FOUR-YEAR DEGREE REVIEW
Four-Year Degree Review

Continuous Process Improvement Team

Henry Ford College
Team Members

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Project Statement

To improve the admission, advising, registration, tracking and graduation process at Henry Ford College to accommodate bachelor’s degree seeking students as measured by the following:

- Acceptance and registration of bachelor’s degree students
- Advising for bachelor’s degree students
- Personal academic progress tracking for bachelor’s degree students
- Demonstrated capability and achievement of accreditation from the HLC for HFC as a four year institution and for a bachelor’s degree in Culinary Arts
Background

Henry Ford Community College Senate Recommendation, May 10, 2010: The Senate Task Force on Baccalaureate Degrees recommends if the state of Michigan passes legislation allowing Community Colleges to confer baccalaureate degrees that Divisions or Departments desiring to offer baccalaureate degrees in disciplines authorized by the State legislature be allowed to do so by the College. The Task Force recommends that no Division or Department be required to offer a baccalaureate degree; that the decision whether or not a Division or Department offers a baccalaureate degree be left to that Division or Department. The Task Force recognizes that the final authority for determining whether or not Henry Ford (Community College) offers baccalaureate degrees rests with the Board of Trustees. Motion Carried.

In December 2012, Gov. Rick Snyder signed a bill allowing community colleges in Michigan to offer bachelor’s degrees in certain applied and technical programs. House Bill 4496 allows community colleges to offer bachelor’s degrees in culinary arts, energy production technology, cement technology and maritime technology. The bill is now known as Public Act 495 of 2012.

HFC Senate Meeting, December 13, 2013:

E. Gackenbach made his presentation on a proposal to allow Culinary Arts to offer four-year degrees at HFCC. In November 2009, a Board of Trustees Report was presented on the possibility of bachelor’s degree legislation in Michigan. The College President at the time asked a task force to examine the potential of offering four-year degrees at HFCC. In May 2010, the report was approved by the College Organization after Senate approval, with Board of Trustees approval coming in June 2010. The report’s conclusion was that if academic divisions wished to offer such a degree, they should be allowed to do so, but no division should be required to do so. The Michigan Community College Association and HFCC faculty and administrators went to Lansing to discuss this. Governor Snyder signed legislation in December 2012 allowing community colleges to offer four-year degrees in a limited number of areas, including culinary arts.
E. Gackenbach said that our Culinary Arts Department is prepared to offer a four-year degree, and the department wants to offer do so. P. Fisher, the Associate Dean overseeing Culinary Arts, supports the request.

K. Dewey moved, G. Laskowsky seconded, reaffirmation of the Senate’s support for the 2010 Senate Task Force report on baccalaureate degrees, and we support the Culinary Arts Department’s request to develop a baccalaureate degree in Culinary Arts. The motion passed unanimously.

Bachelor’s Degree curriculum was approved by the Hospitality Studies Department in late August, 2014. The Business and Computer Technology Division approved the curriculum in early September, 2014 and the curriculum has been before College Council since October, 2014.
Operational Definitions

Academic Evaluation - The report used to track a student’s progress and evaluate completed coursework.

Accreditation - The goal of accreditation is to ensure that education provided by institutions of higher education meets acceptable levels of quality. Accrediting agencies, which are private educational associations of regional or national scope, develop evaluation criteria and conduct peer evaluations to assess whether or not those criteria are met. Institutions and/or programs that request an agency's evaluation and that meet an agency's criteria are then "accredited" by that agency.

Articulation Agreement - A legal document produced when two institutions of higher learning partner to provide a simplified pathway for transfer from one college, university or trade school to another. The end result is a formalized plan acknowledging eligible coursework for transfer to the partner institution and other stipulations.

Core Classes - Core classes provide a variety of benefits to college students; they ensure that a general education is attained and provide exposure to several different fields, which may influence students' major choices. Core classes vary by institution, although most follow a flexible but predictable rubric. The Commission on Colleges Southern Association of Colleges and Schools, for example, defines a core curriculum as "a general education component at the collegiate level that: 1.) is a substantial component of each undergraduate degree; 2.) ensures breadth of knowledge; and 3.) is based on a coherent rationale." Associate programs usually require approximately 15 semester hours; baccalaureate programs require at least 30.

Gen Ed Classes - General education requirements, usually referred to as gen ed requirements, specify the disciplines outside of the student's major and the number of credit hours students should complete before graduation. General education requirements often are not the same for every student in the school; departments will have their own set of requirements for the students in their majors.

**MTA** – The Michigan Transfer Agreement is designed to facilitate transfer between higher learning institutions. It provides for transferability of a minimum of 30 semester credits between participating Michigan colleges and universities.

**Transfer Equivalencies** – Identifies how and if courses transfer between higher learning institutions.

**Tuition Differential** – The difference in per credit tuition cost between lower and upper level courses associated with course level is referred to as tuition differential.

**Upper Level Classes** - Courses at the 300 and 400 level are referred to as upper level courses. Upper level classes are required for a bachelor degree.
Current Processes: Admit, Advise, Register

The advisor interviewed likes to start the student encounter by asking: “What brings you in today?” The advisor will begin advising with Step 1 of the *7 Easy Steps to Enroll @ HFC*.

**Step 1- Admission Process** (in person)
- The student is directed to Welcome Center Enrollment Center for assistance to apply online.
- The student is directed to return to Advising after they have completed the application process.
- If the student has applied and been accepted previously, Step 2 is explored.

**Step 2- Required Admission Documents**
- Non-transfer students (students who have no college credit or who have less than six college credits) are advised that they must send required admission documentation to HFC. The student is additionally advised that
  - June high school graduates have the documentation deadline extended to July
  - High school diploma or GED verification is necessary
  - They should attend Orientation (Step 3)
  - They will need to take a test to determine their abilities in math, reading and writing. The test is used to determine the appropriate courses for them to take in those areas. This is called **Course Placement (Step 4)**. Students are also advised that
    - Orientation (Step 3) will includes Compass Test information
    - Some HFC programs have minimum requirements for Compass scores
      - The Health Sciences Division requires minimum Compass Reading score of 84
Hospitality Studies Department requires its students to achieve a minimum Compass Reading score of 82 or its equivalent as a pre-requisite for all courses.

Transfer student are advised that

- Six (6) transfer college credits must be transferred in to HFC to qualify to be a transfer student
- Arrival of transcripts is recorded within 48 hours of receipt
- Once received, transcripts are reviewed and processed within 2-4 weeks
- If transfer credits do not include college level English and Math with a C grade or higher then Compass Testing is required.
- They should attend Orientation (Step 3)
- They will need to take a test to determine their abilities in math, reading and writing. The test is used to determine the appropriate courses for them to take in those areas. This is called Course Placement (Step 4). Students are also advised that
  - Orientation (Step 3) includes Compass Test information
  - Some HFC programs have minimum requirements for Compass scores
    - The Health Sciences Division requires minimum Compass Reading score of 84
    - Hospitality Studies Department requires its students to achieve a minimum Compass Reading score of 82 as a course requirement or its equivalent as a pre-requisite for all courses

Step 5 Meet with an Academic Advisor: If the student has already completed course placement (Step 4) then they can move forward with course selection by meeting with an academic advisor. They are advised that if they are not satisfied with their Compass results, they can go to the learning lab for remediation and practice links to prepare for re-taking the Compass Test. These opportunities are intended to improve the students’ subsequent Compass Testing scores. Students are notified that they can take the Compass Test a maximum of three times. If students place in the O79 or O88 class, they are required to take a College Success course, which is a 3 credit course. The College Success course is placed into the student’s plan of study.
Some populations, like veteran groups, must have the college success course in their plan of study, for their financial aid reimbursement. From a financial aid standpoint, all courses impact the 150% rule.

**Determining a Plan of Study in Step 5**

- Students who are undecided regarding their intended area of study are directed to make an appointment in the Counseling Department. Counselors in that department are able to provide a number of services
  - Aptitude Evaluation
  - Career and Transfer Planning
  - Personal and Educational Counseling
  - Program change form if necessary

- Students who identify that they intend to enroll in the Culinary Arts or Hotel/Restaurant Management Programs are further advised on the following issues
  - Advisor reviews the student’s Compass score
    - If the student has achieved a Compass Reading score of 82 greater, the advisor then provides the student
      - Assistance in selecting courses from Culinary Arts Program Sequencing Form
      - The Culinary Arts webpage information
      - Eric Gackenbach’s contact information
      - A copy of the Hospitality Studies Department course information on certificate requirements
    - If the student’s Compass Reading score is below 82, the advisor then provides the student options. They are advised that they can
      - Complete remedial classes as required based on score achieved
      - They can remediation in Assisted Learning Center and re-take the Compass Test
Students who identify other intended areas of study are advised specific to the area identified. The advisor uses program information from the College Catalog and Website to help the student select courses. If it is a transfer student, the advisor will provide transfer guides and the webpage to show the student how to identify transfer equivalency for courses taken elsewhere. After this, the student is advised on course selection.

Additional Information/forms provided at the conclusion of Step 5

- The 7 Easy Steps to Enroll at Henry Ford College form
- Academic Advising Services Form (Setting up your WebAdvisor User Account and class registration)
- A campus map with major landmarks highlighted
- **Step 6 (Registration) information is given**
  - Student directed to Enrollment Services for registration and other assistance
    - **Step 7 – Payment information is briefly discussed**
  - Step 7 addresses payment for classes. Information links included in the form are pointed out to the student. Students are reminded that Enrollment Services will assist in completion of both steps 6 and 7. Students can make an appointment at the solution center if Enrollment Services cannot meet their needs.
7 Easy Steps to Enroll @ HENRY FORD COLLEGE FUTURE DRIVEN

Phone: 1.800.585.4322
www.hfcc.edu/steps
enrollmentservices@hfcc.edu

[STEP 1]
Apply
- For admission complete an application: www.hfcc.edu/apply.
- For financial aid complete the FAFSA: www.hfcc.edu/finaid.

[STEP 2]
Request Admission Documents
- Have your high school or GED Center send your official, final transcript to:
  Fax: 313.845.9891
  E-mail: enroll@hfcc.edu
- High school transcripts can also be requested electronically at parchment.com.

[STEP 3]
Attend Orientation
- Schedule orientation at www.hfcc.edu/orientation.

[STEP 4]
Participate in Course Placement
- For more information, visit www.hfcc.edu/courseplacement.

[STEP 5]
Meet with an academic advisor
- For more information, visit www.hfcc.edu/advising.

[STEP 6]
Register for Classes
- For more information, visit www.hfcc.edu/webadvisor.

[STEP 7]
Pay For Classes
Payment Options
- For information on paying for classes, visit www.hfcc.edu/tuition.
- Financial Aid (Loans & Grants) www.hfcc.edu/finaid.
- HFC Scholarships www.hfcc.edu/scholarships.
## Important Dates

### Fall 2014

<table>
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<th>Description</th>
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<tbody>
<tr>
<td>Schedule opens in WebAdvisor</td>
<td>Monday, March 17, 2014</td>
</tr>
<tr>
<td>Registration opens</td>
<td>Monday, April 07, 2014</td>
</tr>
<tr>
<td>EZ Pay Installment Plan Opens</td>
<td>Monday, April 07, 2014</td>
</tr>
<tr>
<td>Priority financial aid deadline</td>
<td>Thursday, June 05, 2014 (FAFSA)</td>
</tr>
<tr>
<td>Priority financial aid deadline</td>
<td>Thursday, June 26, 2014 (all other documents)</td>
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### Winter 2015

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>Schedule opens in WebAdvisor</td>
<td>Monday, October 13, 2014</td>
</tr>
<tr>
<td>Registration opens</td>
<td>Monday, October 27, 2014</td>
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<tr>
<td>EZ Pay Installment Plan Opens</td>
<td>Monday, October 27, 2014</td>
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<tr>
<td>Priority financial aid deadline</td>
<td>Friday, October 31, 2014 (FAFSA)</td>
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<tr>
<td>Priority financial aid deadline</td>
<td>Friday, November 21, 2014 (all other documents)</td>
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Please note that dates are subject to change at the discretion of the College. Please check online at [www.hfcc.edu/calendar](http://www.hfcc.edu/calendar) for the complete calendar and any updates.
Current Process - Application
Application Process for a Self Selected Culinary Arts/Hospitality Management Student

1. Go to www.HFCC.edu/apply
2. Complete Application and Select Program of Study
3. Apply for FAFSA
   www.HFCC.edu/finaid
4. New College Student
   - Yes
   - No
   - Request Transcripts From Other Institutions
5. Attend Orientation
6. Meet with Academic Advisor
7. Register for and Attend Classes
8. Request High School Diploma or GED
   - Yes
   - No
   - Pass Course Placement Tests
     - Yes
     - No
     - Retake Placement Test or Plan to Register for Remedial Courses

HENRY FORD COLLEGE FUTURE DRIVEN 16
Current Process-Advising
Advising Process for a Self Selected Culinary Arts/Hospitality Management Student

Meet with Academic Advisor

Advise Orientation Attendance

Go Over Student Forms

New Student

Yes

Take or Re-Take Compass Placement Tests

Pass Reading GE 82

Yes

Pass ENG 079 or ENG 088

No

Take ENG 079 or ENG 088

Direct student to Enrollment Services to register for classes.

Direct student to Eric Gackenbach’s contact information and program website

Review Previous Transcript

Review AAS Hospitality Studies Course Sequence Form and Select Classes

Direct student to Eric Gackenbach’s contact information and program website
Culinary Arts

Associate in Applied Science Degree

Exciting professional careers relying on your character, leadership and technical skills are available and waiting in the global industry of hospitality and tourism. Coupled with diverse line level work experience, the student completing this degree can expect to achieve an entry level supervisory or management position in one of the following areas:

- Full Service Hotels
- Fine Dining Restaurants
- Health Care Services
- College & University Dining
- Casinos
- Conference Centers
- Food Sales & Marketing
- School Food Service
- Catering
- Casual Dining Restaurants
- Sports, Leisure & Event Services
- Resort & Travel Destinations

The Associate in Applied Science Culinary Arts Program is accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). The department has also earned the Exemplary Program Award symbolizing the highest educational standards recognized by the ACFEFAC. The award is presented to programs that have proven consistent compliance with all ACFEFAC accreditation requirements along with excellent management of the program. ACFEFAC is recognized by the Council on Higher Education Accreditation (CHEA).

Instructors receive training and certifications from the American Hotel & Lodging Educational Institute, The National Restaurant Association Educational Foundation, the Federation of Dining Room Professionals and the American Culinary Federation.

For a four year degree in the Hospitality field, refer to articulation agreements with Siena Heights University, Eastern Michigan University or Madonna University. Students can transfer up to 90 credits (three years work) from Henry Ford Community College and complete approximately their last year at one of the above listed universities.

*Chefs Uniform Required for this Culinary lab class.

(PRQ) - A score of 43 or above on the ASSET Reading Test, or 82 or above on the COMPASS Test, or satisfactory completion of ENG 081 Developmental College Reading.

General Education Outcome for Computer Literacy: CLT 100 (Placement Test) or BCA 140

Semester 1: (Fall, Winter)

<table>
<thead>
<tr>
<th>Course:</th>
<th>Course Prerequisite:</th>
<th>Course Title:</th>
<th>Credit Hours:</th>
</tr>
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<tbody>
<tr>
<td>HOSP 105</td>
<td>(PRQ)</td>
<td>Applied Food Service Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>MATH 104 or BMA 110</td>
<td></td>
<td>Culinary Math or Business Math</td>
<td>4 or 3</td>
</tr>
<tr>
<td>HOSP 121</td>
<td>(PRQ)</td>
<td>Introduction to Quality Food Preparation</td>
<td>2</td>
</tr>
<tr>
<td>HOSP 124*</td>
<td>(PRQ)</td>
<td>Introduction to Professional Cooking (Lab)</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 125*</td>
<td>(PRQ)</td>
<td>Introduction to Professional Baking (Lab)</td>
<td>3</td>
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<tr>
<td>Semester 2: (Fall, Winter)</td>
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<td><strong>Course:</strong></td>
<td><strong>Course Prerequisite:</strong></td>
<td><strong>Course Title:</strong></td>
<td><strong>Credit Hours:</strong></td>
</tr>
<tr>
<td>HOSP 140*</td>
<td>HOSP 105, HOSP 121, 124 &amp; 125</td>
<td>Advanced Food Preparation</td>
<td>8</td>
</tr>
<tr>
<td>HOSP 110</td>
<td>(PRC)</td>
<td>Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>ENG 131</td>
<td>(PRC)</td>
<td>Intro to College Writing</td>
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<tr>
<th>Semester 4:</th>
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<td><strong>Course:</strong></td>
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<td><strong>Course Title:</strong></td>
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<tr>
<td>HOSP 150</td>
<td>HOSP 140</td>
<td>Dining Room Service and Operation</td>
</tr>
<tr>
<td>HOSP 210</td>
<td>HOSP 110</td>
<td>Hospitality Supervision &amp; Leadership</td>
</tr>
<tr>
<td>HOSP 231*</td>
<td>HOSP 140</td>
<td>Advanced Baking &amp; Pastry</td>
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<tr>
<td>POLS 131 or ASEIC</td>
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<td>Intro to American Government</td>
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<tr>
<th>Semester 5:</th>
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<tr>
<td><strong>Course:</strong></td>
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<td><strong>Course Title:</strong></td>
</tr>
<tr>
<td>HOSP 130</td>
<td>(PRC)</td>
<td>Food and Nutrition</td>
</tr>
<tr>
<td>HOSP 160</td>
<td>(PRC)</td>
<td>Hospitality Purchasing</td>
</tr>
<tr>
<td>HOSP 170</td>
<td>HOSP 140, CLT 100</td>
<td>Food and Beverage Controls</td>
</tr>
<tr>
<td>HOSP 241*</td>
<td>HOSP 231</td>
<td>Garde Manger &amp; Menu Planning</td>
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<tr>
<th>Semester 3: (Spring)</th>
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<tr>
<td><strong>Course:</strong></td>
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<tr>
<td>ENG 132 or ENG 135</td>
<td>ENG 131</td>
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<tr>
<td>HOSP Elective</td>
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<tr>
<td>HOSP 290</td>
<td>HOSP 140</td>
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Grand Total: 68

For additional information, visit our website: [http://www.henryfordculinary.com](http://www.henryfordculinary.com) and select Programs, then select Culinary Arts Degree. Join us for lunch or dinner in the student-run Fifty-One-O-One Restaurant, reservations at 313-206-5101. The restaurant and instructional kitchens are located in the Student & Culinary Arts Center on Campus.

Eric Gackenbach, MBA CEC CHE  
Academic Coordinator  
Culinary Arts & Hotel/Restaurant Management  
313-317-1572
Hotel/Restaurant Management

Associate in Applied Science Degree

Exciting professional careers relying on your character, leadership and technical skills are available and waiting in the global industry of hospitality and tourism. Coupled with diverse line level work experience, the student completing this degree can expect to achieve an entry level supervisory or management position in one of the following areas:

- Full Service Hotels
- Non-Commercial Food Service
- Food Sales & Marketing
- Restaurants
- Facilities Management
- Corporate Travel
- Event Planning
- Limited Service Hotels
- Meeting & Hotel Sales

Courses in the Hotel/Restaurant Management curriculum are supported by materials and certification exams from the American Hotel & Lodging Educational Institute, National Restaurant Association Educational Foundation and Federation of Dining Room Professionals.

Instructors receive training and certifications from the American Hotel & Lodging Educational Institute, The National Restaurant Association Educational Foundation, the Federation of Dining Room Professionals and the American Culinary Federation.

For a four year degree in the Hospitality field, refer to articulation agreements with Siena Heights University, Eastern Michigan University or Madonna University. Students can transfer up to 90 credits (three years work) from Henry Ford Community College and complete approximately their last year at one of the above listed universities.

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(PRC) = A score of 43 or above on the ASSET Reading Test, or 82 or above on the COMPASS Test, or satisfactory completion of ENG 081 Developmental College Reading.

### Semester 1: (Fall, Winter)

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<td>Culinary Math or Business Math</td>
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<td>HOSP 121</td>
<td>(PRC)</td>
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<td>(PRC)</td>
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### Semester 2: (Fall, Winter)

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<tbody>
<tr>
<td>HOSP 140*</td>
<td>HOSP 105, HOSP 121, 124 &amp; 125 or HOSP 279, 280 &amp; 285</td>
<td>Advanced Food Preparation</td>
<td>8</td>
</tr>
<tr>
<td>HOSP 110</td>
<td>(PRC)</td>
<td>Introduction to the Hospitality Industry</td>
<td>3</td>
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<tr>
<td>ENG 131</td>
<td>(PRC)</td>
<td>Intro to College Writing</td>
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14
### Semester 4: (Fall/Winter)

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<th>Course:</th>
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<tbody>
<tr>
<td>HOSP 130</td>
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<td>Food &amp; Nutrition</td>
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<td>HOSP 150</td>
<td>HOSP 140</td>
<td>Dining Room Service and Operation</td>
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<td>HOSP 170</td>
<td>HOSP 140, CLT 100</td>
<td>Food and Beverage Controls</td>
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<td>HOSP 210</td>
<td>HOSP 110</td>
<td>Hospitality Supervision and Leadership</td>
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<td>POLS 131 or ASEIC</td>
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<td>Intro to American Government</td>
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### Semester 5: (Fall/Winter)

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<td>HOSP 160</td>
<td>(PRC)</td>
<td>Hospitality Purchasing</td>
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<td>BAC 110</td>
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<td>Practical Accounting</td>
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<tr>
<td>HOSP 225</td>
<td>HOSP 150</td>
<td>Dining Room Captain</td>
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<td>HOSP 250</td>
<td>HOSP 110</td>
<td>Hospitality and Travel Marketing</td>
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<td>HOSP 270</td>
<td>HOSP 110</td>
<td>Facilities Management</td>
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### Semester 3: (Spring/Summer)

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<thead>
<tr>
<th>Course:</th>
<th>Course Prerequisite:</th>
<th>Course Title:</th>
<th>Credit Hours:</th>
</tr>
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<tbody>
<tr>
<td>ENG 132 or ENG 135</td>
<td>ENG 131</td>
<td>Composition/Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>HOSP 221</td>
<td>HOSP 110</td>
<td>Front Office Procedures &amp; Guest Services</td>
<td>3</td>
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<tr>
<td>HOSP 290</td>
<td>HOSP 140</td>
<td>Hotel/Restaurant Co-Op</td>
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<tr>
<td>HOSP Elective</td>
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<td>See HOSP Course Listing</td>
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</tbody>
</table>

**Grand Total:**

|                  |                      |                                    | **69**        |

For additional Information, visit our website: [http://www.henryfordculinary.com](http://www.henryfordculinary.com) and select Programs, then Hotel/Restaurant Management Degree. Join us for lunch or dinner in the student-run Fifty-One-O-One Restaurant, Reservations at 313-206-5101. The restaurant and instructional kitchens are located in the Student & Culinary Arts Center on Campus.

Eric Gackenbach, MBA CEC CHE  
Academic Coordinator  
Culinary Arts & Hotel/Restaurant Management  
313-317-1572
## Hospitality Studies Department

