CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Culinary

Date: 7/1/13

Step 1  Reviewed change at division meeting.

YES [ ] NO [ ]

Step 2  Presented as informational item at Division Chair Meeting(s) and checked if it affects other departments. Like programs must meet with Division Chairs on all affected campuses (North Mankato and Faribault).

Division Chair’s signature __________________________

Step 3  Instructional Dean reviewed and indicated need for Curriculum Committee approval.

Instructional Dean’s signature ________________________

Step 4  Advisory Committee approval indicated in meeting minutes if necessary. Minutes provided to Curriculum Committee.

YES [ ] NO [ ]

Step 5  Curriculum Committee made recommendations (changes, additional approvals, etc.). If no, skip to Step 7.

NO [x] YES [ ]

Step 6  Committee’s recommendations completed. (Skip if not applicable.)

Step 7  Curriculum Committee approved.

Curriculum Committee Chair’s signature ________________________

Step 8  Minutes and necessary materials provided to VP of Academic Affairs.

Step 9  Vice President of Academic Affairs approved.

Vice President of Academic Affairs’ signature ________________________ 8/15/13

Step 10 New Course Maximum Enrollment to Shared Governance.

N/A [x] YES [ ]

Step 11 President’s approval for all changes requiring MnSCU approval.

N/A [x] YES [ ]

President’s signature ________________________
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: 12/15/12

Author: JAMES HANSON Existing
Proposal Type: (*) New Course Modify Course Delete Course
Contact for the Course: JIM HANSON/SHAYNE NARJES

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
MKT 1800

Number of Credits 3

Prerequisites: **NONE**

Course Description:
BEGINNING MARKETING

Grading Method: Grade ✓ Pass/Fail

Scheduling: Fall ✓ Spring Alternate Years Variable On Demand
Summer

Instructional Type: Lecture ✓ Lab Lecture/Lab Internship Seminar

(*) Class Maximum: (For New Courses Only)/All Unlimited faculty members of a program or discipline must sign.

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Faculty Signature</th>
<th>Class Max</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. Hanson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Johnson</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dean's Name: J. Hanson
Dean's Signature: [Signature]
Date: 2-1-13

If there is not enough space provided, please use the back of this form for additional signatures or click on a row with the right button of the mouse, select insert and then select insert rows below to add rows to the table.

Is this Course Proposed as a Liberal Arts Course: Yes ✓ No

If Yes. Which MnTC Area/Areas Will it Fulfill (http://www.mntimes.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs: Yes ✓ No

If Yes. Which Program(s): CULINARY ARTS

Describe What is Changing/Being Added, and the Rationale:

RECOMMENDED BY PROGRAM REVIEWERS TO ADD
THIS COURSE

What Impact Will This New Course or Change Have on Other Programs or Areas: NONE

> Attach Common Course Outline to this Form.
Appendix B

New Course or Course Change Proposal Form

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>11/30/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>James Hanson</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>(*) New Course</td>
</tr>
<tr>
<td>Contact for the Course:</td>
<td>Shaye Naries</td>
</tr>
<tr>
<td>Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):</td>
<td>MKT 1800 - Existing Course</td>
</tr>
<tr>
<td>Number of Credits</td>
<td>3</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>None</td>
</tr>
<tr>
<td>Course Description</td>
<td>Introduction to Sales</td>
</tr>
<tr>
<td>Grading Method:</td>
<td>Grade</td>
</tr>
<tr>
<td>Scheduling:</td>
<td>Fall Spring Summer Alternate Years Variable On Demand</td>
</tr>
<tr>
<td>Instructional Type:</td>
<td>Lecture Lab Lecture/Lab Internship Seminar</td>
</tr>
<tr>
<td>Class Maximum:</td>
<td>(For New Courses Only)/All Unlimited faculty members of a program or discipline must sign.</td>
</tr>
<tr>
<td>Faculty Name</td>
<td>James Hanson</td>
</tr>
<tr>
<td>Faculty Signature</td>
<td>James Hanson</td>
</tr>
<tr>
<td>Class Max</td>
<td>11/30/12</td>
</tr>
<tr>
<td>Date</td>
<td>12-6-12</td>
</tr>
</tbody>
</table>

If there is not enough space provided, please use the back of this form for additional signatures or click on a row with the right button of the mouse, select insert and then select insert rows below to add rows to the table.

Is this Course Proposed as a Liberal Arts Course? Yes / No

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntc.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs? Yes / No

If Yes, Which Program(s)? Culinary Arts

Describe What is Changing/Being Added, and the Rationale: Program Review Team recommended adding this course on my suggestion. I will drop some Gen Ed. credits (3-4)

What Impact Will This New Course or Change Have on Other Programs or Areas? None

Attach Common Course Outline to this Form.
Appendix C

New Program or Program Change Proposal Form

| Date of Proposal: | 12/15/12 |
| Author:          | J. Hanson |
| Proposal Type:   | Redesign |
| Contact for the Program: | J. Hanson |
| Program Name:    | Culinary Arts |
| Division in Which Program is Currently or Will Be Held: | Business |
| Proposal Start (Term/Year): | 2013-14 |
| Program Description: | Culinary Arts Program |
| Degrees Offered: | AS □ AAS □ AA □ Diploma □ Certificate □ |
| Program Location: | Faribault Campus □ North Mankato Campus □ Online □ |
| Prerequisites:   | None |
| Number of Credits: | 3 |
| If There is a Program Change, Summarize Changes to the Program: | Add MKT 1800, drop 1 Gen Ed course |
| Rationale for Program Development or Program Change: | Program Reviewer's recommendation |
| What Impact Will this New Program or Change Have on Other Programs or Areas? | None |
| Are There Articulations With Other Colleges? List College(s): | No |

Attach Program Design to this Form. Below are Some Recommended Items:

a. List of program requirements (i.e.: what the catalog page shows for each program).
b. Cross walk from previous program curriculum to new (how students already started in the old program can finish after this new program begins).
c. All required course numbers and titles.
d. Additional supporting information, such as minutes documenting recommendation for proposal.
Appendix C

New Program or Program Change Proposal Form

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>11/30/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>J. Hanson</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>New Program</td>
</tr>
<tr>
<td>Contact for the Program:</td>
<td>J. Hanson</td>
</tr>
<tr>
<td>Program Name:</td>
<td>Culinary Arts</td>
</tr>
<tr>
<td>CIP Code:</td>
<td>Business</td>
</tr>
<tr>
<td>Division in Which Program is Currently or Will Be Held:</td>
<td>Business</td>
</tr>
<tr>
<td>Proposal Start (Term/Year):</td>
<td>2013-14</td>
</tr>
<tr>
<td>Program Description:</td>
<td>Culinary Arts would like to add MTH 1800 to required courses based on recommendation of program review.</td>
</tr>
<tr>
<td>Degrees Offered:</td>
<td>AS</td>
</tr>
<tr>
<td>Program Location:</td>
<td>Faribault Campus</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>None</td>
</tr>
<tr>
<td>Number of Credits:</td>
<td>3</td>
</tr>
<tr>
<td>If There is a Program Change, Summarize Changes to the Program:</td>
<td>Added course</td>
</tr>
<tr>
<td>Rationale for Program Development or Program Change:</td>
<td>Based on Program Review recommendations</td>
</tr>
<tr>
<td>What Impact Will this New Program or Change Have on Other Programs or Areas?</td>
<td>None</td>
</tr>
<tr>
<td>Are There Articulations With Other Colleges? List College(s):</td>
<td>No</td>
</tr>
</tbody>
</table>

Attach Program Design to this Form. Below are Some Recommended Items:

a. List of program requirements (i.e.: what the catalog page shows for each program).
b. Cross walk from previous program curriculum to new (how students already started in the old program can finish after this new program begins).
c. All required course numbers and titles.
d. Additional supporting information, such as minutes documenting recommendation for proposal.
## New Program or Program Change Proposal Form

