

# Format 3 – Certificate in Baking and Pastry | 2011

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**NEW DEGREE PROGRAM REQUEST**  
(UA Regulation 10.04.020)

**Baking and Pastry Arts  
Certificate**

Submitted by the Culinary Arts & Hospitality Faculty  
Michael Roddey, Department Chair  
UAF Community and Technical College  
College of Rural and Community Development

October, 2011

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### I. Cover Memorandum

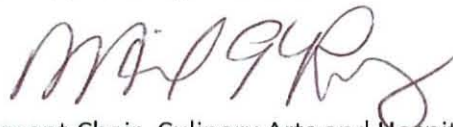
#### A. Name of person preparing request

Michael Roddey, Department Chair  
Culinary Arts and Hospitality Department  
UAF's Community and Technical College

#### B. Brief statement of the proposed program, its objectives and career opportunities. It is essential that the objectives of the program be clearly identified so that the activity may be evaluated in terms of how successfully it fulfills its stated objectives.

This certificate program is designed to allow the beginning student to obtain the knowledge and skills to meet the standards of the American Culinary Federation in Baking and Pastry and to successfully gain employment in the culinary and hospitality industry. The certificate transitions easily and directly into the AAS in Culinary Arts. For the past seventeen years, the Culinary Arts and Hospitality program has offered a single certificate in Culinary Arts with three concentrations: culinary arts, baking and pastry, and cooking. In the spring of 2009, the Faculty Senate approved a major change to the program eliminating the three concentrations. Thus, the existing certificate is in Culinary Arts. We propose this separate certificate to replace the Baking and Pastry concentration in the Culinary Arts Certificate. We will no longer offer a Cooking concentration under the Culinary Arts Certificate nor a separate Certificate in Cooking.

#### C. Provision for approval signatures of:

 10-28-11

Department Chair, Culinary Arts and Hospitality

 10-27-11

Curriculum Council Chair, UAF Community and Technical College

 10-27-11

Dean, UAF Community and Technical College

 11/1/11

Executive Dean, College of Rural and Community Development

President, UAF Faculty Senate

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Chancellor

President

Board of Regents

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### II. Identification of the Program

#### A. Description of the Program

##### 1. Program title

Baking and Pastry Arts

##### 2. Credential level of the program, if appropriate

Certificate

##### 3. Admissions requirements and prerequisites

Admission requirements will remain consistent with the existing entrance requirement for a certificate program including completion of the ACCUPLACER or accepted placement exam

##### 4. Course descriptions of required and recommended elective courses.

#### Complete the following courses:

##### CAH F101 Introduction to the Culinary Field

1 Credit

Provides an overview of the many facets of the food industry and begins the student portfolio. Students will learn culinary related math concepts; topics include basic math principles, weights and measures, recipe conversion and baking formulas. These lessons will be used throughout the culinary program. (1+0)

##### CAH 140 Culinary I – Principles & Techniques

4 Credits

The student learns concepts of sanitation and safety as it relates to the foodservice industry. Areas addressed include: tools, equipment, knife skills, kitchen safety, food and plate presentation, food evaluation, basic cooking principles to include moist and dry heat methods, seasonings, flavorings and aromatics, fats, emulsions, dairy products, eggs and palate development. Special fees apply. Prerequisites/Co-requisites: CAH F101, CAH F150 (1+6)

##### CAH 146 Introduction to Baking & Pastry

4 Credits

Students learn to apply fundamental baking skills in preparing yeast breads, quick breads, cookies, pies, pastries, cakes, custards, creams and sauces. Students will gain confidence in their abilities while learning in a professional bakery setting. Special fees apply. (1+6) Prerequisites/Co-requisites: CAH F101, CAH F140, CAH F150

##### CAH F150 Food Service Sanitation –

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### 2 Credits

A course designed for supervisory personnel of food service establishments in Alaska. Course content includes: basic microbiology; safe food handling techniques; good hygienic practices; pest control; employee training; and the Alaska State law governing food service establishments. Upon successful completion, the student can earn a ServSafe Managers certification from the National Restaurant Association Education Foundation. The course also satisfies a requirement for certification with American Culinary Federation. (2+0)

### CAH F248 Intermediate Baking & Pastry

#### 4 Credits

This course is designed to give the student an overall appreciation and increased understanding of bread and fine pastry. The student will learn to effectively produce a variety of specialty dough, pastries, and desserts such as flans, tarts, individual and miniature pastries, soufflés, chocolates, plated desserts, ice cream and sugar work, tortes and mousse tortes. Special fees apply. Prerequisites: CAH F146, CAH F150, or permission of instructor. (1+6)

### Communications Course

#### 2 – 3 Credits

### CAH 255 Human Resource & Supervision in Hospitality (OR Human Relations Class)

#### 3 credits

Approaches for effective culinary or hospitality supervision are considered in this course. Methods of recruiting, selecting, training, and evaluating personnel are covered. Team building and conflict management concepts are examined. Skills in communication, empowerment and planning are introduced. The course fulfills a requirement of certification with the American Culinary Federation.

### CAH 256 Restaurant and Hospitality Cost Management (OR Computation Class)

#### 2 credits

A course designed to relate principles of calculation to the food service industry. Recipe computations, food cost estimate, cash procedures, and payroll practices are studied. Practices for controlling portions, inventories and costs are explored as they affect business operations.

### **Complete 6-9 credits from the following courses to meet the 30 credit minimum:**

### CAH F117 Art in Cake Icing

#### 2 Credits

The preparation of cakes for icing and decorating. Topics include: borders, clowns, flowers, leaves, pattern transfer, frozen butter cream, confectionery coating, royal icing, plus designing cakes and rolled butter cream. Special fees apply. (.5+3)

### CAH 154 Food & Beverage Service

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2 credits

Introduce students to dining room and front-of-the-house operations. Students will gain competence in dining room operation and table service techniques. Students will perform duties in the dining room of our student-run restaurant.

CAH F160 Culinary Nutrition

2 Credits

A study of the nature and role of human nutrition with emphasis on changing needs in a life cycle. The relationship between nutrition and health throughout life is explored. This course fulfills a requirement of certification with the American Culinary Federation. (2+0)

CAH F161 Pastry Tube Art

1.5 Credits

Basic cake and food product techniques including borders, flowers, cake designing and proper use of pastry tube bags. Special fees apply. (.5+2)

CAH F171 Gourmet Baking

2 Credits

Preparation of a wide range of breads, pastries, fancy desserts, French pastry and simple tortes. Recipes represent traditional methods of baking along with current trends in home entertainment. Special fees apply. (.5+3)

CAH F176 Heart Healthy and Diabetic Cooking

2.0 Credits

Demonstration of healthy cooking using glycemic index and other heart healthy diabetic texts, in order to encourage participants to monitor weight, control blood sugar, reduce risk of heart disease and manage type 1 and 2 diabetes.

CAH F230 Menu Planning

1.0 Credit

The importance of the menu in various food operations. The menu is considered to be the controlling factor in both commercial and noncommercial food service operations. Using a menu as a management tool in every area of the operation from planning the facility, purchasing food

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a. Include a sample course of study and a 3-Year Cycle of course offerings.

Plan of study for full time student:

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
CAH 101 –Introduction to the culinary process	1	CAH 248 – Intermediate Baking and Pastry	4
CAH 140 – Culinary I – Principles & Techniques	4	CAH F117 – Art in Cake Icing <b>and/or</b>	2
CAH 146 – Introduction to Baking and Pastry	4	CAH 154 – Food and Beverage Service <b>and/or</b>	2
CAH 150 – Food Service Sanitation	2	CAH F160 – Culinary Nutrition <b>and/or</b>	2
CAH 255 – Human Resource & Supervision in Hospitality <b>OR</b> Human Relations class	3	CAH F161 – Pastry Tube Art <b>and/or</b>	1.5
		CAH 171 –Gourmet Baking <b>and/or</b>	2
CAH F256 – Restaurant & Hospitality Cost Management <b>OR</b> Computation class	2	CAH F176 – Heart Healthy/ Diabetic Cooking <b>and/or</b>	2
		CAH F230 -Menu Planning <b>and/or</b>	1
		<b>Communication Class</b>	3
Total credits	16	Approximate equal to or >	14

3-year Cycle of Course Offerings

Course	Year 1		Year 2		Year 3	
	Fall	Spring	Fall	Spring	Fall	Spring
CAH 101	X		X		X	
CAH 117	X	X	X	X	X	X
CAH 140	X		X		X	
CAH 146	X		X		X	
CAH 150	X		X		X	
CAH 160		X		X		X
CAH 161	X	X	X	X	X	X
CAH 171	X	X	X	X	X	X
CAH 176		X		X		X
CAH 230		X		X		X
CAH 248		X		X		X
CAH 255	X		X		X	
CAH 256	X		X		X	

b. Include a proposed general catalog layout copy of the program with short descriptive paragraph.

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## Culinary Arts & Hospitality

UAF Community and Technical College  
College of Rural and Community Development  
907-455-2800  
www.ctc.uaf.edu

### Certificate

Minimum Requirements for Certificate: 30 credits

The culinary arts program prepares students for a career in this expanding field. Graduates can seek employment in food production or in management of restaurants, bakeries, hotels, hospitals, camps or any other facility that requires food service as part of its operation. This department offers both an associate degree and a certificate.

### **Certificate Program: Baking and Pastry Arts**

1. Complete the general university requirements.
2. Complete the certificate requirements.

#### **COMMUNICATIONS (2-3)**

#### **COMPUTATION (2-3) or**

CAH 256 Restaurant & Hospitality Cost Management (2 credits)

#### **HUMAN RELATIONS (2-3) or**

CAH 255 Human Resource & Supervision in Hospitality (3 credits)

3. Complete the following courses:

CAH F101 – Introduction to the Culinary Field	1 cr
CAH F140 – Culinary I – Principles and Techniques.....	4 cr
CAH F146 – Introduction to Baking & Pastry	4 cr
CAH F150 – Food Service Sanitation	2 cr
CAH F248 – Intermediate Baking & Pastry	4 cr

4. Choose 6-9 credits from the following:

CAH F117 – Art in Cake Icing.....	2 cr
CAH F154 – Food and Beverage Service.....	2 cr
CAH F160 – Culinary Nutrition	2 cr
CAH F161 – Pastry Tube Art	1.5 cr



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CAH F171 – Gourmet Baking	2 cr
CAH F230 – Menu Planning.....	1 cr
 Minimum credits required	 30 cr

**B. Program Goals**

1. Brief identification of objectives and subsequent means for their evaluation

For the past several years the Culinary Arts and Hospitality Department has offered a single Certificate in Culinary Arts with three concentrations: culinary arts, baking and pastry, and cooking. Last year we submitted paperwork to eliminate the cooking concentration and create two distinct certificates: culinary arts, and baking and pastry. The University accepted the culinary arts certificate as modifications to the existing certificate and asked that we forward a new Certificate in Baking and Pastry Arts.

Our goal in developing this certificate is to create a clear pathway for entry level culinarians to develop their skills in baking and pastry with the potential to gain employment. For those students wishing more advanced training, the certificate articulates with the AAS in culinary arts. We anticipate that streamlining this certificate and focusing it specifically in baking and pastry will increase the number of students who can successfully complete the certificate in a reasonable time (generally two semesters). Further, other changes to courses, which were approved last year, have eliminated any pass/fail courses from the degree and aligned the remaining new or revised courses with a curriculum which is based on industry standards and competencies set forth by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). We plan to apply for programmatic accreditation with the ACFEFAC within the next two years.

The student learning outcomes, and means of measuring their completion, are as follows:

<b>Student Learning Outcomes Assessment Plan</b>			
<b>Certificate in Baking and Pastry</b>			
<b>Program Goal</b>	<b>Intended Outcomes</b>	<b>Assessment Criteria and Procedures</b>	<b>Implementation Plan</b>
Competitive Qualified Chefs	Employable within the field	Graduates with industry jobs	Graduate feedback, restaurant feedback

2. Relationship of program objectives to "Purposes of the University"

The themes of the University include "Educate: Undergraduate and Graduate Students" and "Prepare: Alaska's Career, Technical, and Professional Workforce". The goals of this program fit both of these themes. We are educating entry level undergraduate students and are preparing them to become skilled workers in a variety of culinary settings in

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Alaska. With the potential to build the Alaska Gas Pipeline, the need for culinary workers is anticipated to increase. Currently there are noticeable numbers of open positions available which enables students with this type of specific education, to be qualified for.

### 3. Occupational/other competencies to be achieved

Students completing this certificate will be prepared to work in a variety of settings: bakeries, restaurants, and institutions. They will also be qualified to obtain the Certified Pastry Culinarian (CPC) credential through the American Culinary Federation.

### 4. Relationship of courses to the program objectives

Each course delivers content that builds to create the final student outcomes.

Program Objective	Course	Specific Content
Sanitation in the kitchen	F150-Food Svc Sanitation	ServSafe Certification
Fundamentals of Baking Knowledge & skills to be competitive	F146-Intro to Baking & Pastry	Students learn the fundamental techniques, equipment, and ingredients required in Baking
Foundation of Culinary Skills. Knowledge & skills to be competitive.	F140 – Culinary I – Principals & Techniques	Knife skills, basics of moist & dry cooking, safety in the kitchen, learn to work efficiently in the kitchen.
Employment Ready Knowledge & skills to be competitive	F150-Intro to the Culinary Field	Skills of how to use calculations in the kitchen and with recipes.
Advanced Knowledge & skills to be competitive in Baking & Pastry	F248-Intermediate Baking & Pastry	Students lean advanced skills in creating breads & desserts with perfection

### III. Personnel Directly Involved with Program

#### A. List of faculty involved in the program including brief statement of duties and qualifications

Michael Roddey, MS Ed CCE CCC CDM CFPP FMP  
 Assistant Professor and Department Chair  
 Master of Science in Education, Curriculum & Instruction  
 Certified Culinary Educator  
 Certified Chef De Cuisine  
 Certified Dietary Manager  
 Certified Food Protection Professional  
 Foodservice Management Professional  
 Provides leadership and maintains academic integrity of program, instructs classes in culinary basics, sanitation, cost management, gourmet cooking, garde manger and others as necessary.

Jennifer Jolis, CHE

Assistant Professor

BA, University of Alaska, CHE Certified Hospitality Educator

Numerous certificates in culinary arts and baking & pastry arts

Teaches courses in introduction to baking and pastry, purchasing and receiving, human resources and supervision.

Yun Ji Hong

AAS, Stratford University, Major in Baking and Pastry, Culinary Arts

Teaches intermediate baking and pastry, and gourmet baking.

Luis Manuel Martinez, CCC Certified Chef De Cuisine

AAS, University of Alaska Fairbanks, Culinary Arts,

Certified ServSafe Instructor & Proctor, art in cake icing, pastry tube art and sanitation

B. Administrative and coordinating personnel

Michael Roddey, Department Chair

Jennifer Harris, Community and Technical College Executive Office

Susan Whitener, Community and Technical College Dean

C. Classified personnel

Luis Manuel Martinez, CCC Certified Chef De Cuisine, Program Assistant

Julie Wegner, Administrative Assistant

#### IV. Enrollment Information

A. Projected enrollment/present enrollment

To project enrollment is difficult. However, each year when students enter the program, we have multiple students who indicate their interest area is in baking and pastry arts. If enrollment were split based on 2011 fall enrollment, we could anticipate approximately 12 students enrolling in the fall semester 2012. Many students enroll in the program with the intentions of getting the AAS degree and do not apply for the certificate. We will encourage students to apply for the certificate level as well since it is on the path to the AAS degree. Many times, as we all know, plans change and students do not return the second year for the AAS. This is due partially to the knowledge received within the first year is many times enough to allow students to get jobs within the industry. By having the two certificate programs, a student is more likely to complete the certificate level to at least reach certification.

B. How determined/who surveyed/how surveyed

Baking and pastry arts has a strong place within the culinary arts program. It was determined that the different focus areas have a meaningful place in the workforce by differentiating between culinary arts and baking and pastry arts. The program originally had 3 separate certificate focus areas; cooking, culinary, and baking. The certificate was dropped during the restructure and needs to be added back in with the integrated changes that have

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been approved by faculty senate.

C. Minimum enrollments to maintain program for years 1, 2, 3, 4, and 5  
Since there is no additional cost for faculty, staff, or additional courses, this puts less importance on minimum enrollment numbers. However, we forecast an increase in certificates awarded based on the interest in baking and pastry arts. If we award one or more certificates a year, it may be more than we have seen in past years overall.

D. Maximum enrollment which program can accommodate  
The maximum enrollment for the current class structure enrolls up to 15 students per class. In the event the program increases in numbers a second section of the required baking courses could be added at a later date.

E. Special restrictions on enrollments  
Must enroll in the required courses to be eligible to enroll in F146 Introduction to Baking and Pastry. All courses that are shown as prerequisites must be included in the initial enrollment. Ability to follow instructions, work in a safe manner, and follow ServSafe standards, must be adhered to.

### V. Need for Program

A. Required for other programs. In what way? How has this requirement been met to date?

This program is not required for any other program. However, it is part of the pipeline to the AAS in culinary arts. In the past, students completed the baking and pastry concentration within the old culinary arts certificate. This concentration has been removed and the former certificate has been focused on general culinary arts studies. This proposed certificate replaces that previous concentration.

B. Employment market needs:

1. Who surveyed? How? (Standard procedures should be developed for this.)

Based on Alaska trends, there will be an increase in chefs within Alaska. With an increase in population the demand for fine dining restaurants, new hotels with food establishments, camp cooks, institutional, specialty eateries, etc., continually growing, the demand for specialty chefs will continue to grow with it.

Alaska	Employment		Percent Change	Job Openings <sup>1</sup>
	2008	2018		
Chefs and head cooks	390	420	+8%	20

2. Job opportunities now, and two, five, and ten years from now. How were these predictions determined? (Local, regional, State surveys?) (Standard procedures should be developed for this.)

It is difficult to get specific needs for bakers and pastry chefs in the state because no state statistics are broken out in that manner. Department of Labor puts chefs and

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food service workers in hospitality and tourism, and tourism is decreasing overall due to the economic downturn. However, information from the AGIA training Strategic Plan projects that between 2006 and 2016 there will be a growth in employment for institution and cafeteria cooks (11.6%), restaurant cooks (15.5%), food preparation workers (21.3%), and food service managers (23.9%).

The rising demand for bagel shops and specialty bakeries will create a favorable job market for baking and pastry chefs. Opportunities are also available with catering companies, fine restaurants and manufacturers of baked goods. According to the United States Bureau of Labor Statistics (BLS), [www.bls.gov](http://www.bls.gov), median annual salaries for bakers were \$21,300 in 2004, but ambitious, talented pastry chefs may earn between \$30,000 and \$64,000.

In addition, the Bureau of Labor Statistics, states there will be many job opportunities for chefs and other food professionals because of the expansion of food service establishments. An increase in population as well as a desire for convenient or fancy meals, are what spur the demand for chefs and will cause an 11 percent increase in employment by 2016.

3. How have positions been filled to date?

There is an ongoing need for qualified chefs. Whether it is for a head chef, baking and pastry, food prep, etc., the demand exists. Many positions are filled by unqualified employees that take a lot of time to train as there are not enough qualified chefs available. Many of our fine dining restaurants recruit qualified chefs from the lower 48 states to fill positions with experienced chefs.

### VI. Other

This permits consideration of additional justifying information which might not fit under III and IV above. Caution should be exercised to assure that the need for program is clearly established and that enrollment requirements are proposed and agreed upon at the time of the program's approval. Examples might be low enrollment programs in Alaska Native Languages, Alaska Native Arts, etc.

### VII. Resource Impact

A. Budget (complete the Resource Commitment Form)  
No additional resources are needed. See attached form.

B. Facilities/space needs

No additional space is needed. A well-equipped and recently upgraded kitchen exists in the Hutchison Institute of Technology.

C. Credit hour production  
X students times 30 credits each year = XXX

**RESOURCE COMMITMENT TO THE  
PROPOSED DEGREE PROGRAM**  
Rev. 11/30/2011

Resources	Existing	New		Total
	College/School	College/School	Others (Specify)	
Regular Faculty (FTE's & dollars)	\$85,800 1.0 FTE	\$0		\$85,800 1.0 FTE
Adjunct Faculty (FTE's & dollars)	\$40,000	\$0		\$40,000
Teaching Assistants (Headcount)	\$17,250 (0.5 FTE)	\$0		\$17,250 (0.5 FTE)
Instructional Facilities (in dollars and/or sq. footage)	2,149 sq. ft.	\$0		2,149 sq. ft.
Office Space (Sq. footage)	418 sq. ft.	\$0		418 sq. ft.
Lab Space (Sq. Footage)	3,647 sq. ft.	\$0		3,647 sq. ft.
Computer & Networking (in dollars)	\$12,320	\$0		\$12,320
Research/ Instructional/ office Equipment (in dollars)	\$0	\$0		\$0
Support Staff (FTE's & dollars)	\$34,100 (0.5 FTE)	\$0		\$34,100 (0.5 FTE)
Supplies (in dollars)	\$51,250	\$0		\$51,250
Travel (in dollars)	\$2,500	\$0		\$2,500

Signature \_\_\_\_\_  
Dean of College/School Proposing New Degree Program

\_\_\_\_\_ Date

D. Faculty

Two full-time faculty, are employed in the Culinary Arts and Hospitality Department. In addition, various chefs and industry professionals are hired from the community to share their expertise in several classes. No additional FTE faculty will be needed. Any adjunct classes will be taught on a tuition-support basis.

E. Library/Media materials, equipment and services: Have you reviewed the Library/Media material, equipment and services needed by this proposed action with the Library Collection Development Officer? (Karen Jensen, 6695)

The Culinary Arts Department houses its own library of appropriate resources. No additional resources are needed for books and periodicals either for the culinary arts library or the Rasmussen Library.

### VIII. Relation of Program to other Programs within the System

A. Effects on enrollments elsewhere in the system

Because this is a replacement for the existing concentration, we do not anticipate any major impact on enrollments within the system. Over the next few years, we hope to see an increase in the number of students; but again, this will not have a large impact on any existing programs.

B. Does it duplicate/approximate programs anywhere in the system?  
If so, what is the justification for the duplication?

It does not duplicate other programs within the University system. UAA offers an Associate Degree in Culinary Arts, and the Bachelor of Arts degree in Hospitality/Restaurant Management. Their program offers a general culinary core with emphasis on development of food preparation, baking skills, cost control, operations and management. UAA does not offer a certificate program.

C. How does the program relate to research or service activities?

1. Contributions to research or service

This program does not relate to research, however food service is clearly defined as a service activity.

2. Benefits from research or service activities

Students in the culinary arts program are continually being placed in jobs within our community. The need for qualified employees in the workforce, are ongoing in the culinary field. The baking & pastry arts certificate adds an area of expertise for a high demand area within the culinary field. It will provide qualified bakers and pastry chefs

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at the certificate level to the community.

Students participate in many service activities within the Fairbanks community during their academic year. We provide a full service luncheon at the Borealis Bistro in the spring semester. Catering and dining services for multiple events throughout the year are part of the academic regime at UAF/CTC Culinary Arts Program.

IX. Implementation/Termination

A. Date of implementation

Fall 2012.

B. Plans for recruiting students

Continue with current advertising and marketing of the culinary program.

C. Termination date (if any)

None projected.

D. Plans for phasing out program if it proves unsuccessful

If the certificate is not successful that would likely also mean that the Certificate in Culinary Arts and the AAS in Culinary Arts were also not successful and were being phased out. Plans would be made to encourage students to finish in a timely manner and classes would continue to be offered until students could complete their degree.

E. Assessment of the program. (Include a Student Outcomes Assessment Plan. To avoid delays, submit the plan for review by Provost Susan Henrichs before submitting the new program request. )

UAF Community & Technical College  
CAH - Baking & Pastry Arts Certificate  
Academic Outcomes Assessment Plan  
Academic Year 2011-2012

Expanded Statement of Institutional Purpose	Intended Objectives/ Outcomes	Assessment Criteria and Procedures	Implementation
<p>Mission Statement: The Culinary Arts &amp; Hospitality Department is highly visible and involved in community service events. As an active recruitment tool, the department strives for diversity as it pertains to community activities and the make-up of the student body. The department desires to remain an arena for students to showcase</p>	<p>1. Graduates will possess the knowledge and skills to be competitive for employment and career opportunities in the culinary/ hospitality industry. 2. 90% of the students who complete their educational goals</p>	<p>1. Students will compile a portfolio consisting of their major assignments throughout the program and the faculty will review for level of content.</p>	<p>1. The culinary arts faculty and the advisory committee will review the portfolios of students in their last semester prior to graduation. 2. Administration and analysis of the results of the graduate profile</p>



<b>Expanded Statement of Institutional Purpose</b>	<b>Intended Objectives/Outcomes</b>	<b>Assessment Criteria and Procedures</b>	<b>Implementation</b>
<p><b>Mission Statement:</b> The Culinary Arts &amp; Hospitality Department is highly visible and involved in community service events. As an active recruitment tool, the department strives for diversity as it pertains to community activities and the make-up of the student body. The department desires to remain an arena for students to showcase their talents while engaging in a broad base of community events. The department will continue to provide a high level of culinary education along with externship opportunities both locally and throughout the state.</p> <p><b>Primary Responsibilities:</b> Provide career &amp; technical education in the Baking &amp; Pastry or Culinary field leading to the completion of a certificate and/or associate degree commensurate with each individual student's educational goals.</p> <p><b>Goal Statement:</b> To graduate students who are marketable candidates for employment into the culinary industry while being positive ambassadors representing the Culinary Arts &amp; Hospitality Department. Provide a learning environment where students can obtain a quality culinary &amp; hospitality education through classroom instruction, practical experience from the professional chef faculty, and through real-world experiences.</p>	<ol style="list-style-type: none"> <li>1. Graduates will possess the knowledge and skills to be competitive for employment and career opportunities in the culinary/hospitality industry.</li> <li>2. 90% of the students who complete their educational goals will be employed in the industry or will pursue additional education.</li> <li>3. 90% of the employers who employ students from the Culinary Arts &amp; Hospitality Department will be pleased with the foundational knowledge and skill sets that the student or graduate has acquired during their education.</li> </ol>	<ol style="list-style-type: none"> <li>1. Students will compile a portfolio consisting of their major assignments throughout the program and the faculty will review for level of content.</li> <li>2. Students will be surveyed to assess their employment or education status after they graduate.</li> <li>3. Employers will be surveyed to determine whether they are satisfied with graduates of the CAH program.</li> <li>4. The department will also send a survey to employers who are part of the externship program to gain insight as to how well prepared the student was for the externship experience if a student decides to continue their education to receive the A.A.S. degree.</li> </ol>	<ol style="list-style-type: none"> <li>1. The culinary arts faculty and the advisory committee will review the portfolios of students in their last semester prior to graduation.</li> <li>2. Administration and analysis of the results of the graduate profile will be conducted by the department and evaluated by the faculty and the advisory committee.</li> </ol>