<table>
<thead>
<tr>
<th>Degrees &amp; Certificates</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| **Associate in Applied Science, Culinary Arts**  
( Includes Certified Culinarian designation by the American Culinary Federation) | Minimum of 69 Credit Hours |
| **Associate in Applied Science, Hotel/Restaurant Management** | Minimum of 69 Credit Hours |
| **Culinary Skills Certificate**  
This certificate provides the foundation for quantity food production in a professional kitchen, using both lab and lecture courses. Once you've mastered the basics, the opportunities are endless! |  
18 Credit Hours  
HOSP-105  HOSP-121  
HOSP-124  HOSP-125  
HOSP-140 |
| **Baking and Pastry Certificate**  
Let your creativity shine while learning the various facets of the baking and pastry fields. Students receive hands-on experience making bread, rolls, cakes, pies, quick breads, cookies, and Danish. Advanced work in cake decorating, European pastry and confection is also included in this program. |  
30 Credit Hours  
HOSP-105  HOSP-121  HOSP-124  
HOSP-125  HOSP-140  HOSP-231  
HOSP-245  HOSP-255 |
| **Culinary Supervision Certificate**  
Chefs must have technical knowledge and human recourse skills to be successful in today's kitchens. Key components of the supervision certificate include training in food sanitation, nutrition, and managerial techniques. |  
39 Credit Hours  
HOSP-105  HOSP-110  HOSP-121  
HOSP-124  HOSP-125  HOSP-130  
HOSP-140  HOSP-210  HOSP-231  
HOSP-241 |
| **Restaurant Service Career Certificate**  
( Includes Certified Dining Room Associate and Certified Wine Steward Associate designation by the Federation of Dining Room Professionals)  
Remarkable service from servers, managers and restaurant owners is a must for winning and keeping customers. Students receive hands-on training in this high-wage segment of the hospitality industry. |  
17 Credit Hours  
HOSP-101  HOSP-103  HOSP-105  
HOSP-107  HOSP-109  HOSP-110  
HOSP-150  HOSP-225 |
| **Hospitality Pro (Professional) Management Certificate**  
Modern-day management practices have become not only beneficial, but necessary in today's increasingly complex hospitality/travel industry. Key components of the Professional Management Certificate include cost control, purchasing, marketing, and training at the front office level. |  
26 Credit Hours  
HOSP-105  HOSP-150  HOSP-210  
HOSP-110  HOSP-160  HOSP-221  
HOSP-130  HOSP-170  HOSP-250 |

All degrees and certificates include Serv-Safe certification through the National Restaurant Association. Upon completion of HOSP-105 and a passing grade on the Serv-Safe exam, the student receives the designation of Certified Food Protection Manager which is accredited by the American National Standards Institute (ANSI) Conference for Food Protection.

Eric Gackenbach, MBA, CEC, CHE - Academic Coordinator  epgackenbach@hfcc.edu 313-317-1572

h:\chef\g\2013 blue sheets\certificate%20blue%20sheet%20front%202013.docx
COURSE LISTING
HOSPITALITY STUDIES DEPARTMENT

HOSP 101 (F)  1 Credit Hour
Wines of the World
Beginning-level wine appreciation course with tastings

HOSP 103 (W)  1 Credit Hour
Major Wine Grape Varieties
A second-level wine course with tastings, can be taken before HOSP 101

HOSP 105 (F, W, SP)  2 Credit Hours
Applied Food Service Sanitation
Serv-Safe Food Safety Certification

HOSP 107 (SP)  1 Credit Hour
Artisanal Cheese and Craft Beer
Study and sample various styles and pairings

HOSP 109 (W)  3 Credit Hours
Banquets & Catering
Plan and cater an event for 250 from start to finish

HOSP 110 (F, W, SP)  3 Credit Hours
Introduction to Hospitality Industry
Explore a surprising variety of job and career options

HOSP 115 (SP)  4 Credit Hours
International Cooking
Produce five buffets featuring a variety of cuisines

HOSP 121 (F, W, SP)  2 Credit Hours
Introduction to Quality Food Preparation — Lecture
Introduction to baking and cooking

HOSP 124 (F, W, SP)  3 Credit Hours
Introduction to Professional Cooking — Lab
Hands-on culinary skills and nutritional cooking

HOSP 125 (F, W, SP)  3 Credit Hours
Introduction to Professional Baking — Lab
Fundamentals of baking and pastry with production of cookies, pies, breads and muffins

HOSP 130 (F, W)  3 Credit Hours
Food and Nutrition
A culinary approach to special diets and wellness

HOSP 140 (F, W)  8 Credit Hours
Advanced Food Preparation
A la carte and buffet cookery for the Fifty One O One Student Run Restaurant

HOSP 145 (F, W)  3 Credit Hours
Ice Carving & Design
Beginning hands-on ice carving for culinarians and others

HOSP 150 (F, W)  3 Credit Hours
Dining Room Service and Operation
Fine dining service in the student-run Fifty One O One Restaurant

HOSP 160 (F, W)  3 Credit Hours
Hospitality Purchasing
Supply management of food, beverages, supplies and services for hotels, restaurants and institutions

HOSP 170 (F, W)  3 Credit Hours
Food and Beverage Controls
Accounting and loss prevention for food and beverage operations

HOSP 210 (F, W)  3 Credit Hours
Hospitality Supervision and Leadership
Human resource law, employee training, hiring and scheduling

HOSP 221 (F, SP)  3 Credit Hours
Front Office Procedures and Guest Services
Skills for front desk, concierge and hotel managers

HOSP 225 (F, W)  3 Credit Hours
Dining Room Captain
Wine service, table-side cooking, greeter, and floor manager training in the student-run Fifty One O One Restaurant

HOSP 231 (F, W)  6 Credit Hours
Advanced Baking and Pastry
European and contemporary dessert making, including cakes, pastry, tortes and confection

HOSP 235 (W)  3 Credit Hours
Ice Carving for the Professional
Advanced ice carving, including competition and public display pieces using multiple blocks of ice

HOSP 241 (F, W)  6 Credit Hours
Garde Manger & Menu Planning
Charcuterie, hors d’oeuvres and fancy foods for restaurants and catering

HOSP 245 (W)  3 Credit Hours
Hotel and Restaurant Desserts
Production of plated desserts for a la carte, banquet and buffet service using advanced techniques

HOSP 250 (F, W)  3 Credit Hours
Hospitality and Travel Marketing
Advertising, customer profiling and targeted communication to promote a business

HOSP 255 (F)  3 Credit Hours
Professional Cake Decorating
Bake, create and assemble tortes, wedding cakes and special event cakes

HOSP 270 (W)  3 Credit Hours
Facilities Management
Housekeeping, maintenance, and design & development of restaurants and hotels

HOSP 290 (F, W, SP, SU)  2 Credit Hours
Hospitality Studies Co-op
Internship working in industry under professional supervision
Current Process: Track, Evaluate, Graduate

The process of tracking a student’s progress through a degree program, evaluating their completed course work so that they can graduate, revolves around the creation of a degree audit template in Colleague UI. Colleague UI is the primary input and programming tool used with the single database (also known as HANK) where all college data is stored. Colleague is used for data input and can display data with some limited reporting capability. Other ways to access the database include Web Focus for the creation of management reports and Web Advisor which is the primary student and general employee interface.

The report used to track a student’s progress and evaluate completed course work is called an academic evaluation. It is programmed in Colleague UI and can be accessed by approved college employees through Colleague UI or by students through Web Advisor. The report is well formatted and with minimal training, easy to use. Counselors and advisors can access and print the report when meeting with students and students can print the report themselves and use it to compare the courses they have completed and are enrolled in to the courses required for completion of the HFC degree or certificate program.

The academic evaluation report is used when a student applies for graduation by the Registrar’s office, where a HFC staff person performs an official graduation degree audit and processes the graduation. Official graduation includes transcript notation and the ordering of official paper degrees and certificates.

Many components are required to produce an academic evaluation and can be identified in the example:
All of the elements of the degree must be accurate in order that the degree audit is accurate. The “shell” is built (programmed) by the registrar and is done so with consideration of all state, federal and local compliance requirements. The degree requirements are then built from data housed primarily in the course tables, which represent college-council approved courses. The third component of the academic evaluation is the programming that allows students to choose from multiple courses when fulfilling a category of degree requirement. This is operationally the most complicated part because it involves if/and/then logic and must support the variability in options available with requirements such as general education categories and electives.

Students currently self-identify with a single specific active academic program code. The active academic program code is what is then set as the default academic evaluation. Program code identifies both program (degree or certificate) and the year associated with the program. As programs are updated, students may elect to update their academic program to a newer version or to graduate under the original academic program and year they identified. Graduation must occur within three years of the program revision year otherwise the older program is deactivated and the student must follow a (newer) active program code. Students are able to change their academic program code and catalog year using the paper Change of Program form which is then submitted to the registrar’s office where it is checked and processed.
Henry Ford Community College
Academic Evaluation
Report Date: 11/25/14

Student:
Program: Culinary Arts (CULIN.AAS.2011)
Catalog: 01-02
Anticipated Completion Date:
E-Mail Address: epgackenbach@hfcc.edu

---------------------------------------------------------------------------------------------------

This is your personalized Degree Audit/Academic Evaluation. It identifies:
1. The requirements for a program.
2. Henry Ford Community College courses you are currently taking, pre-registered courses, and completed courses.
3. Courses transferred to HFCC.
4. Which requirements you have fulfilled along with which requirements you are lacking to complete the program.

---------------------------------------------------------------------------------------------------

You may elect to:
A. graduate under the current program/degree requirements (year of graduation) OR
B. graduate under previous program/degree requirements within (3) years of any degree/program change.

---------------------------------------------------------------------------------------------------

Courses numbered less than 100 may not be used towards graduation unless the student began prior to Fall 2012 and has subsequently enrolled in each semester after initial enrollment. In this situation, only six (6) credit hours numbered under 100 will count toward graduation.

---------------------------------------------------------------------------------------------------

No more than forty (40) transfer credit hours may be used toward an Associate degree. Only 25% of the total credit hours toward a Certificate program may come from transfer credit hours.

---------------------------------------------------------------------------------------------------

To receive an Associate's Degree or Certificate of Achievement, you must apply for graduation. Complete an application for graduation by logging into WebAdvisor and selecting "Apply for Graduation". If you are applying for multiple degrees or certificates please email registrar@hfcc.edu to add the additional degrees and certificates to your academic record.

---------------------------------------------------------------------------------------------------

You may review this document with a Henry Ford Community College Advisor. The Advising Center is located inside the Welcome Center and is open Monday - Thursday 8 AM to 6:30 PM and 8 AM to 4:30 PM on Fridays (closed Fridays during the Spring and Summer semesters).

---------------------------------------------------------------------------------------------------

Program Summary: (In Progress)

<table>
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<tr>
<th></th>
<th>Required</th>
<th>Current Earned</th>
<th>Current Remaining</th>
<th>Anticipated Additional</th>
<th>Anticipated Remaining</th>
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<td>Institutional Credits:</td>
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<td>65.00</td>
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<tr>
<td>Overall GPA:</td>
<td>2.00</td>
<td>4.00</td>
<td>Met</td>
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</table>

(*) Anticipates completion of in-progress and registered and planned courses.
Program Requirements:

1: Ending Summer 2017 (Complete)

This version of your program is ending (will be inactive) after the Summer 2017 semester. Students may not graduate from inactive programs. Inactive programs are not eligible for financial aid. You will need to complete all of the requirements for this program by the end of the Summer 2017 semester. If you will not complete the requirements before Summer 2017 you must submit a change of program form to the Registrar’s Office. You will be placed in the most current version of the program unless otherwise noted. You may meet with an Academic Advisor to review the changes in course requirements or use the 'What If' option in WebAdvisor to compare the differences. You may email your change of program form to registrar@hfcc.edu or place the form in a drop box on campus.

2: REQUIRED CORE COURSES -Hotel Rest. & Inst. Mgmt. (In progress)

Credits Earned: 3  Complete both subrequirements:

A: CORE COURSES 1 (In progress)

Complete the following courses: HOSP 105, HOSP 110, HOSP 121, HOSP 124, HOSP 125, HOSP 130, HOSP 140, HOSP 150, HOSP 160, HOSP 170, HOSP 210, HOSP 231, HOSP 241 and HOSP 290.