**Date of Proposal:** 11/29/13  
**Author:** Jim Hanson  
**Proposal Type:** New Program Redesign  
**Contact for the Program:** Jim Hanson  
**Program Name:** Culinary Arts  
**Division in Which Program is Currently or Will Be Held:** Business  
**Proposal Start (Term/Year):** FALL 2013  
**Program Description:** Culinary Arts - Food Preparation

<table>
<thead>
<tr>
<th>Degrees Offered:</th>
<th>AS</th>
<th>AAS</th>
<th>AA</th>
<th>Diploma</th>
<th>Certificate</th>
</tr>
</thead>
</table>

| Program Location: | Faribault Campus | North Mankato Campus | Online |

**Prerequisites:** None

**Number of Credits:** 69 credits for AAS

If There is a Program Change, Summarize Changes to the Program:

Add a marketing course (MKT 1800) and reduce Gen Ed by 3 credits.

Rationale for Program Development or Program Change:

Recommended by Program Reviewers in 2012.

What Impact Will this New Program or Change Have on Other Programs or Areas?

No impact.

Are There Articulations With Other Colleges? List College(s):

No

- Attach Program Design to this Form. Below are some recommended items:
  - List of program requirements (i.e.: what the catalog page shows for each program).
  - Cross walk from previous program curriculum to new (how students already started in the old program can finish after this new program begins).
  - All required course numbers and titles.
  - Additional supporting information, such as minutes documenting recommendation for proposal.
Culinary Arts - Associate of Applied Science Degree

69 Credits

AAS 3409

Department Majors

- Culinary Arts AAS Degree
- Culinary Arts Diploma

Full Course Descriptions
Course Sequence
Degree Description

The Culinary Arts program is designed to meet the varied needs of food service establishments. Students are provided with a background of hot and cold food preparation, food service management, and cost control. Demonstrations and practical experience provided in our operational dining room/cafeteria permit students to develop the necessary food preparation skills for gainful employment.

Admission Dates: Fall, Spring, and Summer Semester

Offered on the North Mankato Campus
The course requirements listed below are specific to the 2012-2013 school year. If you need to view the program from previous years view our Catalog Archive.

This credential is part of the Culinary Arts department. See the Culinary Arts department page for more details

Required Technical Courses (22 Courses)

Complete the following courses:
CART1890 Introduction to Food Service (2 Credits)
CART1893 Food and Beverage Control (1 Credit)
CART1855 Wok/Oriental Cookery (2 Credits)
CART1900 Specialty Breads (2 Credits)
FBMG2950 Specialty Option I (1 Credit)
FBMG2986 Hospitality Nutrition I (2 Credits)
FBMG2990 Advanced Culinary Skill Production (3 Credits)
HLTH1950 CPR (1 Credit)
HLTH1952 First Aid (1 Credit)
HRIC2860 Buffet Preparation and Service (2 Credits)
HRIC2870 Basic Management/Supervisory Skills (2 Credits)
HRIC2871 Purchasing and Receiving (2 Credits)
HRIC2875 Menu Design (2 Credits)
MKT1800 Introduction to Sales (3 Credits)
OTEC2000 Employment Search Skills (2 Credits)
OTEC1001 Computer Software for College (2 Credits)
QFPR1840 Basic Cooking Principles (3 Credits)
QFPR1841 Basic Meat, Poultry, Fish/Shellfish Identification & Processing (4 Credits)
QFPR1842 Stocks, Sauces and Soups (3 Credits)
QFPR1846 Introduction to Breakfast and Pantry (3 Credits)
QFPR1850 Basic Baking (4 Credits)
QFPR1880 Quality Assurance (2 Credits)
QFPR1890 Quality Food Production (3 Credits)

Required Liberal Arts and Sciences (2 Courses)

To complete an AAS degree, students must complete 17 MNTC credits from 3 of the 10 MNTC Goal Areas. Courses must be approved by advisor/faculty.

The following courses are required:
COMM1460 Interpersonal Communication (3 Credits)
ETHN101 American Racial Minorities (3 Credits)

PLEASE NOTE: All program plans are preliminary and curriculum may change without notice. Your catalog of record may have different requirements.