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	Introduction Paper	
A1	F101 Introduction to the Culinary Field	Career Path Research
A2	F150 Food Service Sanitation	ServSafe Food Card copy
A3	F230 Menu Planning	Create Menus for your business
A4	F160 Culinary Nutrition	Healthy Alternative Menus
A5	F154 Food & Beverage Service	Know the front of the house-Table settings/Service
A6	F256 Restaurant & Hospitality Cost Management	Menu costs and pricing
A7	F255 Human Resource & Supervision in Hospitality	Job Descriptions / resume - supervision techniques
B1	F140 Culinary I - Principles & Techniques	Recipe packet-Culinary w/pictures
B2	F117 Art in Cake Icing	Techniques - projects w/pictures
B3	F161 Pastry Tube Art	Techniques - projects w/pictures
C1	F146 Introduction to Baking & Pastry	Recipe Packet - Baking
C2	F248 Intermediate Baking & Pastry	Recipe Packet - Baking
C3	F171 Gourmet Baking	Recipe Packet - Baking

Above is a sample of the portfolio evaluated for students at completion of the certificate program.

### X. Regents Guidelines

The Board of Regents requires the completion of the Program Approval Summary Form. The form is provided online at:

<http://www.uaf.edu/uafgov/faculty/cd/index.html>

### XI. Draft Prospectus

The prospectus for a new program is sent to the Northwest Commission on Colleges and Universities after approval by the Board of Regents. NWCCU review may take as long as 90 days following receipt of the program prospectus. Creating the draft and including it with the Format 3 paperwork will facilitate the submission of the formal prospectus.

Much of the information required for the prospectus will already have been assembled while producing the Format 3 new degree program request. Instructions and a template are provided online at: <http://www.uaf.edu/uafgov/faculty/cd/index.html>



**Board of Regents Program Action Request**  
**University of Alaska**  
Proposal to Add, Change, or Delete a Program of Study

1a. Major Academic Unit UAF	1b. School or College CTC	1c. Department CAH																																								
2. Complete Program Title Culinary Arts & Hospitality																																										
3. Type of Program <input checked="" type="checkbox"/> Undergraduate Certificate <input type="checkbox"/> AA/AAS <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Post-Baccalaureate Certificate <input type="checkbox"/> Master's <input type="checkbox"/> Graduate Certificate <input type="checkbox"/> Doctorate																																										
4. Type of Action <input checked="" type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete		5. Implementation date (semester, year) Fall 2012																																								
6. Projected Revenue and Expenditure Summary. Not Required if the requested action is deletion. (Provide information for the 5 <sup>th</sup> year after program or program change approval if a baccalaureate or doctoral degree program; for the 3 <sup>rd</sup> year after program approval if a master's or associate degree program; and for the 2 <sup>nd</sup> year after program approval if a graduate or undergraduate certificate. If information is provided for another year, specify (1st) and explain in the program summary attached). Note that Revenues and Expenditures are not always entirely new; some may be current (see 7d.)																																										
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7. Budget Status. Items a., b., and c. indicate the source(s) of the General Fund revenue specified in item 6. If any grants or contracts will supply revenue needed by the program, indicate amount anticipated and expiration date, if applicable.																																										
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8. Facilities: New or substantially (>\$25,000 cost) renovated facilities will be required. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, discuss the extent, probable cost, and anticipated funding source(s), in addition to those listed in sections 6 and 7 above.																																										
9. Projected enrollments (headcount of majors). If this is a program deletion request, project the teach out enrollments.																																										
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<sup>1</sup>Sometimes the courses required by a new degree or certificate program are already being taught by an MAU, e.g., as a minor requirement. Similarly, other program needs like equipment may already be owned. 100% of the value is indicated even though the course or other resource may be shared.



**Prospectus for  
University of Alaska Fairbanks**

**A. Mission and Goals:**

The proposed **Certificate for Baking & Pastry Arts** is to create a clear pathway for entry level pastry culinarians to develop their skills in baking and pastry with the potential to gain employment. For those students wishing more advanced training, the certificate articulates with the AAS in Culinary Arts. We recognize that by creating the certificate and focusing it specifically in baking and pastry will increase the number of students who can successfully complete the certificate in a reasonable time (generally two semesters). This certificate will be separate from the Culinary Arts certificate focusing directly on a high interest area within the culinary field of the baking and pastry arts. This allows students to have the ability to receive multiple certificates at different times, with a focus in their desired specialization within the culinary field.

