

Substantive Change Proposal

Culinary Arts Program Relocation from a Temporary Leased Facility Back to the Santa Rosa Campus in a Newly Constructed Culinary Facility

**Sonoma County Junior College District
Santa Rosa Junior College**

Submitted March 13th, 2013

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Signature: _____

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A. PROPOSED CHANGE DESCRIPTION AND JUSTIFICATION

A1. Description of change

As Sonoma County is deemed one of the world's premiere wine and food destinations, the Culinary Arts Program at Santa Rosa Junior College is dedicated to meeting these premier level hospitality industry demands by creating a dedicated culinary arts educational facility.

This substantive change report is the result of the College complying with the accreditation standards requirement for the ongoing effort to improve our programs and services. *Without any program change to the degrees and certificates offered* the College has consolidated the Culinary Arts program previously housed in Garcia Hall (Santa Rosa campus) and a temporary leased facility (the "Brickyard") into one new facility dedicated to the Culinary Arts Program on the Santa Rosa campus (see map below). It should be noted that new programs that were originally planned, such as Catering and Butchery, have not been requested due to the downturn in community college funding and the resulting class cuts to existing programs. The department decided now was not the time to bring new programs on board.

Background

Santa Rosa Junior College (SRJC), founded in 1918, is the tenth oldest of California's 112 publicly funded two-year colleges. Sonoma County Junior College District, as a single college district, operates three centers and two campuses in Sonoma County, one of which is our 106 acre original campus in the heart of Santa Rosa. In addition to a strong General Education program for students planning to transfer to four-year colleges and universities, SRJC's Career and Technical Education and Economic Development is well known as a statewide leader in career skills training, offering highly marketable programs that range from agriculture, culinary arts, public safety, and health sciences to computer studies, child development, and environmental "green" technology.

The Culinary Arts Program provides comprehensive, intensive and affordable training for five certificates (Culinary Arts, Baking and Pastry, Dining Room Service, Front House Operations, Restaurant Management) and two Associate of Arts degrees (Culinary Arts and Restaurant Management). Real-world training, combined with classroom instruction, provides students experience in every aspect of restaurant operations. Rigorous classroom and hands-on training introduce the worlds of classical and modern culinary techniques, food and wine pairing, kitchen management, dining room and restaurant management, and retail bakery operations. Classes are scheduled in eight-week blocks, with instructors that are experienced professionals with extensive background in the food, wine and hospitality industries.

In March 2002, the Sonoma County Junior College District received voter approval of a \$251.7 million bond measure to fund capital projects. During the early bond planning phase, it became clear that there was a need for a dedicated Culinary Arts facility, since the program was rapidly outgrowing its location at the time (Garcia Hall). In fact, SRJC was routinely not able to accommodate over 60 students vying to enter the certificate program. The College began reviewing options for a temporary facility that could accommodate the program expansion while the new facility was being planned. After review of several options, a location approximately 0.8 miles south of the Santa Rosa campus was available for lease. This complex is known as the "Brickyard", and the College was able to situate the Culinary Arts program in a prime corner

location. With this temporary leased facility, the College was able to house 60% of the program at the Brickyard, while 40% remained at Garcia Hall.

The College offers two Associates degrees and five certificates related to the Culinary Arts program (see Appendix A for Degrees and Certificates conferred since 2006/2007). The two degrees are Culinary Arts (40 units) and Restaurant Management (19.5 units). The five certificates are Culinary Arts (24 units); Culinary Arts Baking & Pastry (17.5 units); Culinary Arts Dining Room Service (5.5 units); Culinary Arts Front House Operations (10 units); and Restaurant Management (18.5 units). See the link below to access Frequently Asked Questions: **Attachment #1:** <http://santarosa.edu/instruction/culinary-arts/faqs.php>

Upon completion of the B. Robert Burdo Culinary Arts facility on the Santa Rosa campus, the entire Culinary Arts program was consolidated and housed under one roof. Starting with the Spring 2012 semester, all classes in the Culinary Arts program are now offered in the newly opened B. Robert Burdo Culinary Arts facility.

In summary, there were no programmatic changes; merely a planned unification of the Culinary Arts program from two separate locations into one newly constructed facility on pre-existing College property at the Santa Rosa campus.

Additional information can be found at the following links:

- **Attachment #2 Culinary Arts Program webpage:**
<http://www.santarosa.edu/instruction/culinary-arts/>
- **Attachment #3 Culinary Arts Certificates webpage:**
http://busapp02.santarosa.edu/SRWeb/SR_ProgramsOfStudy.aspx?ProgramType=1
- **Attachment #4 Culinary Arts Degrees webpage:**
<http://busapp02.santarosa.edu/SRWeb/ProgramOfStudyDegrees.aspx>
- **Attachment #5 B. Robert Burdo Culinary Arts Facility North Bay Business Journal Supplement, webpage:**
http://www.santarosa.edu/instruction/culinary-arts/pdfs/SRJC_CulinaryArtsCtr.pdf

A2. Chronology of the Program move to the new facility

In 2000, after a review of the Culinary Arts certificate and with concurrence of the Culinary Arts Program Advisory Committee, SRJC recognized that the Culinary Arts Program had outgrown its current shared location in Garcia Hall on the Santa Rosa campus. This prompted the need for a program update and a new dedicated Culinary Arts facility.

In 2001, it was clear that the College could no longer meet the community demand, and a search was begun to identify a temporary facility. At this time the planning process for the bond projects was also underway and a new dedicated Culinary Arts facility was included as part of the capital project bond proposal.

In 2002, Sonoma County voters approved a \$251.7 million capital outlay bond which included a new Culinary Arts facility.

In 2003, based on the Culinary Arts certificate demand, the Culinary Arts Program Advisory Committee supported the need to offer Associate of Arts degree programs in both Culinary Arts and Restaurant Management. Again, the College responded to this need to accommodate the community demand and interest in Culinary Arts. A temporary leased facility was selected less than one mile (0.8 miles) south of the Santa Rosa campus. The center is known as the “Brickyard”, and was ideal due to its close proximity to downtown businesses and its location across the street from the Santa Rosa Mall. With this expanded facility, the Culinary Arts Program was able to also offer certificates in Baking and Pastry, Dining Room Service, Front House Operations and finally Restaurant Management was added in 2007.

Between the use of Garcia Hall and the temporary leased facility at the Brickyard, the Culinary Arts Program continued to grow. This included a Wednesday through Friday retail bakery and restaurant (lunch), as well as personal enrichment and special ethnic food classes that were very popular with the Sonoma County community.

In 2007, an architect/engineering request for proposal was advertised for the design of the new Culinary Arts facility to be located on existing college property

In 2010, construction began on the two-story, 22,000 ft.² B. Robert Burdo Culinary Arts Facility.

In 2011, construction was completed and, during the December winter break, the program was moved in and consolidated from the Brickyard and Garcia Hall.

