



Advisory Committee  
**MEETING NOTES**

**Present:** Adam Hart, Octovio Ruiz, Sabrina Ramirez, Rebecca Tillman, Bryan Gross, April Montes, Kristen Collins, Isaac Rodriguez

**Absent:** \*digital recording sent\*

**Guests** n/a

Meeting Date: 11/22/2024

Approval of Minutes from: n/a

Recorded By: Adam Hart

**AN = Action Needed**

**AT = Action Taken**

**D = Discussion**

**I = Information Only**

	TOPIC		DISCUSSION	ACTION NEEDED	ACCJC STANDARD
I.	Welcome / Call to Order		Adam Hart introduces committee members to the meeting and asks them to introduce themselves to each other.		
II.	Approval of Minutes		n/a		
III.	Committee Member Introductions		Adam Hart: faculty crm, Octavio Ruiz: adjunct faculty/ilt crm, Sabrina Ramirez: owner its about the details, Rebecca Tillman: exec chef ritz carlton santa Barbara, Bryan Gross: chef townhouse of ventura, April Montes: grant director Oxnard college, Kristen Collins: culinary instructor pacifica highschool, Isaac Rodriguez: dean ce crm.		
IV.	Purpose of Meeting		Adam Hart explained the purpose of the meeting as creating a partnership between CRM program and industry partners, discuss current program practices, gather		

		reccomendations about courses and equipment, and to discuss goals for the program and students education.		
V.	About CRM	Adam explained the current staff and the committee supported the idea of adding another FT instructor and FT ILT considering the growth of the program enrollements and the future course additions.		
VI.	Spring Schedule	Committee went over the proposed schedule for Spring 25		
VII.	Baking Class Cohort	Committee supported the current cohort style baking class offerings but recognized the need to go back to other methods if necessary		
VIII.	Job Posting	Committee was walked thought the process of posting jobs as well as the CRM 191 course expectations and procedures.		
IX.	Program Improvements	<p>Committee supported the following:</p> <ul style="list-style-type: none"> <li>-Creating a Baking and Pastry program including (safety and sanitation, creating a baking 101, introduction to baking, advanced pastry, and cake deco). The committee also wanted to include an 8 week chocolates class and advanced breads class for this program. The creation of an intro to breads class would be for CRM students as well but the advanced would be specifcly for the B&amp;P students</li> <li>-Creation of a wine certificate or award with some 8 week course offerings including (introduction to wine, create a wine pairing 101 course, a 104 style course to get the servers license and introduction to wine in the bistro, attaching the bar and beverage management course, creating a wine e-commerce and direct to customer course, and a beer and wine spirit management course).</li> <li>-The committee stressed the importance of creating a customer service course</li> <li>-Introduction of an international cuisine course, meat fabrication &amp; garde manger, and reactivating the skills lab.</li> </ul>		

			<p>-Committee agreed that increasing the units of 105 would be ideal to mirror industry standards and create a 2 day course for prep and execution of menus outside of the current time constraints.</p> <p>-Approval for the following equipment (paco jet, kamado grill, thermos mix, bread slicer)</p>		
X.	Approvals		<p>Approved as presented with no changes for 2025-2026:</p> <ul style="list-style-type: none"> <li>• Associate in Science in Restaurant Management,</li> <li>• Associate in Science in Culinary Arts</li> <li>• Certificate of Achievement in Restaurant Management</li> <li>• Certificate of Achievement in Culinary Arts</li> <li>• Lead Cook, Proficiency Award</li> <li>• Baking and Patisserie, Proficiency Award</li> </ul>		
XI.	Close of meeting		Committee was thanked for all insights and will meet again in November 2025		
XII.					
XIII.					
XIV.					
XV.					
XVI.					

XVII.					
XVIII.					
XIX.	Next Meeting Date				
XX.	Adjournment				