

**Career Education Advisory Board Minutes
College of the Canyons – Culinary Arts and Wine Studies
11/4/2019
William S. Hart Union High School District**

NAMES/ TITLES OF ADVISORY COMMITTEE MEMBERS	Name of Company, Business, College, High School and Title	Email Address	Telephone Number	ATTENDANCE Present or Absent
Chair				
Business Partners including Industry, Non-Profit and Community Based Organizations				
Greg Amsel	Salt Creek Grill	gamsler@saltcreekgrille.com		
Michael Borja	Exec Sous / Odyssey			
Mike Brombart	Worldwide Produce	michael@wwproduce.com		
Evelyn Contreras	Scorpion	chefevelyn@wcrbinc.com		
Laina McFerren	Wolf Greek Brewing Co	laina@wolfcreekbrewingco.com		
Joe Ramboldt	Marketing Associate / Jordanos	jramboldt@jordanos.com		
Tom Williams	Owner / Chick-fil-A	todd@feedscv.org		
Program Chair Cindy Schwanke	Culinary Arts Department Chair / COC	Cindy.schwanke@canyons.edu		
Dean				
4-year college discipline instructor(s)				
Student Representative(s)				
K12 discipline instructor(s)				
Nicole Arteaga	Teacher / Hart District	Narteaga@hartdistrict.org		
Karen Cowell	Teacher / Hart District	kcowell@hartdistrict.org		
Chelsey Griffin	Teacher / Hart District	Cgriffin@hartdistrict.org		
Kimberly Rojas	Teacher / Hart District	Krojas@hartdistrict.org		
Joan Schlesinger	Teacher / Hart District	jschlesinger@hartdistrict.org		
Sheryl Valenzuela	Teacher / Hart District	svalenzuela@hartdistrict.org		

Discipline faculty				
Michelle Bustillos	Culinary Arts Faculty / COC	Latrends@aol.com		
Jon Kolouch	Instructional Lab Coordinator / COC	Jonathan.kolouch@canyons.edu		
Daniel Otto	Culinary Arts Faculty / COC	Daniel.otto@canyons.edu		
Parent(s)				
Counselor(s)				
Staff				
Other guest(s)				
Keri Aaver	Director of Job Placement / COC	Keri.aaver@canyons.edu		
Don Carlson	Dean, School of Business / Interim Dean, School of Applied Technologies	Donald.carlson@canyons.edu		
Harriet Happel	Dean of Career Education / COC	Harriet.happel@canyons.edu		

AGENDA

	Notes	ACTION
1. Welcome and Introductions (Director, Career and Technical Education) <ul style="list-style-type: none"> 1.1 Statement of Purpose 1.2 Review/Approval of Minutes <i>Motion to Approve the minutes of the last meeting by:</i> <i>Motion Seconded by:</i>	Meeting Commenced: 5:07PM Welcome and Introductions: All	
2. Review of Course Sequence <ul style="list-style-type: none"> 2.1 Hart District 2.2 College of the Canyons 2.3 CSU and UC Articulation 	<ul style="list-style-type: none"> - Safety and Sanitation class must be passed before students can take any other course in the kitchen. - The Food Handlers Managers test is now being offered. Most students opt to take it. - The program is accelerated and students switch a class every eight weeks. - Students learn basic cooking techniques in the Knife Skills course. - After completing the Knife Skills course, students usually take a Culinary 101 or a Bake 101 class. - Pick-up classes are offered in the winter and summer, usually for classes that were waitlisted. 	

<p>3. Current Status of Program (Advisory Board Chair):</p> <p>3.1 Numbers of students</p> <ul style="list-style-type: none"> ▪ Special Population/Non Traditional Core Indicators (Perkins) ▪ Reading proficiencies (Hart District) <p>3.2 Student success – completers</p> <p>3.3 Student success - employment</p> <p>3.4 Labor Market Analysis</p> <ul style="list-style-type: none"> ▪ Job Titles ▪ Median Living Wage ▪ Validated Need for Training <p>3.5 Industry Certification (if applicable)</p> <p>3.6 Program Accomplishments</p>	<ul style="list-style-type: none"> - The Knife Skills course is switching to Open Education Resource (OER) books, which is no cost to students. - First Year Promise will provide free education to first time college students for two years. Students must be full-time. - The high school teachers were informed that students are able to come to the campus for a field trip to get informed about the program. - Students are given an Ed. Plan when they first come in so they know what classes to take. - The program has a 96.2 retention rate. - The courses in the program max out at twelve to fifteen students. - The program is constantly trying to stay on top of trends. - This is the first semester the program is trying team teaching with the Culinary 101 class, combines lecture and demonstration. It will be done again in the spring of 2020 for the Culinary 103 class. - Lunches and catering are still being offered. Reservations can be made online. - Catering begins in February and lunches begin in April. - Students volunteered yesterday at Sunset in the Vineyard for the American Assistance League charity. - Pie Sales are coming up for Thanksgiving, which will fundraise for the campus Food Bank. Purchases can be made online. - A Gingerbread contest will be held on December 4, 2019. - The Fuel-Up Station this year fed three hundred and fifty students free of charge. - Chef Otto discusses that minimum wage will increase to \$15.00 an hour and says that it will transpire to guests. - The program is starting to ramp up the Community Education classes. Turkey Basics class will be offered on November 16, 2019 and Holiday Pies will be offered on November 23, 	
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	<p>2019. There will also be a Cookie Swap class. Chef Michelle will be teaching a Knife Skills class in December, 2019.</p> <ul style="list-style-type: none"> - The Wine Room is available to hold meetings. 	
<p>4. Industry</p> <p>4.1 Review Required Skills for Competency:</p> <ul style="list-style-type: none"> ▪ Do the program completers meet the current industry standard or industry need? ▪ What curriculum modifications would you suggest to meet skill gaps? ▪ Review of Assessment Procedures ▪ What equipment/ facility needs can you identify that would better prepare students to enter your field? <p>4.2 What employability skills do workers need in your field?</p> <ul style="list-style-type: none"> ▪ Able to think critically, problem-solve ▪ Able to find resources ▪ Effective interpersonal skills ▪ Communication skills - oral, written ▪ Adequate time management and organization - prioritization skills ▪ Personal qualities - professionalism ▪ Able to project manage ▪ Other? <p>4.3 What changes/ trends are occurring in the industry that will affect employer needs?</p> <p>4.4 Work-Based Learning Opportunities</p> <ul style="list-style-type: none"> ▪ Classroom visits by industry ▪ Informational Interviews ▪ Site visits/Field Trips ▪ Ride Alongs ▪ Project Based Learning ▪ Internships <p>4.5 Postsecondary Scholarship Creation</p>	<ul style="list-style-type: none"> - Cindy distributed a questionnaire to the Advisory Board with discussion being held afterwards. - Students do not know how to problem solve or have work experience. - Harriet informs the board that there is a focus to integrate Work Force Readiness with the curriculum. - Harriet emphasizes to industry the importance of helping the school to develop internships. - A recommendation was made to increase internship hours to five hundred as sixty hours is not enough. Harriet would like to look into funding and apprenticeship opportunities outside of the college to expand internship hours. 	
<p>5. Program plan for improvement</p> <p>5.1 Strengths of program</p> <p>5.2 Weaknesses of program</p> <p>5.3 Labor market information needed to justify new content/ courses</p> <p>5.4 Resources needed and the role of industry: (equipment/ mentoring / scholarships/ awards/ hosting field trips/ serve as a speaker at career events/ other)</p>		

5.4 What other suggestions do you have for program improvement?		
Motion to Approve Course Curriculum and Continue Operation of the Program was made by: Motion Seconded By: All in favor: Yes All opposed:		
6. Other business 6.1 Additional Items <ul style="list-style-type: none"> ▪ Hiring 6.2 Next meeting time, place, date.	<ul style="list-style-type: none"> - Joe Rambaldt from Jordanos informs the board that there will be a Food Show March 28-30, 2019 and will email anyone interested in attending. Meeting Adjourned: 6:43PM	