Credits Earned: 3

**COMPLETE HOSP 105. (Not started)**

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<th>Course</th>
<th>Title</th>
<th>Needed Term</th>
<th>Grade</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>1.</td>
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**COMPLETE HOSP 110. (Not started)**

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<tbody>
<tr>
<td>1.</td>
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**COMPLETE HOSP 130. (Complete)**

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<td>HOSP-130 Food and Nutrition</td>
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**COMPLETE HOSP 140. (Not started)**

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**COMPLETE HOSP 150. (Not started)**

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<td>1.</td>
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**COMPLETE HOSP 160. (Not started)**

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**COMPLETE HOSP 170. (Not started)**

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**COMPLETE HOSP 210. (Not started)**

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<tr>
<td>1.</td>
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**COMPLETE HOSP 231. (Not started)**

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<td>1.</td>
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**COMPLETE HOSP 241. (Not started)**

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<td>1.</td>
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**COMPLETE HOSP 290. (Not started)**

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<td>1.</td>
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<td>1 course needed</td>
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</table>

B: CORE COURSES 2 (Not started)

Complete one of the following groups: GROUP 1: Complete HOSP 121, HOSP 124 and HOSP 125. GROUP 2: Complete HOSP 279, HOSP 280 and HOSP 286. GROUP 3: HOSP 121 and HOSP 123 (formerly offered at HFC).
### Group 1 (Not started)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HOSP-121</td>
<td>Intro to Baking and Cooking</td>
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<tr>
<td>HOSP-124</td>
<td>Intro Professional Cooking Lab</td>
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<td>HOSP-125</td>
<td>Intro Professional Baking Lab</td>
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### Group 2 (Not started)

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<tbody>
<tr>
<td>HOSP-278</td>
<td>Culinary Arts Food 1 Lecture</td>
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<tr>
<td>HOSP-280</td>
<td>Culinary Arts I</td>
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<td>HOSP-285</td>
<td>Culin Art, Food 2</td>
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### Group 3 (Not started)

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<th>Grade</th>
<th>Credits</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>HOSP-121</td>
<td>Intro to Baking and Cooking</td>
<td>1 course needed</td>
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<tr>
<td>HOSP-123</td>
<td>Intro Professional Cooking</td>
<td>1 course needed</td>
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### 3: REQUIRED SUPPORT COURSES - Culinary Arts (Not started)

Credits Earned: 0

**COMPLETE BMA 110, MATH 104 OR MATH 110 (Not started)**
(OR A HIGHER LEVEL OF MATH)

<table>
<thead>
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<th>Course</th>
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<tr>
<td></td>
<td></td>
<td>1 course needed</td>
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</table>

**COMPLETE 6 CREDITS FROM THE FOLLOWING LIST:** (Not started)

- 6 credits needed

### 4: AMERICAN SOCIETY, EVENTS, INSTITUTIONS & CULTURES (Not started)

Complete one of the following courses: CRJ 131, ENG 235, ENG 236, POLS 131, SOC 131, SSC 131, HIST 151 or HIST 152

<table>
<thead>
<tr>
<th>Course</th>
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<th>Term</th>
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<tr>
<td></td>
<td></td>
<td>1 course needed</td>
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</table>

### 5: WRITTEN COMMUNICATION & INFORMATION LITERACY (Not started)

Complete ENG 131 or ENG 131H. Complete ENG 132. ENG 132H or ENG 135.

Credits Earned: 0

**Complete ENG 131 or ENG-131H. (Not started)**

<table>
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<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>1 course needed</td>
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**Complete ENG 132, ENG 132H, OR ENG 135. (Not started)**

<table>
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<tr>
<th>Course</th>
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<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1 course needed</td>
<td></td>
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</tr>
</tbody>
</table>

### 6: COMPUTER LITERACY (Not started)
Complete the Computer Literacy Test (CLT 100) or one of the following courses: ACT 112, ART 275, BCA 140, CIS 100, CIS 221, CIS 223, HCS 131, MFMT 103, or TAFD 115.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
<th>Notes</th>
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<tr>
<td></td>
<td></td>
<td>1 course needed</td>
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**7: ELECTIVES (Complete)**

Complete as many elective credits as necessary to meet the minimum of 80 credits to receive your associate degree. No more than six (6) credits may come from developmental courses. (Developmental courses are those numbered under 100.)

**Other Courses:**

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<tr>
<th>Course</th>
<th>Title</th>
<th>Term</th>
<th>Grade</th>
<th>Registered Credits</th>
<th>Earned Credits</th>
<th>Notes</th>
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<tr>
<td>1. HOSP-130</td>
<td>Food and Nutrition</td>
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(Credits in parentheses are anticipated earned)
Analysis of Current Situation

The current situation is that the HFC does not have the systems capability to admit, advise, register, track, evaluate or graduate a student with a bachelor’s degree in culinary arts. The college does, however, have the systems capability to admit, advise, register, track, evaluate and graduate students with an associate’s degree in culinary arts, an associate’s degree in hotel/restaurant management and with any five specialized certificates of achievement. The college overall has been fully functional for 75 years serving thousands and thousands of students. Building the systems capability to track, evaluate and graduate a student with a bachelor’s degree in culinary arts is therefore neither from scratch nor a “re-invention of the wheel”.

Analysis of the Cause for the Current Outcome

The primary reason the college does not currently have the systems capability to offer a bachelor’s degree in culinary arts is that it has been just under two years that the college has been authorized by the state to offer bachelor’s degrees. The authorization is only for five narrowly defined bachelor’s degree programs of study, of which the college only offers one, possibly two. The college is committed to have a bachelor’s degree in Culinary Arts in place by fall semester of 2015 and all the related elements beyond the scope of this study are in process.

Potential Outcome of Implementation

The current data on the Culinary Arts Programs from 2008-2013 prior to implementation of the Bachelor of Science program indicate that there were an average of 306 applicants per years with 290 being accepted into the program. Roughly one third of those accepted enrolled or 95 students. The total program enrollment (unduplicated student count) was 395.

The Project Plan for the expansion to the Bachelor's degree initially indicated the likelihood of 24 students enrolling in the Bachelor's Program in each semester. This estimate is based on a survey of past and current student interest.

The impact of several factors could influence this number higher or lower including the unanticipated impact of the overall market beyond Henry Ford College's students enrolled in the Associates Degree or Certificate programs. Students who already hold a degree (in a related field) from another higher education institutions: Culinary Arts, Hotel Management, or Hospitality; or students who hold an Associates or higher degree in an unrelated field might be attracted to Henry Ford College to pursue a Bachelor of Science in Culinary Arts.

