b>
	<b>2005-06</b>	<b>22</b>	<b>2</b>	<b>6</b>	<b>7</b>
<b>Number Enrolled</b>	<b>2001-02</b>	<b>14</b>	<b>NA</b>	<b>NA</b>	<b>5</b>
	<b>2002-03</b>	<b>3</b>	<b>NA</b>	<b>NA</b>	<b>4</b>
	<b>2003-04</b>	<b>8</b>	<b>NA</b>	<b>NA</b>	<b>3</b>
	<b>2004-05</b>	<b>25</b>	<b>NA</b>	<b>NA</b>	<b>5</b>
	<b>2005-06</b>	<b>22</b>	<b>2</b>	<b>6</b>	<b>7</b>
<b>Number of Graduates</b>	<b>2001-02</b>	<b>9</b>	<b>NA</b>	<b>NA</b>	<b>5</b>
	<b>2002-03</b>	<b>9</b>	<b>NA</b>	<b>NA</b>	<b>3</b>
	<b>2003-04</b>	<b>6</b>	<b>NA</b>	<b>NA</b>	<b>1</b>
	<b>2004-05</b>	<b>8</b>	<b>NA</b>	<b>NA</b>	<b>2</b>
	<b>2005-06</b>	<b>14</b>	<b>NA</b>	<b>NA</b>	<b>1</b>

\*These programs began in Fall 2005

#### **6. Enrollment Projections:**

As of Fall 2006, the Culinary Arts & Pastry and Baking Arts programs will become competitive, requiring application by April 1. Ultimately, selection will be limited to 40 students per program. Fall semester 2006, enrollment projections are down due to this transition to a competitive program status and a required application fee.

#### **7. Cost Per Student Credit Hour:**

This information is provided by the Office of the President – Fairmont State Community & Technical College – Room 230 Hardway Building

### **B. Necessity**

#### **1. Job Placement**

Many students in the Food Service Management Program find successful post-graduate employment as a result of Practicum/Internship placements. Internship placements are determined partially by the student's area of specialized interest and consideration is given to geographical location that is both convenient to the student while pursuing degree requirements and also offers potential for post-graduate

employment as well.

### **Office of Career Services**

The Office of Career Services provides students and alumni with a variety of benefits, including career exploration, life planning, and job placement. Students can utilize interactive computer software and career counseling to clarify their options. An extensive career resource library is also available. Career Services provides the following:

- Assistance in declaring a major through a variety of assessment tools
- Personalized career counseling
- Information on employment trends, outlooks, etc.
- Internship/practical experience opportunities
- Seminars, career/job fairs
- Choosing a Career class (Human Services 1199)
- Graduate school information
- Internet job search
- Full and part-time job opportunities
- Access to job referral system
- On-campus interviewing
- Career resources library
- Establishment of credential file

All students and alumni are encouraged to take advantage of these resources. The Office of Career Services is located in Room 322 Turley Center and is open Monday through Friday, 8:00 a.m. to 4:00 p.m. Evening appointments may be made by arrangement. (304) 367-4214.

## **2. Similar Programs**

There are no other programs in any of the concentration areas of the A.A.S. degrees offered within a 50 mile radius of the campus.

## **3. Consistency with Mission**

See documentation from Program Accreditation (Section 2.0 Mission and Goals) as follows: