

MARYLAND HIGHER EDUCATION COMMISSION
ACADEMIC PROGRAM PROPOSAL

PROPOSAL FOR:

- ☒ NEW INSTRUCTIONAL PROGRAM
☐ SUBSTANTIAL EXPANSION/MAJOR MODIFICATION
☐ COOPERATIVE DEGREE PROGRAM
☐ WITHIN EXISTING RESOURCES or ☐ REQUIRING NEW RESOURCES

For each proposed program, attach a separate cover page.

Lincoln College of Technology/Lincoln Culinary Institute
Institution Submitting Proposal

9/25/18
Projected Implementation Date

Lower Division Cert Culinary Arts & Food Services
Award to be Offered Title of Proposed Program

0113
Suggested HEGIS Code

12.0500
Suggested CIP Code

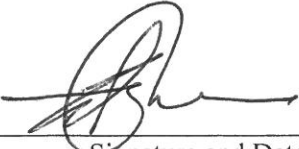
Culinary
Department of Proposed Program

Susan Birch
Name of Department Head

Cory Hughes
Contact Name

chughesc@lincolntech.edu
Contact E-Mail Address

410-290-7100
Contact Phone Number


Signature and Date

President/Chief Executive Approval

4-6-18
Date

Date Endorsed/Approved by Governing Board

Lincoln College of Technology/Lincoln Culinary Institute is requesting approval of the Culinary Arts & Food Services Lower Division Certificate (CIP Code: 12.0500).

A. Centrality to mission and planning priorities, relationship to the program emphasis as outlined in the mission statements and an institutional priority for program development.

The mission of Lincoln College of Technology/Lincoln Culinary Institute is to prepare its students to be successful in their chosen career field by delivering curriculum through a diverse set of educational experiences that will promote an appreciation of lifelong learning and assist with every graduate's professional mobility in their occupation.

Consequently, this proposal to offer a Lower Division Certificate in Culinary Arts & Food Services is both consistent with the institution's mission and will contribute to producing its successful achievement.

B. Critical and compelling regional or statewide need as identified in the State Plan:

Maryland Ready's first goal centers on maintain and improving the quality and effectiveness of postsecondary institutions. "Quality refers to the degree to which an institution successfully achieves its goals..." One measure of the success is the placement rates of the former culinary Arts Lower Division Certificate (CIP Code: 12.0503) which was at 100%. Toward the goal of improving effectiveness, Lincoln College of Technology/Lincoln Culinary Institute holds two (2) Advisory Board Meeting each year inviting employers in the field to meet and discuss how the college can meet the changing needs in the fields for which we train. Faculty are required to complete a variety of professional development including technical upgrades in the fields they are instructing as well as instructional training on developing the art of teaching.

Maryland Ready's second goal is access, affordability and completion. Lincoln College of Technology/Lincoln Culinary Institute reviews its tuition annually and makes adjustments if it is warranted. All students at Lincoln College of Technology/Lincoln Culinary Institute are required to complete financial literacy modules. Lincoln College of Technology/Lincoln Culinary Institute adheres to and maintains the completion rates set by the Accrediting Commission of Career Schools and Colleges.

Maryland Ready's third goal is diversity. As reported in the 2017 MHEC Annual Report S-1 and S-9 forms, Lincoln College of Technology/Lincoln Culinary Institute's environment is "infused with diversity" including age, race, ethnicity and sex. The college has staff and programs including *Career Edge* that supports the community of diversity and acceptance to enhance learning.

Maryland Ready's fourth goal is innovation. Lincoln College of Technology/Lincoln Culinary Institute has always embraced the competency-based education simply by the nature of the technical education. Incoming students are offered several ways to transfer in credits including direct transfer of like-credits, test-out situations where they can perform the tasks and are given credit, College Board Advance Placement (AP) courses, International Baccalaureate (IB) courses, completion of College Level Examination Program (CLEP) testing, and completion of military experience through DANTES, DSST exams or as shown on an American Council on Education (ACE) transcript.

Successful course completion is based on a variety of methods including written exams/assessments as well as practical/competency based assessments.

Maryland Ready's fifth goal is economic growth and vitality. Previously was discussed the use of employers as Advisory Boards to keep current with the industry related needs. This relates to the STEM education focus of K—12th grade and keeps the growth of the economy in the forefront of the colleges training.

C. Quantifiable and reliable evidence and documentation of market supply and demand in the region and service area:

The National Center for Education Statistics (NCES) defines 'Culinary Arts' programs as those that focus on the general study of the cooking and related culinary arts, and that may prepare individuals for a variety of jobs within the food service industry. Includes instruction in food preparation, cooking techniques, equipment operation and maintenance, sanitation and safety, communication skills, applicable regulations, and principles of food service management.

The table below demonstrates the state's potential demand for graduates of programs like that proposed. This evidence of projected demand is based on the programs proposed Classification of Program (CIP) code 12.0500, Chefs and Head Cooks and (CIP) code 12.0501, Bakers from <http://www.dllr.state.md.us/lmi/iandoproj/maryland.shtml>.

Table I

Occupational Title	Openings		
	2014	2024	Change
Chefs and Head Cooks	876	1029	17.47%
Bakers	2479	2645	6.70%

The table below outlines the current supply of graduates from Maryland programs with the CIP code of 12.0500 (Culinary Arts).

Table II

School Name	Degree Level	Taxonomy	Program Name	Graduates				
				2016	2015	2014	2013	2012
Allegany College of Maryland	Associates	120503	Culinary Arts	8	15	8	5	7
Fredrick Community College	Lower Division Certificate	120503	Culinary Arts	1	18	21	21	15
Frederick Community College	Associates	120503	Culinary Arts	0	0	0	0	0
Howard County	Lower Division Certificate	120504	Hospitality Management	6	9	5	7	6

Community College								
Howard County Community College	Lower Division Certificate	120504	Culinary Management	8	6	9	4	5
Howard County Community College	Associates	120504	Hospitality Management	0	1	0	1	4
Howard County Community College	Associates	120504	Culinary Management	9	2	6	2	3
Montgomery College	Lower Division Certificate	120504	Food and Beverage Management	2	1	1	2	0
Prince George's Community College	Lower Division Certificate	120503	Culinary Arts	10	9	14	16	27
Prince George's Community College	Associates	120503	Culinary Arts	11	11	12	8	11
Total				55	72	76	66	78

<http://www.mhec.maryland.gov/publications/Documents/Research/AnnualReports/Degrees2016ByProgram.pdf.pdf>

These two tables illustrate that although there is a projected increase of 316 jobs between 2014 and 2024, there is a lack of qualified candidates graduating from area programs to fill these needs.

D. Reasonableness of program duplication, if any:

While 5 other Lower Division Certificate programs that exist at Maryland's post-secondary institutions, the total number of graduated in the last 5 years from the existing programs is 223. In Lincoln College of Technology/Lincoln Culinary Institute's past program there were 207 graduates. Adding the program will provide the necessary available, qualified work force to assist the state in meeting its demand for this profession.

E. Relevance to the implementation or maintenance of high-demand programs at HBI's:

Table II above demonstrates that no Historically Black College of University currently offer a Lower Division Certificate in Culinary Arts & Food Services. As we implement this program, we will be looking to develop and partner with the HBCU's in the area in consideration of an articulation agreement to higher level degrees.

G. Adequacy of curriculum design and delivery to related learning outcomes consistent with Regulation .10 of this chapter;

Please see Attachment 1--Course Information

H. Adequacy of any articulation;

There are no current articulation agreements in place with this program.

I. Adequacy of faculty resources consistent with Regulation .11 of this chapter;

The faculty has not been identified as of yet. We will start that process with the approval of this proposal. Our federal accrediting body, Accrediting Counsel of Career Schools and Colleges, needs to have the approval from MHEC prior to its approval which can take 60 to 90 days. The Dean will oversee the department until the time that we hire a Director. We will start by hiring a Director of Culinary to head up the faculty search as well as teach the first few classes in the program. The person selected will have at least an Associate's Degree with at least five years of experience in the culinary field. The initial year should bring a staff of 3 instructors depending on enrollment with additional staff added as needed.

Faulty Name	Degree	Full Time	Courses Taught
Faculty TBD	Yes	X	CUL140SA—Introduction of Culinary Arts
			FBM100SA—Food and Beverage Management
			IBP140SA—Baking and Pastry Techniques
			CUL240SA—Foodservice Operations
			CUL165SA—Advanced Skills I—Meats, Seafood and Poultry
			CUL175SA—Advanced Skills II—Meats, Seafood and Poultry
			CUL155SA—Principles of Food Science
			NTR101SA—Menu Planning and Nutrition
			PER101SA—Personal/Private Chef
			CUL195SA—International Cuisine and Culture
			CUL280SA--Externship

J. Adequacy of library resources consistent with regulation .12 of this chapter;

The Library has some resources to support the proposed programs and will be upgraded to support the new courses. The Library is open from 8:00AM to 10PM Monday—Thursday and 8:00AM—4PM on Friday. There is an on-line Library recourse ProQuest, access through any computer.

K. Adequacy of physical facilities, infrastructure and instructional equipment consistent with Regulation .13 of this chapter;

Please see the Attachment 2 --list of equipment and Attachment 3 and 4--booklists.