In 2012 Spring semester, classes began in the new B. Robert Burdo Culinary Arts Facility which provides students a culinary learning experience during which they practice skills related to prepping, cooking and serving patrons in the unique Café and Bakery. In addition to classrooms,

meeting rooms, and faculty offices the new facility has a bright and spacious restaurant with state of the art professional cooking equipment. Clients at the full-service fine dining restaurant can watch college students in the open Café kitchen as they practice their skills and progress through curriculum towards a Culinary Arts Certificate or AA degree. Students in the Restaurant Management, Dining Room Service and Front House Operations Certificate and AA degree programs also study in the Café and Retail Bakery.

The facility was also designed, built, and currently operated in keeping with the District's Sustainability Initiative. This means that all facets of the building kept environmental considerations in the forefront, starting with construction, where 4,900 pounds of waste building materials (e.g., metal scrap) were kept out of the landfill. Energy conservation systems were installed that are designed to be at least 5% to 10% more efficient than energy requirements for traditional structures, such as when the air volume passing through the hood system over the cooking suites is monitored to control heat levels. This also reduces the noise level in the kitchen significantly, as the system decreases the exhaust and fan speed during low demand. A state-of-the-art Labs 21 best practice thermal recovery system captures heat from the range hoods, ovens and dishwashers passing it through heat exchanger coils to warm the building, again substantially reducing mechanical heating requirements. The facilities ventilation system uses 100% outside air and is fine-tuned to provide a good balance and airflow entering and leaving each room. A special kitchen duct cleaning system treats exhaust air to help remove grease. Water-cooled heat pumps with electric compressors in the ceiling use building condenser water to remove heat or cold energy produced by the refrigerant. Condenser water can be within 50° to 80° and still adequately service the heat pumps. This saves energy by not having to condition (heat or cool) the condenser water as in the case with traditional hydronic systems.

Twenty-eight highly efficient water heating solar panels were installed on the roof to heat water to between 180°F and 200°F (just below the boiling point). This was installed in lieu of using traditional boilers to heat water inside the building, which would have resulted in substantial energy usage and would have also produced higher internal temperatures. Low water use dishwashers recycle wash water to be used as a pre-rinse for the next cycle. This system uses only 1.1 gallons per rack, compared with 3 gallons for prior generation washers. Low flow restroom fixtures were installed, along with air hand dryers. The cooling towers utilize a non-chemical treatment system so that nothing is evaporated into the air. This system utilizes electrolysis to filter out water particulates.

Low VOC (volatile organic compound) finishes were used and carpets were made from recycled and recyclable materials. Finally, a multi-zone energy management system provides for continuous monitoring and feedback of HVAC, lighting and smoke controls. Data collected by this system helps to analyze the building performance and convert the environment data into decision supported knowledge realizing overall savings.

A3. Relationship to College Mission

The Vision and Mission statements for the Sonoma County Junior College District states:

Vision Statement

“To Be the Best to the Community We Serve by Increasing Knowledge, Improving Skills, and Enhancing Lives.”

Mission Statement

“Sonoma County Junior College District's Mission is to promote student learning throughout our diverse communities by increasing the knowledge, improving the skills, and enhancing the lives of those who participate in our programs and enroll in our courses.

This Mission affirms the District's responsibility to provide the following:

- lower division academic education, to support transfer to four year institutions;*
- career and technical education, to support economic development and job growth;*
- basic skills, to include English language skills acquisition;*
- student and academic support services, to improve student success and student retention.”*

The move of the Culinary Arts Program from two locations into one new program located on District property allowed the College’s mission to be met for delivering culinary arts to the Sonoma County community. This move also emphasizes SRJC’s mission *“to support economic development and job growth”* by providing hands-on training to SRJC students in all aspects of the Associate of Arts degrees and certificates currently offered by the program. Additionally, the Culinary Career Center is able to offer students immediate employment and potential future jobs. This student success is further bolstered by the program’s faculty and industry partnership, as well as recruitment by graduates employed in the hospitality industry.

A4. Rationale for change and evidence of need for the move to a new facility

SRJC's Certificate in Culinary Arts courses were initially offered in A.M. Garcia Hall, a space shared with the Consumer and Family Studies program. This facility, built in 1936, was one of the original buildings on the Santa Rosa campus and, being less than 10,000 ft.² (9699 gsf), could no longer adequately house all of the programs. The inadequacy of space was further escalated by the increased interest in culinary arts programs. This resulted in the College having to deny students access to the program. The Culinary Arts Program Advisory Committee, comprised of industry leaders and professionals, addressed the need to revise and offer additional certificates,

as well as the establishment of a modernized, dedicated culinary facility. Since Santa Rosa Junior College's Culinary Arts Program provides an intensive course of study leading to certificates and degrees, a dedicated facility was required to accommodate the rigorous and comprehensive programs that prepare students for entry into the professional food industry. The curriculum integrates classical and modern culinary techniques with strong kitchen management skills which require modern industry standard teaching and bakery kitchens. Finally, to ensure that students receive practical, hands-on working experience, the facility requires a commercial kitchen, retail bakery, and restaurant to serve the public.

B. NEW EDUCATIONAL PROGRAMS

No educational programs representing a significant departure from the College's current programs were associated with the move of the Culinary Arts programs to the new B. Robert Burdo Culinary Arts Building. The programs that have moved are ones that have existed at and been part of the College for decades, and continue the missions of the College and the department. It should be noted that new programs that were planned for, such as Catering and Butchery, have not been requested due to the downturn in community college funding and the resulting class cuts to existing programs. The department decided now was not the time to bring new programs on board.

The Culinary Arts Program offerings of five certificates (Culinary Arts, Baking and Pastry, Dining Room Service, Front House Operations, Restaurant Management) and two Associate of Arts degrees (Culinary Arts and Restaurant Management) remain unchanged in the new facility.

C. PLANNING PROCESS DESCRIPTION

C.1. The planning process that led to the request for change

The Sonoma County Junior College District has been offering culinary courses, originally Home Economics - Food Preparation classes since 1937.

The District has well-established policies and procedures for the development and delivery of culinary arts related programs and courses. All culinary arts programs of study and courses are approved by the District's Curriculum Review Committee as per the requirement of Title 5 of the California Code of Regulations. All programs of study and courses undergo a separate approval by the District's Board of Trustees. Committee policies and procedures related to program and course approval are contained in Section 3 of the District's Policy Manual which may be accessed online at: <http://www.santarosa.edu/polman/> (Attachment #6)

On an annual cycle, the Institutional Planning Council (IPC), the highest planning body of the District, affirms College Initiatives that guide strategic planning for the District. For the past several years, relocation of the culinary arts programs from a leased location in downtown Santa Rosa to a new and expanded facility directly across the street on college property has been included as an institutional goal. The construction of the new B. Robert Burdo Culinary Arts Building was listed as one of the capital construction projects included in Measure A, a local bond measure approved by Sonoma County voters in March, 2002. This project was also included in the District's Five-Year Capital Outlay Plan since 2007. Construction of the facility was completed in 2012 and programs were relocated there in time for the start of the spring 2012 semester.