**B. Authorization:**

The University of Alaska (UAF) is one of four individually accredited universities within the University of Alaska system. UAF has been continuously accredited since 1934 by the Northwest Commission on Colleges and Universities.

The Constitution of the State of Alaska established the University of Alaska as the state university, governed by a Board of Regents appointed by the governor. Alaska Statutes provide for a board of eleven voting members, including one student, with authority to carry out the mission of the university system and its constituent units, including the determination and regulation of the university's course of instruction and the conferring of degrees. Member of the board have no contractual, employment, or financial interest in the university. The chair is elected from among the board. The board appoints the president of the university system, who in turn appoints the chancellor of UAF. Both officers are full-time employees whose only responsibility is to the institution.

**C. Educational Offerings:**

The Certificate in Baking and Pastry Arts is intended for students preparing for employment in a variety of settings: bakeries, restaurants, and institutions. They will also be on the path to obtain the Certified Pastry Culinarian (CPC) credential through the American Culinary Federation.

1. Descriptive information of the educational offering(s):

**CAH F101 Introduction to the Culinary Field**

1 credit

Provides an overview of the many facets of the food industry and begins the student portfolio. Students will learn culinary related math concepts; topics include basic math principles, weights and measures, recipe conversion and baking formulas. These lessons will be used throughout the culinary program.  
(1+0)

**CAH 140 Culinary I – Principles & Techniques**

4 Credits

The student learns concepts of sanitation and safety as it relates to the foodservice industry. Areas addressed include: tools, equipment, knife skills, kitchen safety, food and plate presentation, food evaluation, basic cooking principles to include moist and dry heat methods, seasonings, flavorings and aromatics, fats, emulsions, dairy products, eggs and palate development. Special fees apply.

Prerequisites/Co-requisites: CAH F101, CAH F150 (1+6)

**CAH 146 Introduction to Baking & Pastry**

4 Credits

Students learn to apply fundamental baking skills in preparing yeast breads, quick breads, cookies, pies, pastries, cakes, custards, creams and sauces. Students will gain confidence in their abilities while learning in a professional bakery setting. Special fees apply. (1+6) Prerequisites/Co-requisites:

CAH F101, CAH F140, CAH F150

**CAH F150 Food Service Sanitation –**

2 Credits

A course designed for supervisory personnel of food service establishments in Alaska. Course content includes: basic microbiology; safe food handling techniques; good hygienic practices; pest control; employee training; and the Alaska State law governing food service establishments. Upon successful completion, the student can earn a ServSafe Managers certification from the National Restaurant Association Education Foundation. The course also satisfies a requirement for certification with American Culinary Federation. (2+0)

**CAH F248 Intermediate Baking & Pastry**

4 Credits

This course is designed to give the student an overall appreciation and increased understanding of bread and fine pastry. The student will learn to effectively produce a variety of specialty dough, pastries, and desserts such as flans, tarts, individual and miniature pastries, soufflés, chocolates, plated desserts, ice cream and sugar work, tortes and mousse tortes. Special fees apply.

Prerequisites: CAH F146, CAH F150, or permission of instructor. (1+6)

**Choose from 6-9 credits from the following courses:**

**CAH F117 Art in Cake Icing**

2 Credits

The preparation of cakes for icing and decorating. Topics include: borders, clowns, flowers, leaves, pattern transfer, frozen butter cream, confectionery coating, royal icing, plus designing cakes and rolled butter cream. Special fees apply. (.5+3)

**CAH 154 Food and Beverage Service**

1 credit

Introduce students to dining room and front-of-the-house operations. Students will gain competence in dining room operation and table service techniques. Students will perform duties in the dining room of our student-run restaurant.

**CAH F161 Pastry Tube Art**

1.5 Credits

Basic cake and food product techniques including borders, flowers, cake designing and proper use of pastry tube bags. Special fees apply. (.5+2)

**CAH F171 Gourmet Baking**

2 Credits

Preparation of a wide range of breads, pastries, fancy desserts, French pastry and simple tortes. Recipes represent traditional methods of baking along with current trends in home entertainment. Special fees apply. (.5+3)

**CAH F160 Culinary Nutrition**

2 Credits

A study of the nature and role of human nutrition with emphasis on changing needs in a life cycle. The relationship between nutrition and health throughout life is explored. This course fulfills a requirement of certification with the American Culinary Federation. (2+0)

**CAH F230 Menu Planning**

1 Credit

The importance of the menu in various food operations. The menu is considered to be the controlling factor in both commercial and noncommercial food service operations. Using a menu as a management tool in every area of the operation, from planning the facility, purchasing food items, promoting items to customers and providing excellent service to, helps ensure success. The student will plan and write a variety of menus.

Complete the general university requirements.

Complete the certificate requirements.