L. Adequacy of financial resources with documentation consistent with Regulation .14 of this chapter;

Please see Attachment 5--Table1resources and Attachment 6--Table2expenditures.

Table 1: Resources Narrative:

This reallocation of funds will not have a significant impact on the school since the funds that would have been spent on the old program will now move to the new program. When a school brings in a new program, the corporate office also allocates the school with a capital expenditure budget to set up the equipment and other resources needed. The tuition which would have been for enrollment in the old program will now move to the new program planning on a flat year of enrollment the first year of the program with increased enrollment to follow the preceding years. There are no grants, contracts or other external sources of funding for this program.

Table 2: Expenditures Narrative:

There will be hiring of a Culinary Program Director in the first year who will also teach the initial classes. There will be an additional instructor hired after the first 3 classes to continue to teach the advanced classes. Additional staff will be added as needed depending on enrollment.

M. Adequacy of provisions for evaluation of program consistent with Regulation .15 of this chapter:

Lincoln College of Technology/Lincoln Culinary Institute offers students two ways to evaluate courses and faculty as well as all aspects of their school experience. The first are Mid-Course Surveys which each student takes at the mid-point of each class. These surveys address areas such as the Instructors lectures, classroom atmosphere, equipment and curriculum needs. These are reviewed by the Dean, Campus President and Education Supervisor and acted upon as needed. The results are reviewed with each Instructor to make adjustments, if needed, to insure the student's success. The second is a Student Satisfaction Survey which evaluates the total student experience, which are completed semi-annually by all students. This is reviewed by the Corporate Education and Management Teams to assure the school's success. The results are also reviewed and acted upon by the School Management Team as well as presented to students to assure students that they are heard and their concerns/comments are acted upon.

Curriculum review procedures for faculty, staff and administrators are done through several means. There is a portal available to faculty to put through curriculum requests, changes and updates. This is reviewed by the Corporate Education Team and addressed as needed. There are curriculum counsels that school staff and faculty can serve on depending on which department/area applies. Also the school has an independent Program Advisory Committee for each occupational program. The purpose of the Program Advisory Board is to review the established curricula of the program, instructional-related program materials, equipment and facilities and student achievement outcomes (graduation and placement rates) as a means to provide the school with an external review of its programs.

N. Consistency with the Commission's minority student achievement goals:

Lincoln College of Technology/Lincoln Culinary Institute is committed to high achievement goals amongst all of its students. As discussed prior in section B, there are many supports for all students to be successful and reach achievement goals set by the Accrediting Commission of Career Schools and Colleges. Some of those supports include a chapter of the SVA (Student's Veteran Association) which focuses on the needs of the school's veteran population. ESE (Early Student Engagement) which is a program that focuses on assisting the adjustment for first time students from high school to college. All students are required to participate and complete financial literacy modules to assist them with their financial knowledge and support of all issues from budgets through loans and other financial matters. All students are informed of and have access to Studentlinc which is a confidential and professional support system that is free and confidential. This can support students through many of lives challenges including anxiety, depression, diversity issues, grief, stress management, substance abuse and many other areas of concern. There is tutoring with any instructor available to all students and if they prefer we assist in peer tutoring. The school has a food pantry for students that is at no cost to students. All students complete modules in our Career Edge program which addresses areas of soft skills including areas of self-esteem through resume

writing. There are many supports at Lincoln College of Technology/Lincoln Culinary Institute to assist minority students meet achievement goals.

O. Relationship to low productivity programs identifies by the Commission.

This is not a low productivity program

Culinary Arts & Food Services

Columbia, MD

CUL120C Lower Division Certificate Program

CIP Code 12.0500 -- SOC Code 35-1012

Total Instructional Hours: 1080

Total Program Credits: 39

Program Length: Day – Approximately 66 weeks (including holidays and scheduled breaks)

Eve – Approximately 66 weeks (including holidays and scheduled breaks)

Program Objective:

The Culinary Arts and Food Services program will provide students with a strong foundation on which to build a successful career in the food service industry. Students will be exposed to the core theory and practical application of the culinary arts and food services industry. Students will be exposed to a variety of topics including but not limited to: Classical and Modern food preparation and cooking techniques, food and beverage management, foodservice operations, food science, menu planning and nutrition, international cuisine and culture and baking and pastry techniques.

Upon completion of this program, students will be trained for entry level positions in the culinary and food services industry as Line Cook, Prep Cook, Sous Chef, Chef's Assistant, and Pantry Cook as well as other employment opportunities in the Food Industry.

Students will be required to complete out-of-class assignments in each course, except externship.

Course Number	Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Contact Hours	Total Credit Hours
CUL140C	Introduction to Culinary Arts	45	45	0	90	3.5
FBM100C	Food and Beverage Management	45	45	0	90	3.5
IBP140C	Baking and Pastry Techniques	45	45	0	90	3.5
CUL240C	Foodservice Operations	45	45	0	90	3.5
CUL165C	Advanced Skills I – Meats, Seafood and Poultry	45	45	0	90	3.5
CUL175C*	Advanced Skills II – Meats, Seafood and Poultry	45	45	0	90	3.5
CUL155C	Principles of Food Science	45	45	0	90	3.5
NTR101C	Menu Planning and Nutrition	45	45	0	90	3.5
PER101C*	Personal/Private Chef	45	45	0	90	3.5
CUL195C	International Cuisine and Culture	45	45	0	90	3.5
CUL280C	Externship	0	0	180	180	4.0
Totals		450	450	180	1080	39

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Courses identified as requiring a prerequisite delivery are marked with a single asterisk (*), as noted in the course description.

Externship course is six weeks with a minimum of 180 hours of training at an approved externship site, working under the direction of a Chef and/or Manager, following all internal rules and regulations. Most externship assignments are scheduled during daytime hours for both day and evening programs. All weeks exclude holidays, course change days and make-up hours for absences during externship. Actual times are set by the externship sites. Students are responsible for transportation to and from the extern site, as well as meals.

Maximum Time Frame to Complete is 58.5 Semester Credits

The listing of credits is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

Course Descriptions

CUL140C – Introduction to Culinary Arts

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

This course provides students with an introduction to the fundamentals needed to build a successful culinary career. It starts with an introduction to culinary history, an orientation to the professional kitchen and an overview of the career opportunities available in the foodservice industry. Students participate in culinary product identification and taste exploration, equipment identification, standard measurement, and a thorough examination of knife safety and basic knife skills. The theory and practice of proper foodservice sanitation is studied and leads to national certification upon successful completion of the examination. Nutrition plays an important role and this course also provides students with the knowledge of the role of nutrition science in various segments of the food service industry. Students learn how to apply healthy and nutritious food selection and preparation to classical and modern cuisine. The path to professional and personal development starts here with the commitment to the highest standards of attitude, attendance, dress, respect and lifelong learning.

Prerequisite(s): None

FBM100C – Food and Beverage Management

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

This course teaches the use of restaurant control systems in menu development, accounting principles, staff training, table service and wine technology. Students learn to create and design menus. Students will explore accounting principles with foodservice industry comparisons. Basic computer literacy and restaurant-related computer applications are introduced. Students study the management process, effective communication skills, the supervisor's role in decision-making and problem solving, effective use of delegation, conflict resolution, motivational techniques, and stress management. Organizational design, line and staff relationships and employee training programs are also presented in this course. Knowledge and techniques of table service are explored, guest check control, federal, state and local control laws and third party liability. Beverage technology studied includes distinguishing wines by grape, variety, growing region, production process and proper service.

Prerequisite(s): None

IBP140C – Baking and Pastry Techniques

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

This course explores the world of baking and pastry making through the eyes and needs of the culinary student. The baking skill, knowledge, experience and perspective gained through this course leads to the development of better overall chefs, managers and business owners. Each aspect of the baking spectrum is examined through its function of ingredients, mixing methods and finishing techniques. Basic bread baking principles explain how a simple formula of water, yeast, salt and flour is transformed into bread with irresistible taste, texture and fragrance. Danish pastries, pies and cakes are prepared, presented, tasted and critiqued. Restaurant-style desserts are prepared in both classical and modern styles. On-going professional and personal development is continued through the exposure to, and examination of, professional baker and pastry chef organizations, and dessert menu development.

Prerequisite(s): None

CUL240C – Foodservice Operations

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

This course serves as an introduction to the real world of foodservice operations in which students make use of the skills that they have acquired. Making use of the classic brigade system, individuals will have the opportunity to prep and work all stations both in the kitchen and dining room. Stations will include, but are not limited to Sous Chef, Maître d', Saucier, Garde Manger, Server, Back Waiter, Grillardin. This course will expand upon the creation of menus in regards to seasonality and demographics, all the while, monitoring food & beverage costs and labor cost. The exploration of different types of menus will be a focal point of this course. From the creation of cohesive menus, to proper applications of the products available, to the execution of individual's job description, the future foodservice professional will be a great fit in the modern kitchen. Adherence to proper safety and sanitation requirements will also be strictly monitored. This class will take all knowledge, skills, and techniques that have been taught, and apply it in such a way to link the training to the externship section and finally to the long successful careers ahead.

Prerequisite(s): None

CUL165C – Advanced Skills I – Meat, Seafood, and Poultry

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

Advanced Skills: Meats, Seafood and Poultry, is a foundation course for the culinary student, emphasizing the classic cooking methods, culinary terminology, identification, fabrication and preparation of seafood, meats, and poultry products. Preparation of sauces and soups will be explored; with the introduction and refinement of the thickening methods and techniques used therein. Consideration will be given to understanding the basics of flavors and flavorings and the factors affecting the perception of flavors, with emphasis on serving correctly seasoned foods. Included will be the proper use and care of culinary tools, practical use of culinary math and purchasing practices and procedures. Modern and classical methods are explored in the preparation of pates, galantines, mousses, canapés and hors d'oeuvre. Artistry and innovation merge in the creation of fruit and vegetable garnishes and melon sculptures. Charcuterie specialties such as sausage making, meat smoking and fish curing are all part of this course.

Prerequisite(s): None

CUL175C – Advanced Skills II – Meats, Seafood, and Poultry

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

This is a continuation of CUL165SA. Advanced Skills: Meats, Seafood and Poultry, is an advanced course for the culinary student, emphasizing the classic cooking methods, culinary terminology, identification, fabrication and preparation of seafood, meats, and poultry products. Preparation of sauces and soups will be explored; with the introduction and refinement of the thickening methods and techniques used therein. Consideration will be given to understanding the basics of flavors and flavorings and the factors affecting the perception of flavors, with emphasis on serving correctly seasoned foods. Included will be the proper use and care of culinary tools, practical use of culinary math and purchasing practices and procedures. Charcuterie specialties such as sausage making, meat smoking and fish curing are all part of this course. Techniques are explored through explanation, demonstrations and comparison tasting. By the end of this course the student should have the necessary skills and knowledge to plan, prepare and present a variety of cold specialties, hot foods and hybrid hot-cold preparation of foods.

Prerequisite(s): CUL165C – Advanced Skills I – Meats, Seafood, and Poultry

CUL155C – Principles of Food Science

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

This course allows students to learn the basics of heat transfer and the affects that heat has on various foods. The techniques for the making of quality stocks will be covered with emphasis on accurate knife cuts to ensure desired results. Students will practice a full range of cooking techniques, including dry-heat, moist-heat and combination methods as applied to vegetables, starches, sandwiches, eggs and breakfast batter products. The making of salads and dressings will be covered as well as a focus on the specifications for purchasing, receiving and storing of common ingredients. Standard weights and measures will be emphasized in all procedures so that once the fundamental techniques have been learned; it is relatively easy to apply those techniques to a full repertoire of other recipes.

Prerequisite(s): None

NTR101C – Menu Planning and Nutrition

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

This course offers a comprehensive review of foods, nutrients and nutrition. Major nutrient classes: carbohydrates, fats, protein, vitamins, minerals and water will be investigated. The relationship of foods and nutrients to areas of current interest including diet and disease (diabetes, high blood pressure, heart disease and cancer, etc.), weight control, diet and exercise, dietary from pregnancy through older adulthood will be discussed, as well as, gluten free diets. Current dietary recommendations including the Food Guide Pyramid, U.S. Dietary Guidelines and Recommended Dietary Allowances (RDA) will be compared and contrasted.

Prerequisite(s): None

PER101C – Personal/Private Chef

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

Personal/Private Chef examines the intrinsic details to being a personal or private chef. The course allows students the opportunity to create a personal business strategy, including marketing, menu design, liability, forms of ownership, financing, and customer service with an emphasis on a step-by-step understanding of how students can begin their own personal chef business.

Prerequisite(s): CUL140C – Introduction to Culinary Arts, CUL165C – Advanced Skills I – Meats, Seafood, and Poultry, CUL175C – Advanced Skills II – Meats, Seafood, and Poultry

CUL195C – International Cuisine and Culture

90 Contact Hrs (45 Lecture, 45 Lab); 3.5 Credits

Students in this course will learn to prepare, taste, serve, and evaluate traditional, regional dishes of important regions and cultures of the world. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines of the Far East, Middle East, Mediterranean, Europe, Africa, North America, and South America.

Prerequisite(s): None

CUL280C - Externship

180 Contact Hrs (180 Externship); 4.0 Credits

For students, especially those with little previous experience, an experiential learning opportunity offers many benefits. This initial externship intends to broaden the scope of the “new” chef experience not commonly encountered in a student’s resident portion of their education or previous workplace environment. The focus is on training the student in culinary skills through greater insight into an actual work environment, developing sensitivity to professional responsibility and promoting student self-learning. Students typically receive an hourly wage. They perform a variety of challenging tasks in and out of the kitchen, under the guidance of a supervising chef/manager at an approved externship location.

Prerequisite(s): Students must complete all course work prior to taking externship.

Tools and Equipment

<i>Item</i>	<i>Suggested Supplier</i>	<i>Quant.</i>	<i>Expected Acq. Date</i>	<i>Max. Equip. to Student Ratio</i>	<i>Regency of Manufacture</i>		
					<i>0-4 years</i>	<i>5-8 years</i>	<i>Condition</i>
2" hotel pans, full	Edward Don	30	6/1/2010	1 to 8			New
1 qt sauce pan	Edward Don	30	6/1/2010	1 to 8			New
10" saute pan	Edward Don	12	6/1/2010	1 to 8			New
2 qt sauce pan	Edward Don	30	6/1/2010	1 to 8			New
2" hotel pans, half	Edward Don	30	6/1/2010	1 to 8			New
4 qt sauce pan	Edward Don	45	6/1/2010	1 to 8			New
4 qt straight saute pan	Edward Don	18	6/1/2010	1 to 8			New
4 qt straight saute pan	Edward Don	9	6/1/2010	1 to 8			New
4" hotel pans, full	Edward Don	12	6/1/2010	1 to 8			New
4" hotel pans, half	Edward Don	12	6/1/2010	1 to 8			New
4", 1/6 hotel pans	Edward Don	12	6/1/2010	1 to 8			New
7" saute pan	Edward Don	12	6/1/2010	1 to 8			New
Airpots 2.2 L	Edward Don	3	6/1/2010	1 to 120			New
Aluminum rolling pins	Edward Don	12	6/1/2010	1 to 16			New
Angel food pans	Edward Don	20	6/1/2010	1 to 16			New
Assorted Sillpads	Edward Don	24	6/1/2010	1 to 16			New
Assorted stainless steel rings	Edward Don	12	6/1/2010	1 to 16			New
Assorted sushi dishes	Edward Don	24	6/1/2010	1 to 16			New
Assorted Utensils	Edward Don	9 doz.	6/1/2010	1 to 24			New
Asst. Plastic Food Containers	Edward Don	36	6/1/2010	1 to 24			New
Bagel boards	Edward Don	24	6/1/2010	1 to 24			New
Bakers scales 16 lb.	Edward Don	6	6/1/2010	1 to 24			New
Biscuit cutters	Edward Don	24	6/1/2010	1 to 24			New
Blenders	Edward Don	9	6/1/2010	1 to 24			New
Board holders	Edward Don	12	6/1/2010	1 to 24			New
Boos cuc50	Edward Don	3	6/1/2010	1 to 24			New
Box graters	Edward Don	12	6/1/2010	1 to 24			New
Brasier	Edward Don	12	6/1/2010	1 to 24			New
BRIX meter	Edward Don	1	6/1/2010	1 to 24			New
Butane Burners	Edward Don	6	6/1/2010	1 to 24			New
Cake Pans	Edward Don	60	6/1/2010	1 to 24			New
Cake wheels	Edward Don	24	6/1/2010	1 to 24			New
Can opener	Edward Don	2	6/1/2010	1 to 24			New
Candy thermometers	Edward Don	12	6/1/2010	1 to 16			New
Carts	Edward Don	6	6/1/2010	1 to 16			New
Chemical Testing kits	Edward Don	4	6/1/2010	1 to 16			New
Chinois	Edward Don	9	6/1/2010	1 to 16			New
Chocolare warmers	Edward Don	1	6/1/2010	1 to 16			New
Chocolate molds	Edward Don	24	6/1/2010	1 to 16			New
Cloth napkins	Edward Don	96	6/1/2010	1 to 16			New
Coffee machine, pour over	Edward Don	1	6/1/2010	1 to 200			New
Colanders	Edward Don	6	6/1/2010	1 to 24			New
Copper pots	Edward Don	12	6/1/2010	1 to 36			New
Cordial, 3 oz.	Edward Don	9 doz.	6/1/2010	1 to 36			New
Creamers PC 4	Edward Don	2	6/1/2010	1 to 36			New
Cutting Boards 15 x 20	Edward Don	72	6/1/2010	1 to 36			New
Cutting boards 18x24	Edward Don	6	6/1/2010	1 to 36			New
Digital scales	Edward Don	12	6/1/2010	1 to 36			New
Dinner plates	Edward Don	96	6/1/2010	1 to 36			New
Dishers, lg.	Edward Don	20	6/1/2010	1 to 36			New
Dishers, sm.	Edward Don	20	6/1/2010	1 to 36			New
Display mirrors, asst.	Edward Don	24	6/1/2010	1 to 36			New

Tools and Equipment

<i>Item</i>	<i>Suggested Supplier</i>	<i>Quant.</i>	<i>Expected Acq. Date</i>	<i>Max. Equip. to Student Ratio</i>	<i>Regency of Manufacture</i>		
					<i>0-4 years</i>	<i>5-8 years</i>	<i>Condition</i>
Dough cutter/scrapper	Edward Don	10	6/1/2010	1 to 36			New
Drinking cups, plastic	Edward Don	72	6/1/2010	1 to 36			New
Flat racks, 4 comp	Edward Don	3	6/1/2010	1 to 36			New
Flexipan molds	Edward Don	24	6/1/2010	1 to 36			New
Flour bins	Edward Don	12	6/1/2010	1 to 36			New
Flour scoops	Edward Don	12	6/1/2010	1 to 36			New
Flour Sifters, wooden	Edward Don	10	6/1/2010	1 to 36			New
Fluted tart tins	Edward Don	34	6/1/2010	1 to 36			New
Food grinder atchmnt	Edward Don	12	6/1/2010	1 to 36			New
Food mills	Edward Don	3	6/1/2010	1 to 36			New
French bread pans	Edward Don	24	6/1/2010	1 to 36			New
Glass Racks, 25-2	Edward Don	12	6/1/2010	1 to 36			New
Glass racks, 49-1	Edward Don	2	6/1/2010	1 to 36			New
Grill brushes	Edward Don	3	6/1/2010	1 to 36			New
Hand squeegee	Edward Don	3	6/1/2010	1 to 36			New
Hand/Nail brush	Edward Don	12	6/1/2010	1 to 36			New
Ice cream maker	Edward Don	1	6/1/2010	1 to 36			New
Induction burner HD 120V	Edward Don	2	6/1/2010	1 to 24			New
Infrared lamps	Edward Don	12	6/1/2010	1 to 24			New
J Boos cutting boards	Edward Don	6	6/1/2010	1 to 24			New
Kitchen Aid Mixers	Edward Don	16	6/1/2010	1 to 24			New
Ladels, 8oz imported	Edward Don	72	6/1/2010	1 to 24			New
Large mop heads	Edward Don	6	6/1/2010	1 to 24			New
Lids, 1826 CP	Edward Don	33	6/1/2010	1 to 24			New
Lids, square 12/22	Edward Don	24	6/1/2010	1 to 24			New
Lids, square, 2/4 qt.	Edward Don	60	6/1/2010	1 to 24			New
Liquid gallon measure	Edward Don	6	6/1/2010	1 to 24			New
Loaf pans, 1#	Edward Don	20	6/1/2010	1 to 24			New
Loaf pans, small	Edward Don	20	6/1/2010	1 to 24			New
Mandoline	Edward Don	6	6/1/2010	1 to 24			New
Marble tops	Edward Don	12	6/1/2010	1 to 24			New
Melamite Serving Bowls	Edward Don	24	6/1/2010	1 to 24			New
Microwave	Edward Don	3	6/1/2010	1 to 24			New
Mixing wand	Edward Don	9	6/1/2010	1 to 24			New
Mop bucket wringer	Edward Don	6	6/1/2010	1 to 24			New
Mop handles	Edward Don	6	6/1/2010	1 to 24			New
Mortar/pestle	Edward Don	12	6/1/2010	1 to 24			New
Muffin tins	Edward Don	14	6/1/2010	1 to 24			New
Non-stick fry pans, 10"	Edward Don	16	6/1/2010	1 to 24			New
Non-stick fry pans, 7"	Edward Don	16	6/1/2010	1 to 24			New
Ounce scales	Edward Don	30	6/1/2010	1 to 24			New
Oven mitts	Edward Don	40	6/1/2010	1 to 24			New
Oven thermometer	Edward Don	12	6/1/2010	1 to 24			New
Pasta Machines	Edward Don	14	6/1/2010	1 to 24			New
Pastry brushes, 2"	Edward Don	36	6/1/2010	1 to 24			New
Pastry tips large	Edward Don	30	6/1/2010	1 to 24			New
Pate Molds	Edward Don	12	6/1/2010	1 to 24			New
Pepper grinders	Edward Don	6	6/1/2010	1 to 24			New
Perf hotel pans, full	Edward Don	6	6/1/2010	1 to 24			New
Pint measuring cups plastic	Edward Don	30	6/1/2010	1 to 24			New
Place Settings	Edward Don	96	6/1/2010	1 to 24			New
Plastic food containers	Edward Don	136	6/1/2010	1 to 24			New