Like all of the District's units, the Culinary Arts Department participates in the District's annual Program and Resource Planning Process (PRPP). This comprehensive process is a bottom-up approach that links planning and budgeting. Details of the process, timelines, flowchart and prior years' planning details can be found at the following Web site:

<http://www.santarosa.edu/administration/planning/program-review--program-and-resource-planning-process-prpp.php> (Attachment #7)

Because the “substantive change” was not a change in the delivery of education, just its location, there was no change in the Department’s PRPP for 2012.

As detailed in section A.2, the plan for moving the Culinary Arts Department from a rented facility to a new one, constructed on District property, was the final installment of a process that began back in 2000 with the recognition that the program had outgrown its then-current facility, Garcia Hall. In order to meet both community demand and program expansion, the District made the construction of a new facility one of the principle capital outlay projects to be funded by a bond placed before the voters in 2002. Having secured bond funding, and waiting until the new facility was finished, the District accommodated the Culinary Arts Program’s expansion by renting a facility, called the “Brickyard”, located about one mile south of the Santa Rosa Campus. With completion of the B. Robert Burdo Culinary Arts Center, in late Fall, 2012, the District ceased its need for a rental facility and consolidated the entire program in the on-campus facility in time for Spring 2012 classes.

C2. Needs and Resource Assessment

SRJC's Certificate in Culinary Arts courses were initially offered in A.M. Garcia Hall, a space shared with the Consumer and Family Studies program. This facility, built in 1936, was one of the original buildings on the Santa Rosa campus and, being less than 10,000 ft.², could no longer adequately house all of the programs. The inadequacy of space was further escalated by the community’s increased interest in the culinary arts, which resulted in the College having to deny access to potential students. The Culinary Arts Program Advisory Committee, comprised of industry leaders and professionals, addressed the need to revise and offer additional certificates, as well as the establishment of a modernized dedicated culinary facility.

Advisory Committee Membership: **See Attachment #8** or utilize the following link to access the full roster: **Culinary Arts Program Advisory Committee**

Since Santa Rosa Junior College's Culinary Arts Program provides an intensive course of study leading to certificates and degrees, a dedicated facility was required to accommodate the rigorous and comprehensive programs that prepare students for entry into the professional food industry. The curriculum integrates classical and modern culinary techniques with strong kitchen

management skills which require modern industry standard teaching and bakery kitchens. Finally, to ensure that students receive practical, hands-on work experience, the facility requires a commercial kitchen, retail bakery, and restaurant to serve the public.

To nurture student success, a dedicated facility was made possible by the Sonoma County voter approved capital outlay bond. The new B. Robert Burdo Culinary Arts Center supports the Culinary Arts Program with a 22,000 gross square-foot, state-of-the-art, fully equipped two-story building (**see Attachment #9**). The first floor of the facility includes classrooms, teaching kitchens, retail bakery, wine library, commercial kitchen with a demonstration counter, and a restaurant/cafe open to the public. A student lobby and receiving area is also located on the first floor at the east end of the building. Outdoors there is a BBQ patio, wood burning pizza oven, and courtyard area for outdoor dining. The second floor includes two additional classrooms and a teaching kitchen as well as staff/faculty offices. A deck is available on the second floor northwest corner of the facility for outdoor special events. There is a parking lot in the north area to serve the public cafe customers and students. As this is the location for SRJC's Culinary Cafe and Bakery, all of the kitchens provide students with practical, hands-on experience working with state of the art cooking equipment in the teaching kitchens, teaching bakery, and the restaurant commercial kitchen. **Attachment #10** shows SRJC's April 20, 2012 dedication materials for the new facility.

Additional information can be found at the following links:

- (**Attachment #2**) Culinary Arts Program Web page:
<http://www.santarosa.edu/instruction/culinary-arts/>
- (**Attachment #3**) B. Robert Burdo Culinary Arts Facility *North Bay Business Journal Supplement* Web page:
http://www.santarosa.edu/instruction/culinaryarts/pdfs/SRJC_CulinaryArtsCtr.pdf

C3. Anticipated Effect on the College and Intended Benefits

The B. Robert Burdo Culinary Arts facility serves the same overall student body and offers the same array of course offerings and services formerly provided by the combination of the Brickyard temporary facility and Garcia Hall classes while providing improved and larger facilities for the students in Culinary Arts programs. Being a part of the Santa Rosa Campus allows Culinary Arts students greater and more convenient access to student support services

such as Counseling, Financial Aid, Student Center and the Learning Resources Building. When funding for community colleges is restored, it is anticipated that additional classes will be offered and new programs such as Catering and Butchery developed.

D. EVIDENCE OF ADEQUATE RESOURCES

D1. Adequate services for students and staff

By planning and design, the B. Robert Burdo Culinary Arts Center is located *at* the Santa Rosa campus to ensure that the Culinary Program's students, faculty and staff all have the support and services of the Santa Rosa campus.

D2. Sufficient and qualified faculty, management and support staff

The Culinary Arts Program is managed by a Dean and supported by division staff located on the Santa Rosa campus. District employees at the B. Robert Burdo Culinary Arts facility are part of the overall District faculty and staff and are not separate from other District employees. Faculty and staff for the Culinary Arts programs are hired and evaluated using the usual Sonoma County Junior College District procedure and process. The links below provide the Organizational Charts for the District, Academic Affairs and the Culinary Arts Programs. Hard copies will also be found in the attachments.

- **(Attachment #11)** Superintendent/President's Organizational Chart- [Presidents Organizational Chart](#)
- **(Attachment #12)** Academic Affairs Organizational Chart- [SRJC AA Organizational Chart](#)
- **(Attachment #13)** Culinary Arts Organizational Chart- [Culinary Arts Org Chart](#)

Culinary Arts enrollment data may be found in Attachment #14.

Culinary Arts faculty participates in governance, standing committees and activities of the District like all other faculty. The processes used to recruit, hire, evaluate and provide orientation for new full time and adjunct faculty are the same regardless of the location at which courses are located. A full time Culinary Arts faculty member was hired in Fall 2012.

Professional development is available for Culinary Arts faculty. All faculty are invited to participate in a robust staff development program, which includes both face-to-face and online development opportunities. The Staff Resource Center can be viewed by visiting <http://www.santarosa.edu/src/> (**Attachment #15**)

D3. Evidence of sufficient fiscal and physical resources and analysis of fiscal impact

The relocation of the Culinary Arts Program, from off-site to on campus, represented no change in the educational program or the funding for that program.