Students who do not have the degree and/or the courses that are prerequisite to the Bachelor of Science will be required to take these courses first or the entire Associates of Applied Science in Culinary Arts program. This could impact college enrollment by having students take General Education Courses and other
prerequisite courses before being fully admitted into the Bachelor of Science program. [This can be fully accommodated by the college course offerings.] However, student with degrees other than in Culinary Arts could impact the numbers enrolled in the Associates of Applied Science in Culinary Arts as more students seeking the Bachelor’s degree could be drawn to Henry Ford and thus require an expansion to the Associates Program.

Overall, the impact of optimal levels of 24 students admitted to the Bachelor of Science is what is being anticipated. If the numbers are slightly higher or lower the program as designed expects to be able to accommodate these students and to successfully help them accomplish the goal of achieving the Bachelor's. Significant higher or lower applications through enrollment may have to be addressed by a variety of actions. Numbers that are significantly higher than the load of 24 anticipated could potentially impact numerous areas including: reviewing of applications and placement as well as course offerings. Lower than expected enrollment might require additional marketing and communications to facilitate an optimal number of students applying, thus being admitted and subsequently enrolling in the program.

---

**Anticipated Load (24 Student) -->** Plan to review application, admit, enroll and place into program using existing structure modified to Bachelor's Degree Seeking students.

**Higher Load -->** Depending on where the load is occurring (number of applications, educational attainment of the students) will depend area to be addressed. Higher than normal load in applications could lead to more AAS program enrollment, more prerequisite courses being taken, or possibly more Bachelor's level courses being needed. For instance, this could impact how evaluation of transcripts are performed, especially if a larger numbers and percentage of students applying already have substantial college credits including those with Associate’s and Bachelor's degrees.

**Lower Load -->** Address marketing, recruitment and communication of new degree program.
Cause of Outcome
Improvement Theory and Implementation Plan

The purpose of the CPI team was to explore the current processes and build on the admission, advising, registration, tracking and graduation of students. The improvement plan includes modifications to change of program forms and graduation applications to accommodate the needs of bachelor degree seeking students. These modifications will include the department or program involved. The outcome will streamline the process for the student and improve the communication between the respective department and the Registration and Record area.

The improvement plan also includes the Registration and Records department, with input from the Program or department, to develop the academic evaluation and build the degree audit in Colleague UI. The evaluations and the degree audits will be piloted with students. This will clarify the terminology on these screens in Colleague UI and be sure that each will serve the needs of the students, faculty and staff involved.

Finally, the improvement plan allows for the training of advisors and counselors in the new bachelor degree implementation to effectively and efficiently guide students through all processes for degree completion and graduation with a bachelor degree from Henry Ford College. It is recommended that specific advisors be assigned to these bachelor degree seeking students.

The implementation of this plan will require time for staff in the Registration and Records department to build the new systems for evaluation and degree audit. It will require time for education of the counselors and advisors and department faculty and staff to learn the new processes as well as the new curricular design. Adjustments in the flow at the welcome center may need to be adjusted to be sure to guide these students to the specified advisor or counselor.

The result will be that students are able to navigate the college processes from admission through graduation with a bachelor degree as efficiently as possible.
## Project Timeline: Four-Year Degree Review

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<td>Add Bachelor degree program name to graduation application</td>
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<td>Add signature line for department approval to change of degree form</td>
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<td>Add catalog year to program change forms</td>
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<td>Establish program codes for Bachelors in Culinary Arts</td>
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<td>Set degree audit in test environment</td>
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<td>Run minimum of 30 students through academic evaluations in test environment</td>
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<td>Assess and change based on pilot</td>
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<td>Perform complete degree audit in live environment</td>
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<td>Create format for bachelor degree paper format</td>
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<td>Revise advising documents</td>
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Steering Committee Feedback

Team Name: Four-Year Degree Review

Date: Winter 2014

Team Leader: Eric Gackenbach

Sponsor: Tracy Pierner, PhD

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Team Feedback Meeting - Date: ____________________________
# Steering Committee Feedback

**Team Name:**  Four-Year Degree Review  
**Date:**  Winter 2014  
**Team Leader:**  Eric Gackenbach  
**Sponsor:**  Tracy Pierner, PhD

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**Team Feedback Meeting - Date:**  ________________
Monitoring and Engrafting Plan

Update Graduation Application and Change of Program Forms

We recommend adding the Bachelor’s degree program name to the graduation application, adding a signature line for department approval and a catalog year lines to the program change form. This would take place in February and March of 2015, run live in July and August of 2015 and be reviewed and reported on in October of 2015.

Build Academic evaluation in Colleague UI to include its shell, all courses and optional elements for bachelor's degrees

We recommend establishing a program code for the Bachelor’s in Culinary Arts, setting up the degree audit in test environment, running a minimum of 30 students through academic evaluation in the test environment and assessing and making changes based on the results of the test. This would take place sequentially in February and March of 2015 for the first two steps and in April and May for the second two steps. The process would run live in August and be reviewed and reported in October of 2015.

We recommend performing academic evaluations in the live environment in July of 2015 with monitoring taking place in August of 2015 and reporting in October of 2015. We recommend creating the format for the paper bachelor’s degree in July of 2015 just after the scheduled meeting of the Higher Leaning Commission with board of trustee approval to occur prior to issuance of the first diplomas.

Revise the advising process and train all advisors and counselors to include bachelor degree information

We recommend preparing an overview training session for all academic advisors and counselors and revising all bachelor’s degree specific advising documents in February and March of 2015. Training would take place in April 2015 with monitoring and reporting in July and August.

Identify program specific academic advisors to be assigned to bachelor degree program students
We recommend identifying specific academic advisors to be assigned to bachelor’s degree program students which would take place in May and June of 2015. Live implementation and monitoring would be in July and August of 2015 and reporting in September and October of 2015.

Form CPI team to update marketing/positioning and customer communication surrounding bachelor degree programs

We recommend the formation of a CPI team to review and update marketing, positioning and customer communication surrounding the bachelor’s degree program. This team would do its work in February, March and April of 2015.
ACKNOWLEDGEMENTS

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Stanley Jensen, PhD
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Tracy Pierner, PhD, PE
Vice President of Academic Affairs

Shaun Stevens
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