



**PROFESSIONAL BAKING ADVISORY COMMITTEE
MEETING MINUTES
Wednesday, October 21, 2015 * 2:30-4:30 p.m.
Gaiser Cake Room**

Members Present: Lisa Withers, Committee Chair; Tim Briare, Vice Chair, Westco Bakemark; Jesse Dodson, New Seasons Market Janelle Kountz, New Seasons Central Bakery; Bonnie Brasure, Bleu Door Bakery; Chris Frazier and Haley Smith of Little T American Baker

Members Absent: Janelle Kountz, New Seasons Central Bakery

Clark College: Alison Dolder, Professional Baking Department Head & Instructor; Genevieve Howard, Dean of CTE Programs; Cathy Sherick, Associate Dir of John Maduta, Advising Divisional Manager; Andreana DiGiorgio, Secretary Senior

Committee Chair, Lisa Withers, called the meeting to order at 2:30 p.m. and the committee members introduced themselves.

Both the February 17, 2015 and May 19, 2015 meeting minutes were approved by the committee.

Office of Instruction

Fall Training for Chairs & Co Chairs. Tuesday September 15. Tim Cook and President Knight shared a few words of encouragement and gratitude for the work of all advisory members. The PowerPoint used in the training will be posted on the Advisory Web page, go to <http://www.clark.edu/advisory>

Ethics Training. This is required by The SBCTC and the State of WA for all public employees, elected and appointed officials. Members who are not in attendance will work with the Office of Instruction to get the training and provide documentation that they received it.

Perkins & Worker Retraining Grants

- Perkins will be reviewed to ensure Clark is utilizing the funds in the most effective ways.
15-16 Worker Retraining 1,018,073 and 15-16 Perkins 607,288
- Grant funds are allocated on Full Time Equivalents (FTE's)
- Leadership and Block grants **BEAM \$16,000 Grant:** Lucia Worthington, Business, Entrepreneur, Accounting and Management (BEAM) club for the business department.
Innovation Grant \$3000: Marcia Roi of the Addiction Counselor Education, utilized funding to combine recruitment of veterans with the annual Hands across the Bridge event.

The Academic Plan is under development and will be presented to the Board of Trustees in winter term, once adopted it will be available on the web site.

Bachelor in Applied Management (BAS) The second four year degree program at Clark, (the first was in Dental Hygiene), is in second phase of approvals. Slated to open for students fall of 2016.

Advisory Committee Composition is a great place for us to engage folks from the community. While our current student body is 58% from non-dominate populations, our advisory committees are generally not as diverse. Diversity will help Clark ensure training needs of all students are met.

April 20th, 2016 – SAVE THE DATE – the Advisory Member Breakfast will be held to acknowledge the service so many volunteers provide to Clark students. We hope that by providing the date well in advance members can plan to be there to enjoy a great breakfast, student presentations and some networking time.

Dean Genevieve Howard provided brief budget update.

Remodel update.

Dean Howard shared information and drawings about the new facility. It will be same square footage, but different orientation with windows and ability to see students learning/working. The college foundation is working to secure 8.4 million dollars to complete the project. It is a foundation priority and there has been additional funding secured through the state. Will have additional courses and larger curriculum. Daryl has taught out the program and has done a lot of work around the equipment needs, the building configuration and other details. This term (fall 2015) is the final term for students on main campus. They will move to CTC kitchen for remaining program. Ground will break in winter 2016 to be ready for fall 2016 opening. Discussion of class sizes, cohorts and rotation process for students, articulations with current programs in the local high schools, and the design of a program track that will allow students to take one year. Additional courses for a transfer degree to the WSU hospitality program will assist students in the program to reach successful completions.

New Curriculum.

Faculty detailed minor and major courses, a.m. p.m. schedules and the ten weeks of curriculum that follows. Reviewed overhead of the curriculum in detail. Discussion of technical writing and applied computational math courses that will support students.

AAT in Professional Baking and Pastry Arts Management. This will include specific advising to get students in to the program and secure as they move along the pathway. Second year students will help first year, and the curriculum will include a Capstone and industry internship.

Certificate of Proficiency. May be eliminated, only two less credits than AAT. Change in curriculum, in terms of the whole is in Cert of Proficiency. Will not go above 45 credits. This will allow a student to bypass the math and writing and get them out on a job.

Review of Bread, Viennoiserie, Cakes, Tortes and Desserts curriculum. Sixteen contact hours each adjunct, 24 for instructor, ten students in each class, first come first served choice, each course will require registration. Course outcomes are similar but first few are specific to topic. Described interviews and field trips to build the courses, all will be lecture - lab, new configuration will be matching lecture, lab and theory. Minor course list was shared. Cookies, Brownies, Bars and Quick breads, stress safety and sanitation provide good foundation for students. Discussion of community education options and need for pathways for financial aid. Summer is applied professional development learning.

2nd Year: Bakery within a bakery. Retail needs will be managed by the 2nd year students, more independent and will assist with first year students. Curriculum will include Pastry Chef and retail baking, merchandizing inventory and purchasing. Chocolate lab will be smaller scale, but will include all areas of chocolate. There is a desire to have Clark College chocolate return. Currently working on externships, hope to increase these opportunities. Capstone will be similar to a competition; judging and tasting (advisory members will be invited to these).

Baking math and learning to use Excel. There is not universal access to computers so these present problems, will be using calculators. Most students are familiar with Excel. Comments from committee members: good curriculum, like the basic learning of how to bake. Comments about one of the former students.

Staffing

Discussion of use of Adjuncts vs lab techs. One tenured, two adjuncts and one lab tech. One adjunct will teach a major course, one adjunct will teach a major and one minor course, the instructor will teach one major and two minor courses and the lab tech will support all.

Curriculum presentation accepted by the members. Voted on and unanimously approved.

Action Items: Members to bring folks, next meeting February 23, 2016 – Tuesday, 2:30 p.m.

The meeting was adjourned at 3:30 p.m.

Prepared/submitted by Andreana DiGiorgio