The new Culinary Arts facility serves the same overall student body and offers the same array of course offerings and services formerly provided at the combination of Garcia Hall (on-campus) and the temporary facility (Brickyard), while providing improved and larger facilities for the students in Culinary Arts programs. Because the move to the new facility gives the Culinary Arts Program a significant increase in space, when funding for community colleges is restored, it is anticipated that additional classes will be offered and new programs such as Catering and Butchery will be developed. As enumerated in section A.2, the energy efficiencies of the new facility, as well as the state of the art equipment that was installed, provide a variety of long-term energy cost savings.

As seen on the map on page four, the new facility (B. Robert Burdo Culinary Arts Center) is located on the Santa Rosa campus—and like all of the District’s facilities, it falls under the District’s Total Cost of Ownership (TCO) approach with regards to resources (e.g., Maintenance, IT). The move to the present location actually improved TCO logistics by directly connecting the building to the campus infrastructure, and, its nearness has also improved response time for all service calls.

Like all of the District’s facilities, the new Culinary Arts Center is also integrated in the District’s space inventory system upon which an annual review is performed and submitted to the Chancellor’s Office. As a District, SCJCD also reviews and updates annually a Five Year Capital Outlay Plan which is reflective of all the District’s upcoming immediate facilities needs.

Like all of the District's units, the Culinary Arts Department participates in the District's annual Program and Resource Planning Process (PRPP). This comprehensive process is a bottom-up approach that links planning and budgeting. Details of the process, timelines, flowchart and prior years' planning details can be found at the following Web site:

<http://www.santarosa.edu/administration/planning/program-review--program-and-resource-planning-process-prpp.php> (*Attachment #7*)

Program review is an integral part of the PRPP, and in the process, fiscal needs are considered. All requests for increased funds are initially reviewed for alignment with mission and goals, and through a series of further review, prioritized for final approval by the President's Cabinet (Components). Because the "substantive change" was not a change in the delivery of education, just its location, there was no change in the level of fiscal resources dedicated to the program.

The fiscal impact of moving the Culinary Arts Program from an off-site, rented facility to one located on campus, the District realized an annual "*net savings*" of approximately \$40,000 per year.

Prior to the move, the District was paying rent for the "Brickyard" at approximately \$6,000 per month. Janitorial services added another \$11,000 in costs per year. Rent for city parking spaces, in order to provide staff nearby parking, cost another \$4,500 per year. Maintenance on the facility was already being provided by District personnel.

By being located on District-owned property, the District no longer pays rental fees for facility use or for parking spaces. This alone was an annual cost savings of \$77,000 per year. And, although the District no longer pays an outside contractor \$11,000 for custodial services, it did have to pick up maintenance services in-house. To properly provide custodial services, the District hired the equivalent of 1.5 FTE (full-time equivalent) short-term non-contract employees at a cost of approximately \$47,000 per year. Although this hiring did add to the District's personnel costs, these costs were far outweighed by the savings from the discontinued rental and contractor costs associated with occupying the Brickyard.

D4. Plan for monitoring outcomes

All programs, including the Culinary Arts programs, participate in the Program and Resource Planning Process (PRPP). In program review, the supervising administrator considers FTES trends, average class size, program efficiency, retention rates, full-time/part-time instructor ratios, budgets, and prior planning documents in developing a plan for the various programs. The dean also generates specific data on exactly how many students are enrolled in each program. He/she can also determine if sufficient courses are being offered to meet the needs of students who embark on a culinary arts educational pathway.

Each Vice President prioritizes resource requests for his/her area. The Institutional Planning Council (IPC) reviews resource priorities to assure they align with the District Mission and College Initiatives. The Superintendent/President and the Vice Presidents make final decisions about the allocation of resources to programs. Currently, the Culinary Arts Program is considered a high priority in the planning process because of its move to the new facility.

The courses offered in the Culinary Arts programs are reviewed and approved by the Curriculum Review Committee to ensure appropriate content, length and levels of quality and rigor. Student learning outcomes (SLOs) and methods of evaluation are determined for courses, regardless of delivery methodology. Currently, faculty at SRJC has identified student learning outcomes for 100% of the District's courses. Assessment of these identified SLOs is ongoing, whether in online or face-to-face classes. The District also has a mechanism to collect and house all of the SLO assessment data, located at the following Web site:
<http://www.santarosa.edu/slo/index.php> (Attachment #16)

The meeting of student needs is assessed by the number of certificates/degrees earned and AARC data collected. In 2011, the District started a concerted effort in assessing institutional effectiveness by coming up with measures with which to assess institutional effectiveness
<http://www.santarosa.edu/administration/planning/institutional-effectiveness.php>
(Attachment #17)

Outcomes for the move of the programs to the new facility and location directly across from the Santa Rosa campus will be assessed by:

- Successful continuation of the Culinary Arts programs.
- Successful course and program completion rates of students in the programs moved to the new location.

E. EVIDENCE OF NECESSARY INTERNAL AND EXTERNAL APPROVALS

Statement of Required Approvals

Evidence of Governing Board Action: The Sonoma County Junior College District Board of Trustees approved the construction of the new B. Robert Burdo Culinary Arts Center located on the Santa Rosa campus as an action item on February 9th, 2010.

F. EVIDENCE THAT EACH ELIGIBILITY REQUIREMENT WILL STILL BE FULFILLED AFTER THE CHANGE.

The Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges (ACCJC/WASC) has prescribed 21 eligibility requirements for community and junior colleges. A summary of the eligibility requirements and the impact of this substantive change proposal (if any) on the eligibility requirements are presented as follows. Documentation is either included in this substantive change proposal or referenced for each eligibility requirement.

F1. Authority

The Sonoma County Junior College District has the authority to operate as a degree-granting institution based on its continuous accreditation by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission of Recognition of Postsecondary Education and the U.S. Department of Education. This authority is published on Page 5 of the *College Catalog*. The entire text from Page 5 of the *College Catalog* is quoted here: “Santa Rosa Junior College is officially accredited by the Western Association of Schools and Colleges and also has the approval of the State Department of Education. The University of California and other highly

ranked colleges and universities give full credit for appropriate courses completed at Santa Rosa Junior College. This College is approved for veterans. All occupational curricula the College offers in fields in which there are other evaluating agencies are accredited or approved.” The authority of the Sonoma County Junior College District is not affected in any way by this proposal.

F2. Mission

The Mission Statement, most recently revised and approved by the Board of Trustees on June 8, 2010, defines the District as an institution of higher education and outlines its broad educational purposes appropriate for the constituency of the District community. Revisions to the Mission Statement are based on input from diverse segments of the District and are formally recommended by the Institutional Planning Council (IPC.) The Mission Statement is published on the District’s Web site, in the *College Catalog*, and in the *Schedule of Classes*. “Sonoma County Junior College District’s Mission is to promote student learning throughout our diverse communities by increasing the knowledge, improving the skills and enhancing the lives of those who participate in our programs and enroll in our courses” (Board Policy 1.1). To achieve this mission, the District provides general education, transfer, career technical and basic skills classes. Many of these are offered online. The creation of additional online degrees and certificates does not change the District's mission. As mentioned earlier, increasing access for students is one of the core values supporting the District’s mission.

