

Initiative Report for CCS 2009-10

CAHM: Efficiencies and Productivity to Develop Departmental Materials

Summary:

There is a need to add more part-time faculty to support high student enrollment in the CAHM and Career Pathways Certificate programs. This has alerted the need for the development of a Part Time Faculty Handbook as with detailed Program Orientation materials.

Description

Increased sections have brought additional Part Time Faculty to our ranks and the need for a detailed Handbook and orientation video is essential and necessary. Staff will develop these materials to deliver a broad overview of instructional and equipment related concerns. Safety will be highlighted along with college emergency procedures.

Questions and Answers

How is the initiative linked to the Unit Plans most recently submitted?

- 1. How does it continue the achievement of those goals?**
- 2. If this is a continuation of an initiative started last year, make sure that relationship is clear.**

How is this initiative linked to the efficiencies and productivities plans you had last year?

- 1. How does it continue the achievement of these plans?**
- 2. If this is a continuation of an efficiency or productivity plan started last year, make sure that relationship is clear.**

This is an initial initiative for this Unit Plan.

Describe the resources needed:

Time Sheet employee.

100 hours requested for Time Sheet wages.

What specific measurable program outcomes do you expect to achieve with this initiative? The outcomes should be specific enough to be measurable. Also, outline the method that will be used to determine the results.

Better trained part time faculty to ensure success in the program.

Continued retention and student success.

Department Priority:

4

Unit Resources:

Time Sheet employee.

Request of additional funds to support a Time Sheet wage.

Funding Request: Carl Perkins

Is this a Career & Technical Education program approved by the state and offered through Lane for credit?

Yes

If not a Career & Technical Education program, does your request provide considerable support for students enrolled in these programs?

No

Do you have an advisory committee that meets 2-3 times per year?

Yes

If request is for personnel, will funds be used to replace an existing position?

no

How will funding this initiative increase or sustain the academic achievement and technical skills attainment (GPA of 2.0 or better) of Career and Technical Education students?

The Culinary and Hospitality Management Program has experienced a steady increase in enrollment in the past two years. The addition of the Career Pathways Certificate Program's courses, which are also offered as program elective courses, has created waiting-list capacity enrollment. With these positive increases, the part-time faculty pool

has increased and will continue to do so. Having a Part-Time Faculty Handbook along with instructional video materials specifically designed for the Program will assist these part-time faculty members in providing a successful student experience.

Many of these part-time faculty members have qualified industry and small-class teaching experience, but are not as prepared to teach in a technical program within an academic environment and classes with up to 24 students. The Handbook would give a general introduction to the College itself, COPPS, and Emergency Procedures as well as addressing the major components of culinary arts and hospitality management instruction in this particular Program. In addition to the College information, the Handbook would outline: Program policy and procedure, equipment and classroom details, purchasing and receiving details, and general Program information, expectations, and goals to ensure student success. An orientation video, created by the full-time faculty chef instructors, would which illustrate key components of teaching in the lab classrooms as well as actual kitchen environments on campus.

Funding this initiative will help the Program generate a more informed and knowledgeable part-time faculty. It can only continue to support the Program's students in having a positive and thorough educational experience. With more well-informed part-time faculty, students have additional faculty resources to help them sustain academic achievement and completion of a Degree or Certificate in our Program.

How will funding this initiative increase or sustain the number of CTE students that graduate or receive a one year certificate from Lane and help prepare the students for employment?

The incorporation of a Part-Time Faculty Handbook into the Program's Orientation Materials will help include and introduce new faculty to the College and the Program. With the addition of classes, sections, and the increased numbers in student enrollment, the part-time faculty pool will also increase. In order to keep enrollment and retention numbers growing, offering additional classes and sections with well-informed part-time faculty will provide students with a better chance for success in their chosen field after graduation. Having a well-informed part-time faculty pool can only support the entire Program's mission: "Forging a first-class venture of education and business that promotes career growth and supports the success of the industry".

EQUIPMENT \$

COMPUTER HARDWARE \$

COMPUTER SOFTWARE \$

MATERIALS & SUPPLIES \$

CURRICULUM DEVELOPMENT (Hours)

PART-TIME FACULTY \$

1000

TIMESHEET STAFF \$

1500

TRAVEL \$

Can this initiative be partially funded?

No

EQUIPMENT \$

(E) Explanation of effect of partial funding:

COMPUTER HARDWARE \$

(CH) Explanation of effect of partial funding:

COMPUTER SOFTWARE \$

(CS) Explanation of effect of partial funding:

MATERIALS & SUPPLIES \$

(MS) Explanation of effect of partial funding:

CURRICULUM DEVELOPMENT (HOURS)

(CD) Explanation of effect of partial funding:

PART-TIME FACULTY \$

(PF) Explanation of effect of partial funding:

TIMESHEET STAFF \$

(TS) Explanation of effect of partial funding:

TRAVEL \$

(T) Explanation of effect of partial funding:

Funding Request: Curriculum Development

Funding Request: Technology Fee