**COMMUNICATIONS (2-3)**

**COMPUTATION (2-3) or**

**CAH F256 Restaurant and Hospitality Cost Management**

2 Credits

A course designed to relate principles of calculation to the food service industry. Recipe computations, food cost estimates, cash procedures, and payroll practices are studied. Practices for controlling portions, inventories, and costs are explored as they affect business operations. (2+0)

**HUMAN RELATIONS (2-3) or**

**CAH F255 Human Resource & Supervision in Hospitality**

3 Credits

Approaches for effective culinary or hospitality supervision are considered in this course. Methods of recruiting, selecting, training, and evaluating personnel are covered. Team building and conflict management concepts are examined. Skills in communication, empowerment, and planning are introduced. This course fulfills a requirement of certification with the American Culinary Federation. (3+0)

**2. Evidence of approval by the appropriate academic policy body of the institution:**

Senate signature page and BOR approval from the minutes will be provided by the Office of the Provost.

**D. Planning:**

**1. Evidence of the need for the change and the students to be served:**

The certificate in Baking and Pastry Arts is not required for any other program. However, it is part of the pipeline to the AAS in Culinary Arts. In the past, students completed the baking and pastry concentration within the old culinary arts certificate. This concentration has been removed and the former certificate has been focused on general culinary arts studies. This proposed certificate replaces that previous concentration to give a direct focus in the Baking and Pastry Arts. Many students advise area of interest is with baking and pastry. With the original certificate change from concentration areas, this allows for a full development of the desired skills a student may be looking for. University procedures advocate the concentrations be separated into distinct, stand-alone degrees. The reasons include:

- They are sufficiently distinct and merit a stand-alone certificate.
- If students are interested in both certificates, they take the avenue of pursuing the AAS degree.
- Students completing this certificate will be prepared to work in a variety of settings: bakeries, restaurants, camps, and institutions. They will also be on the path to obtain the Certified Pastry Culinarian (CPC) credential through the American Culinary Federation.

The jobs for Bakers and Pastry Chefs will always exist. Having this certificate available allows a student to obtain the level of education needed in a focused area to meet the required specific training needs. Statistics are difficult to measure in the state because no state statistics are broken out for chefs in different areas of expertise. Most of the fine dining restaurants have baking and pastry chefs in addition to line cooks. Chefs fall within the hospitality and tourism. Tourism is decreasing overall due to economic downturn. However, information from the AGIA training strategic plan projects that between 2006 and 2016, there will be a growth in employment for institution and cafeteria cooks (11.6%), restaurant cooks (15.5%), food preparation workers (21.3%), and food service managers (23.9%).

**2. The procedures used in arriving at the decision to change:**

As stated previously, the original certificate in Culinary Arts no longer offers a concentration in 3 different focus areas. We have re-aligned to have focused training by offering certificates in the desired areas of interest and the job market needs. The feedback we have received from students and restaurant owner's, has shown a need for different areas of focus in regards to the certificates.

**3. The organizational arrangements that must be made within the institution to accommodate the change:**

No additional space is needed. A well-equipped and recently upgraded kitchen exists in the Hutchison Institute of Technology. Two full-time faculty, are employed in the Culinary Arts and Hospitality Program. In addition, various chefs and industry professionals are hired from the community to share their expertise in several classes. No additional FTE faculty will be needed. There would be a slight increase in credit hours: X- students times 30 credits each year=\$XXX. Any adjunct classes will be taught on a tuition basis.



**4. Timetable for implementation.**

Because there is no need for additional funds, faculty, staff or administration, students may begin enrolling in the fall of 2011. Students can apply past course work toward obtaining the Baking & Pastry Arts certificate pending approval of NWCCU. The first certificates may be recorded as early as spring of 2012.

**E. Budget:**

**1. The budget projections (revenue and expenditures) for each of the first three years of operation:**

There should be no additional expenditures associated with the certificate program. Having the stand alone baking and pastry certificate may increase enrollment revenue in students enrolling in the Baking & Pastry Arts Certificate program.

**2. Revenue and expenditures associated with the change itself:**

Additional certificate level graduates may increase revenue. Courses required for the baking and pastry certificate are already part of the AAS degree and will not show any increase in expenditures.

**3. Institutional financial support to be reallocated to accommodate the change:**

None required.

**4. The budgetary and financial implication of the change for the entire institution:**

The only way this may impact the institution is if enrollment increases. Currently the program can handle additional students without increasing staff or faculty.

**F. Student Services:**

All student services are already in place.

**G. Physical Facilities:**

All physical facilities and equipment are already in place.

**H. Library and Information Resources:**

There is no need for additional library or informational resources. The Culinary Arts & Hospitality Department has a full library of appropriate resources.

**I. Faculty and Staff:**

All faculty and staff are already in place.

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COMMUNITY & TECHNICAL  
COLLEGE

UNIVERSITY of ALASKA FAIRBANKS

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October 26, 2011

MEMO TO: Dean Whitener

FROM: Ed Husted, Chair, CTC Academic Council 

RE: Format for Changes to the Culinary Arts and Hospitality Program

At its meeting on October 18, the CTC Academic Council approved the Format 3 proposed by the Culinary Arts and Hospitality program which will create a new Certificate in Baking and Pastry. This is the final piece in a major revamping of the CAH program by Michael Roddey. The program will now offer:

1. An A.A.S. degree in Culinary Arts and Hospitality, already approved by the committee and pending before the Faculty Senate Curriculum Review Committee;
2. A Certificate in Culinary Arts and Hospitality, already approved by the committee and pending before the Faculty Senate Curriculum Review Committee; and
- 3. A Certificate in Baking and Pastry, which is the subject of this Format 3.**

As you are aware, the CAH program has been offering a single certificate with three concentrations, one each in culinary arts, baking and cooking.