F3. Governing Board

A seven member Board of Trustees that represents the five geographic regions of the single-college district governs the Sonoma County Junior College District. Trustees serve four-year staggered terms. The student body elects a Student Trustee, who serves a one-year term on the Board and who votes on District business (except for closed session issues) in an advisory capacity. The function of the Board is to authorize official policy and establish procedures consistent with the goals and operation of the District. The monthly meetings of the Board of Trustees are open to the public. Notices and agendas are widely posted in advance, and there is a standing item on the agenda for public comment. The Academic Senate, Classified Senate, and Associated Students provide reports to the Board on a regular basis. The members of the Board

of Trustees do not have employment, family, or personal financial interests in the decisions they make on behalf of the institution. The Board of Trustees approves all new certificates and majors, whether delivered by traditional methods of instruction or by distance education methods. Information about the Sonoma County Junior College District Board of Trustees including calendar, meeting agendas and minutes can be found here http://www.santarosa.edu/district_governance/ (Attachment #18)

F4. Chief Executive Officer

The Board of Trustees selects the Superintendent/President. Dr. Frank Chong, Superintendent/President of Santa Rosa Junior College, has primary responsibility for the District and has executive responsibilities for administering Board policies.

F5. Administrative Capacity

The administration is adequate in number, experience, and qualifications to provide appropriate administrative oversight and to support the District's mission and purpose, including the Distance Education program.

Attached to this application are organizational charts for the District and for Academic Affairs.

- **Superintendent/President's Organizational Chart-** [*Presidents Organizational Chart*](#) (Attachment #11)
- **Academic Affairs Organizational Chart-** [*SRJC AA Organizational Chart*](#) (Attachment #12)

The Dean of Agriculture, Natural Resources and Culinary Arts supervises the Culinary Arts programs. The Dean reports to the Dean, Career and Technical Education and Economic Development, who in turn reports to the Vice President of Academic Affairs, who reports to the Superintendent/President of the District. All administrators in the Sonoma County Junior College District meet or exceed the minimum qualifications for their positions in terms of education, training and experience. They have the appropriate preparation and experience to provide administrative services necessary to support the District's mission and purpose. This substantive change proposal does not require any additional administrative capacity.

F6. Operational Status

Santa Rosa Junior College is operational and currently enrolls approximately 25,000 students (unduplicated headcount) each semester in its credit and noncredit curricula. Students are enrolled in a variety of courses leading to the associate degree, occupational certificates, skill development, personal enrichment, and/or university transfer. The move of the Culinary Arts programs back to the Santa Rosa campus does not change the operational status.

Culinary Arts classes are clearly displayed on the District's Web site and in the printed *Schedule of Classes*:

http://www.santarosa.edu/schedules/schedule_of_classes (Attachment #19)

F7. Degrees

The majority of Santa Rosa Junior College's educational offerings lead to the associate in arts, associate in science, or university-level degree completion. A substantial proportion of students enroll in degree-applicable courses. The Culinary Arts series of degrees and certificates provides students with one of many options in which to pursue a program of study.

F8. Educational Programs

Santa Rosa Junior College offers a wide variety of educational programs for its students including general education, transfer, and vocational programs and certificates consistent with the mission of the District. The associate degree requires a minimum of 60 units of degree-applicable coursework. This includes 23 units of specified general education, and completion of major requirements in one of the District's approximately 100 announced majors. Degree content, length, quality, and rigor are subject to review by the Curriculum Review Committee and approval by the Board of Trustees. While the Culinary Arts Program does not currently offer any online courses, certificates or majors, students are able to complete general education course requirements by enrolling in courses delivered in the online format. Samples of Course Outlines of Record for six Culinary Arts courses can be seen in **Attachment #20**.

F9. Academic Credit

Santa Rosa Junior College conforms to the appropriate California Education Code sections in its award of college credit. The Course Outline of Record (COR) describes classroom hours and unit credit, and new or revised CORs identify student learning outcomes for each course. The *College Catalog* describes institutional policies and requirements relating to the awarding of credit. Credits are based on the District formula of one credit per 17.5 hours of lecture per semester. The Curriculum Review Committee reviews all courses for compliance with Title 5 of the California Administrative Code. Online courses receive college credits in the same way as more traditional methods of delivery. For example, if a face-to-face course requires 52.5 hours of lecture, the online course must provide at least 52.5 hours of content, either through written text, videos, exercises, or various forms of student online interaction. While no courses in the Culinary Arts Program are currently offered in the online format, students are able to enroll in online courses which satisfy the general education requirement needed to earn an associate's degree.

F10. Student Learning and Achievement

Santa Rosa Junior College has established institutional learning outcomes for all students who attend the District. 100% of the courses and 100% of the programs of study (certificates and majors), including all of the courses and programs related to Culinary Arts, have student learning outcomes associated with them. The District's Program and Resource Planning Process includes sections on the development and assessment of student learning outcomes, and Project LEARN, the Student Learning Outcomes initiative, oversees the development of new assessment projects on student learning outcomes at the course, program, and institutional level. Further information about student learning and assessment can be found at <http://www.santarosa.edu/slo> (Attachment #16).

F11 Student success and retention rates.

The Culinary Department offers classes 5 days and 5 nights per week with the 5 certificate programs offered in 8-week sections, allowing students to enter the program 5 times per year (this includes the summer session.) Enrollments in certificate courses continue to be high with most classes closing early. Both Certificate and Specialty/Ethnic courses offerings have been reduced and as a result, the overall headcount is down from 1109 in Fall 2011 to 1013 in Fall

2012. The new Center has the capability to accommodate a significant increase in course offerings and will be adding classes back into the schedule in Fall 2013. The Department has an enrollment efficiency rate of 99.3 %, a retention rate of 89.3%, and a successful course completion rate of 84.2%

The Department awarded 107 certificates in 2011/2012

The certificate programs and AA degrees attract a diverse group of students interested in careers in Food Service, Restaurants, Hotels, and Catering. All of the classes in these programs emphasize eating locally, healthfully, and sustainably.

The Department has created and successfully launched the Center for Culinary, Wine and Hospitality Careers. The Center plays an important role in this CTE program by connecting job-seeking students, alumni, and graduates to employers. The Center website currently hosts over 400 employers and the site averages 50-75 active job postings for the 75-125 students seeking employment. The site also connects 100-125 students per year with over 250 special events.

In addition to the academic programs, the department provides a very visible face of the College to the community through the Culinary Cafe and Bakery business. The Café and Bakery generate revenue through the sale of food in the student run Café and Bakery. This operation generates \$227,624 annually which helps to offset the cost of this program to the district. This revenue has increased by \$80,872 annually since moving from the Brickyard Center.

F12. General Education

General Education courses are clearly defined and are designed to ensure breadth of knowledge and to promote intellectual inquiry. The courses include demonstrated competence in writing and computation skills, and reflect a quality and rigor consistent with the academic standards of higher education. The general education requirements are identical for online degrees as they are for face-to-face degrees. Current policy and criteria used to evaluate courses proposed for placement in a general education category include online courses. The District is able to support online degree programs with an appropriate selection of general education requirements that

apply towards the associate's degree and toward the CSU or the IGETC general education patterns.

F13. Academic Freedom

The District's academic freedom policy for faculty and students is set forth in Board Policy 3.8 <http://www.santarosa.edu/polman/3acadpro/3.8.pdf> (Attachment #21) and the District's statement on academic freedom also appears in the *College Catalog*. The District's academic freedom policy is applicable regardless of location or method of instruction.

F14. Faculty

The District has a substantial core of highly qualified full-time faculty who provide the ongoing expertise for academic programs, supplemented by highly qualified adjunct faculty. The District employs roughly 300 full-time faculty members and approximately 1,000 adjunct faculty members. The *College Catalog* lists all full-time faculty academic credentials. Information about adjunct faculty is kept in the Academic Affairs offices and in the office of Human Resources. The Sonoma County Junior College District *Faculty Handbook* provides information on faculty responsibilities, resources and other relevant information regarding teaching and learning. References to primary responsibilities are also contained in the faculty contract between the District and the All Faculty Association (AFA). Faculty members who meet minimum qualifications as established by the California Community College Chancellor's Office are assigned to teach at all District locations. Biographies of Culinary Arts instructors may be found at: http://www.santarosa.edu/instruction/culinary-arts/about_the_faculty.php (Attachment #22)

F15. Student Services

Santa Rosa Junior College provides a comprehensive array of services and student development programs that meet the educational support needs of its diverse student population. Information about this comprehensive list of student services and learning support is displayed in the *College Catalog*. By the same token, the District's Web site also contains a long list of student services, including:

- Admissions & Records

- Articulation
- Assessment Services
- CalWORKS
- Career Development Services
- College Skills
- Counseling
- Disability Resources
- EOPS
- Financial Aid
- High School Career Pathways
- International Students
- Matriculation
- New Student Programs
- Scholarship Programs
- Student Affairs
- Student Health Services
- Student Housing
- Transfer Center
- Tutorial Center
- Veterans Affairs

These programs and services support the District's mission by providing an integrated student pathway through their academic experience. Detailed commentary below in the section addressing Standard IIB concerns student services available to online students. A detailed matrix displaying online student services and resources is available on the District's online learning Web site:

<http://www.santarosa.edu/instruction/online-learning/online-student-services/index.php>

(Attachment #23)

F16. Admissions

The District's admission policies are consistent with its mission and conform to California Education Code and adopted college requirements. These policies are published in the *College Catalog* and *Schedule of Classes*, on the District Web site and in appropriate department brochures. Online courses, certificates and degrees follow the same admissions procedures as all other courses and programs.

F17. Information and Learning Resources

The District maintains two full-service libraries/learning resource centers for student use and faculty support. There are substantial resource materials in a wide range of formats that provide support for all of the District's educational programs at its two campuses and multiple instructional sites. There are 150,000 print volumes in the libraries' circulating collection, 150,000 eBooks and close to 40 online databases available to students and faculty anywhere any time. The SRJC libraries are the first in the State of California to adopt a discovery service layer that enables students to do a "one search" for all of the libraries' resources, whether print or online. The SRJC libraries also maintain an active Interlibrary Loan program, both for on-campus and especially for online students. The SRJC libraries' eReference service, "Ask-a-Librarian" has been steadily expanding in the last few years and it appears that the majority of the eReference users are online students.

Culinary Arts faculty members work with the Learning Resources Department to provide Course Integrated Instructional Sessions based on specific assignments or projects. Learning Resources supports the students by giving tutorials on how they can approach a specific assignment utilizing the library resources.

F18. Financial Resources

The District is predominately funded by local property taxes and state apportionment. Additional operations funds are obtained from federal, state, and private sources. The District maintains prudent financial management practices, including a reasonable reserve fund for contingencies, assuring financial stability for the foreseeable future. The move of the Culinary Arts programs will not impact the financial resources of the District in a material or notable way, and does not represent a substantial change or redirection of the institution's resources. The prior costs

associated with leasing the downtown facility will be used for maintenance and repairs of the new facility.

F19. Financial Accountability

The District is audited on an annual basis by an independent accounting firm. Certification of the audit report is recorded by the Board of Trustees and transmitted to local and state educational authorities. The external audit firm adheres to standard California Community College regulations. A statement of audit procedures and findings is on file in the Business Services Office. A copy of the audit is available for review during accreditation. The addition of new online certificates and degrees will not change these procedures.

F20. Institutional Planning and Evaluation

The District demonstrates its emphasis on appropriate planning in a variety of ways. The SRJC Planning Web site contains evidence of a comprehensive approach to strategic planning that involves faculty and staff from all organizational components of the institution. The Institutional Planning Council (IPC) reviews the operational goals of each component and their midyear and final reporting of goal outcomes. The Program and Resource Planning Process (PRPP) requires evaluation of each instructional and student services program for currency and effectiveness and provides a direct link between planning and resource allocation. The Office of Institutional Research and Project LEARN provide leadership in documenting and analyzing the key performance indicators regarding student learning outcomes, student achievement, and overall institutional effectiveness. The Dean for Agriculture, Nature Resources and Culinary Arts includes the Culinary Arts programs in the program review document each year. The PRPP document includes Culinary Arts student enrollment and student success data.

F21. Public Information

The District publishes the *College Catalog* that accurately describes the mission, admission requirements, enrollment procedures, matriculation guidelines, programs and courses, degree and certificate requirements, costs and refund policies, grievance procedures, the academic credentials of faculty and educational administrators, and all other areas required for accreditation. The *Schedule of Classes* reproduces most of this information each semester, as does the District Web site. Culinary Arts Program certificates and degrees are included in the

College Catalog and the *Schedule of Classes*. In addition, the Culinary Arts Program has been advertising in local publications such as *The Bohemian* and *Upbeat Times*. With its new location, which includes 24 adjacent parking spaces, the Culinary Arts Program has become even more popular with the community in general and especially with senior citizens. In addition, students, faculty and staff from the Santa Rosa Campus have the convenience of being able to walk to the new facility instead of having to drive to and park at the former Brickyard site.

F22. Relations with Accrediting Commission

The Board of Trustees provides assurance that the District adheres to the eligibility requirements and accreditation standards and policies of the Accrediting Commission for Community and Junior Colleges. The Board agrees to disclose information required by the Accrediting Commission to carry out its accrediting responsibilities. The District was last evaluated by the Accrediting Commission in spring 2009, which included a review of its Culinary Arts Program. The result of the evaluation was a re-accreditation with no qualifications or exceptions. As demonstrated above, the relocation of the Culinary Arts Program to a new facility approximately one mile from its current leased location does not alter the District's continued ability to meet the eligibility requirement.

G. Evidence that each Accreditation Standard will be Fulfilled after the Change and all Relevant Commission Policies are Addressed.

Standard I: Institutional Mission and Effectiveness

As stated earlier in this substantive change proposal, Relationship to the Institution's Stated Mission, the current mission statement of the Sonoma County Junior College District is clearly consistent with the District consolidating the operation of its Culinary Arts programs. "Sonoma County Junior College District's Mission is to promote student learning throughout our diverse communities by increasing the knowledge, improving the skills and enhancing the lives of those who participate in our programs and enroll in our courses" (Board Policy 1.1). To achieve this mission, the District provides general education, transfer, career technical, and basic skills classes. This includes the awarding of degrees and certificates in the area of Culinary Arts. Changing the location of the Culinary Arts program by moving it 0.8 miles, placing it closer to

the main Santa Rosa Campus and consolidating program operations does not alter the mission or effectiveness of the District. The SRJC mission statement includes the value of “Promoting open access through actively eliminating barriers to a college education.” Consolidating the Culinary Arts program operations and moving the program into a brand new facility located on the Santa Rosa Campus actively eliminates barriers of time and space for students to access classes, certificates and degrees at SRJC. The proposed substantive change will enhance SRJC’s ability to address this value.

Standard II: Student Learning Programs and Services

Standard IIA

Culinary Arts program degrees and certificates conform to all aspects of Standard II, as do all certificates and degrees at SRJC. Culinary Arts program courses conform to the approved Course Outlines of Record, including stated student learning outcomes.

Curriculum and SLOs - Student Learning Outcomes are assessed for courses regardless of the type of program. All courses in the Culinary Arts certificates and majors are not new to the District, and thus they are not new enterprises nor do they represent new directions for the District. Although delivered from the new B. Robert Burdo Culinary Arts Building, the student learning outcomes and objectives are the same for these courses as they are for courses delivered at the Brickyard location and Garcia Hall. All courses are taught with the most appropriate pedagogy and methodology with respect to the official course outline of record (COR) and with the use of state-of-the-art instructional technology as previously noted in the “Facilities and Equipment” section of this substantive change proposal. All sections in a discipline, regardless of where or how they are offered, adhere to appropriate depth and rigor. Sections are always scheduled with consideration for what is in the best interest of students, offering choices that will enhance students’ ability to complete degrees or certificates in a reasonable time frame.

Integrity and student authentication - The institution ensures the integrity of student work and verifies credits earned, and awards degrees and certificates on the same basis as all other certificates and degrees. This includes, but not limited to, Culinary Arts instructors authenticating student work by the following methods:

- Access to courses is limited to students enrolled in the class

- Exams are given hands-on and face-to-face
- Various culinary arts skills evaluated on an individual student basis
- Familiarity with student's level of culinary skills
- Student participation in instructor-initiated demonstrations and discussions proving their comprehension of the course content

Culinary Arts instructors' qualifications and evaluations - Faculty members teaching Culinary Arts courses are required to meet the statewide qualifications as instructor's who teach Culinary Arts; and the same hiring process is used. Culinary Arts faculty members are evaluated using the exact same evaluations procedure used for other SRJC instructors. The Culinary Arts department has also adopted "special expertise" language to use in the assignment of faculty to teach certain Culinary Arts skills, such as Baking or Front House Operations.

Faculty Training - Both full-time and adjunct faculty teaching full-semester courses participate in the District's Staff Development Program which includes two full days of seminars and workshops. In addition, part of a full-time faculty members' teaching obligation is to continuously work on his/her Professional Development. This is included as part of a faculty members job duties contained in the contract between the District and the All Faculty Association. Evidence of such professional development is contained in the instructors' periodic evaluation.

Supervision and support - The Dean of Agriculture/Natural Resources and Culinary Arts, who supervises the Culinary Arts program, assures that the program continuously improves through program review, self-evaluation, and assessment of student learning outcomes. The Culinary Arts Advisory Committee, consisting largely of members from the community who are themselves chefs or operators of food service operations, assures that current skills levels, knowledge of operations and pedagogical issues are addressed. Support services are available in the nearby Bertolini Student Services Center, Frank P. Doyle Library and Plover Hall to assist students who are having difficulties with their studies, personal problems, or questions related to financial aid or registration.

Information for Students - The Culinary Arts program does not require much marketing because the program is very popular with the community and currently the demand exceeds the supply, with many classes closing during priority registration. The Culinary Arts program has its own website which provides a multitude of information to students before they enroll and what the various degrees and certificates have to offer. Existing certificates and degrees are listed with a link to the appropriate description of that certificate or degree. The District Catalog and the Class Schedule also lists the Culinary Arts program degrees and certificates. The class schedule has a search function that allows students to find all Culinary Arts classes.

Student Satisfaction - In the latest student survey conducted by the Culinary Arts Department students reported satisfaction with their experience in Culinary Arts classes and with the program. Students especially appreciated the opportunity to interact with other students in the Culinary Arts program and the sense of belonging is high among the students in this regard.

Standard IIB

Santa Rosa Junior College provides a full range of student services for Culinary Arts students, including the following:

- Admissions and Records provides online application, registration and transcript requests.
- Art Gallery offers access to art exhibits.
- Articulation answers frequently asked questions.
- Assessment Services provides study guides and forms.
- Bookstore offers online ordering for textbooks, uniforms and supplies.
- Cal Works provides eligibility and contact information and works with students by phone.
- Career Development Services offers a virtual Career Center.
- Disability Resources offers forms and phone consultations
- EOPS offers information online and assistance by phone.
- Financial Aid offers online application information, resources, links, and assistance by phone.
- Jesse Peter Multicultural Museum offers exhibits.

- Libraries make online databases available to all students, and an “Ask the Librarian” web feature allows students to ask questions online.
- Matriculation provides online information and can be contacted by phone.
- Orientation is available online.
- Scholarship programs offer online forms and are available by phone.
- Student Health Services provide online forms, resource links, and are available by phone.
- The Transfer center offers many helpful online links and resources, and it is available by phone.
- Veterans Affairs offers online information and phone contact.
- Work Experience offers online information, an online orientation video, and telephone contacts.
- Writing Center offers online modules to improve writing.

Standard III: Resources

As explained earlier, the District has sufficient resources to continue supporting the Culinary Arts program, including fiscal, technology and personnel resources. The Culinary Arts department, under the leadership of the Dean of Agriculture/Natural Resources and Culinary Arts, achieves its vision by doing the following:

- Provides classroom instruction where students learn important skills and knowledge to be successful in a career related to culinary arts.
- Provides training and direct support to students in use of culinary arts equipment, operating the Culinary Café and in becoming a professional cook or baker.
- Investigates and implements emerging skills or knowledge relevant to meeting the needs of the instructional program.
- Provides professional development opportunities and trainings for faculty.
- Works collaboratively with other campus service providers, such as Facilities, Information Technology, and Business Services to ensure the quality of the services that it provides.

Standard IV: Leadership and Governance

As noted earlier, the Culinary Arts Program fits well within the established leadership and governance structures. Faculty members create the curriculum. The Curriculum Review Committee approves new courses or revisions to existing courses. The Board of Trustees then approves those actions. The Dean of Agriculture/Natural Resources and Culinary Arts, reporting to the Dean, Career and Technical Education and Economic Development who in turn reports to the Vice-President of Academic Affairs, supervises the Culinary Arts Program. The Culinary Arts Advisory Committee provides support and recommendations for the various aspects of the program. Process for monitoring and evaluating the effectiveness and learning outcomes expected through the proposed change.

It is the responsibility of the Dean of Agriculture/Natural Resources and Culinary Arts, a permanent educational administrator, assigned to manage the Culinary Arts programs, in coordination with Dean, Career and Technical Education and Economic Development who in turn reports to the Vice President of Academic Affairs; and to monitor and evaluate the effectiveness of such programs.

The Chairperson of the Culinary Arts Department is tasked with the creation of the annual PRPP for the Culinary Arts programs. In this program review document, effectiveness of the programs and student achievement are discussed; strengths and weakness assessed and resources requested. With the review and approval of this program review by the Dean of Agriculture/Natural Resources and Culinary Arts and subsequently by the Dean, Career and Technical Education and Economic Development and then by the Vice President of Academic Affairs, decisions related to resource requests are made and each year the cycle goes forward. SRJC is committed to supporting the Culinary Arts program as it provides a valuable opportunity for students to complete their educational goal in pursuing a career in the Culinary Arts profession.

Appendix A

List of Culinary Arts Programs

- Associate in Arts, Culinary Arts (40 units, approved 1986)
- Associate in Arts, Restaurant Management (19.5 units, approved 2007)
- Certificate of Achievement, Culinary Arts (24 units, approved 2007)
- Certificate of Achievement, Restaurant Management (18.5 units, approved 2007)
- Skills Certificate, Culinary Arts Baking & Pastry (17.5 units, approved prior to 1981)
- Skills Certificate, Culinary Arts Dining Room (5.5 units, approved prior to 1981)
- Skills Certificate, Front House Operations (10 units, approved prior to 1981)

Data of Degrees and Certificates Issued

Degrees Awarded by Culinary Arts

TOP Code	SRJC Code	Associate of Arts (A.A.) Degree	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
1306	1010	Culinary Arts	3	3	2	8	7

Certificates Awarded by Culinary Arts

TOP Code	Cert Code	Certificate Description	PA	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
1306.3	3202	Culinary Arts	L	49	34	36	29	40
1306.3	3179	Culinary Arts: Baking and Pastry	E	30	29	34	32	33
1307.1	3209	Culinary Arts: Front House Operations	E	5	7	3	2	4

Culinary Arts Program Unit Review - FY 2011-12 **(plus current FY Summer and Fall)**

Student Headcounts The number of students enrolled in each Discipline at first census (duplicated headcount).

Santa Rosa Campus

Discipline	X2009	F2009	S2010	X2010	F2010	S2011	X2011	F2011	S2012	X2012	F2012	S2013
Culinary Arts	434	1306	1065	420	1304	1079	283	1109	1036	203	1013	

Enrollment Efficiency The percentage of seats filled in each Discipline at first census based on class limit.

Santa Rosa Campus

Discipline	X2009	F2009	S2010	X2010	F2010	S2011	X2011	F2011	S2012	X2012	F2012	S2013
Culinary Arts	86.5%	91.4%	98.9%	85.9%	94.8%	98.5%	87.1%	97.1%	99.5%	84.0%	99.3%	

Retention The percentage of students receiving a grade of A,B,C,D,CR, or I in each Discipline (duplicated headcount).

Santa Rosa Campus

Discipline	X2009	F2009	S2010	X2010	F2010	S2011	X2011	F2011	S2012	X2012	F2012	S2013
Culinary Arts	78.9%	85.7%	86.4%	84.7%	86.4%	84.5%	81.2%	85.4%	85.4%	90.5%	89.3%	

Successful Course Completion The percentage of students receiving a grade of A,B,C, or CR in each Discipline (duplicated headcount).

Santa Rosa Campus

Discipline	X2009	F2009	S2010	X2010	F2010	S2011	X2011	F2011	S2012	X2012	F2012	S2013
Culinary Arts	75.2%	81.2%	82.8%	79.6%	82.8%	81.9%	74.9%	79.9%	82.1%	88.1%	84.2%	

Attachments

1. Frequently Asked Questions: <http://www.santarosa.edu/instruction/culinary-arts/faqs.php>
2. Culinary Arts Program Web page: <http://www.santarosa.edu/instruction/culinary-arts>
3. Culinary Arts Certificates Web page:
http://busapp02.santarosa.edu/SRWeb/SR_ProgramsOfStudy.aspx?ProgramType=1
4. Culinary Arts Degrees Web page:
<http://busapp02.santarosa.edu/SRWeb/ProgramOfStudyDegrees.aspx>
5. B. Robert Burdo Culinary Arts Facility, North Bay Business Journal Supplement:
http://www.santarosa.edu/instruction/culinary-arts/pdfs/SRJC_CulinaryArtsCtr.pdf
6. Board Policy Manual Section 3: <http://www.santarosa.edu/polman/3acadpro/index.php>
7. Program and Resource Planning Process:
<http://www.santarosa.edu/administration/planning/program-review--program-and-resource-planning-process-prpp.php>
8. Culinary Arts Program Advisory Committee
9. Culinary Arts building information
10. Dedication Materials
11. Superintendent/President's Organizational Chart: Presidents Organizational Chart
12. Academic Affairs Organizational Chart: SRJC AA Organizational Chart
13. Culinary Arts Organizational Chart: Culinary Arts Org Chart
14. Culinary Arts enrollment data
15. Staff Resource Center: <http://www.santarosa.edu/src>
16. SLO Assessment Data: <http://www.santarosa.edu/slo/index.php>
17. Institutional Effectiveness: <http://www.santarosa.edu/administration/planning/institutional-effectiveness.php>
18. Board of Trustees Web page: http://www.santarosa.edu/district_governance
19. Class Schedule: http://www.santarosa.edu/schedules/schedule_of_classes
20. Sample of Course Outlines of Record for six Culinary Arts courses
21. Board Policy 3.8, Academic Freedom: <http://www.santarosa.edu/polman/3acadpro/3.8.pdf>
22. Biographies of Culinary Arts Instructors: http://www.santarosa.edu/instruction/culinary-arts/about_the_faculty.php
23. District's Online Learning Web site: <http://www.santarosa.edu/instruction/online-learning/online-student-services/index.php>