Tools and Equipment

<i>Item</i>	<i>Suggested Supplier</i>	<i>Quant.</i>	<i>Expected Acq. Date</i>	<i>Max. Equip. to Student Ratio</i>	<i>Regency of Manufacture</i>		
					<i>0-4 years</i>	<i>5-8 years</i>	<i>Condition</i>
Plastic Wicker Molds	Edward Don	12	6/1/2010	1 to 24			New
Pot brush	Edward Don	3	6/1/2010	1 to 24			New
Pound scales	Edward Don	15	6/1/2010	1 to 24			New
Push broom w/ handle 18"	Edward Don	6	6/1/2010	1 to 24			New
Quart measuring cups plastic	Edward Don	30	6/1/2010	1 to 24			New
Ramekins	Edward Don	96	6/1/2010	1 to 24			New
Rapid Kool Chillers	Edward Don	6	6/1/2010	1 to 24			New
Rectangular plates, white	Edward Don	96	6/1/2010	1 to 24			New
Red wine glasses	Edward Don	9 doz.	6/1/2010	1 to 24			New
Roasting pans 18x26	Edward Don	12	6/1/2010	1 to 24			New
Robot Coupe Food Processors	Edward Don	9	6/1/2010	1 to 24			New
Rolling carts	Edward Don	6	6/1/2010	1 to 24			New
Rolling pins	Edward Don	10	6/1/2010	1 to 24			New
Rolling pins	Edward Don	10	6/1/2010	1 to 24			New
Rolling racks all welded	Edward Don	4	6/1/2010	1 to 24			New
Round bread molds	Edward Don	12	6/1/2010	1 to 24			New
Rubber molds	Edward Don	24	6/1/2010	1 to 24			New
Rubber spat/spoons 16"	Edward Don	24	6/1/2010	1 to 24			New
Rubber spat/spoons 9.5"	Edward Don	24	6/1/2010	1 to 24			New
Salad Spinner large	Edward Don	1	6/1/2010	1 to 24			New
Salad spinner small	Edward Don	1	6/1/2010	1 to 24			New
Sanitation buckets	Edward Don	72	6/1/2010	1 to 24			New
Sauce pans, 1qt	Edward Don	0	6/1/2010	1 to 24			New
Saute covers	Edward Don	18	6/1/2010	1 to 24			New
Saute pans, 10"	Edward Don	20	6/1/2010	1 to 24			New
Saute pans, 14"	Edward Don	30	6/1/2010	1 to 24			New
Saute pans, 7"	Edward Don	10	6/1/2010	1 to 24			New
Saute, straight side, 4qt.	Edward Don	9	6/1/2010	1 to 24			New
Saute, straight side, 6qt	Edward Don	9	6/1/2010	1 to 24			New
Sheet pans, full	Edward Don	72	6/1/2010	1 to 24			New
Sheet pans, half	Edward Don	72	6/1/2010	1 to 24			New
Sheeter for laminating dough	Edward Don	1	6/1/2010	1 to 24			New
Sil Pads 1/2 size	Edward Don	12	6/1/2010	1 to 24			New
Sil Pads full	Edward Don	12	6/1/2010	1 to 24			New
Sizzle platters	Edward Don	36	6/1/2010	1 to 24			New
Slotted ss spoons	Edward Don	72	6/1/2010	1 to 24			New
Smoker	Edward Don	1	6/1/2010	1 to 120			New
Solid ss spoons	Edward Don	72	6/1/2010	1 to 36			New
Spice grinders	Edward Don	6	6/1/2010	1 to 36			New
Spiders	Edward Don	6	6/1/2010	1 to 36			New
Spray bottles	Edward Don	9	6/1/2010	1 to 36			New
Spray gun	Edward Don	1	6/1/2010	1 to 36			New
Spring form pans	Edward Don	10	6/1/2010	1 to 36			New
Square end turners import	Edward Don	28	6/1/2010	1 to 36			New
Square end turners perforated	Edward Don	8	6/1/2010	1 to 36			New
Square plates, white	Edward Don	96	6/1/2010	1 to 36			New
Squeeze bottles	Edward Don	36	6/1/2010	1 to 36			New
ss mixing bowls, lg	Edward Don	30	6/1/2010	1 to 36			New
ss mixing bowls, med.	Edward Don	72	6/1/2010	1 to 36			New
ss mixing bowls, sm.	Edward Don	72	6/1/2010	1 to 36			New
SS serving platters	Edward Don	8	6/1/2010	1 to 36			New
Ss serving platters	Edward Don	8	6/1/2010	1 to 36			New

Tools and Equipment

<i>Item</i>	<i>Suggested Supplier</i>	<i>Quant.</i>	<i>Expected Acq. Date</i>	<i>Max. Equip. to Student Ratio</i>	<i>Regency of Manufacture</i>		
					<i>0-4 years</i>	<i>5-8 years</i>	<i>Condition</i>
SS serving platters	Edward Don	8	6/1/2010	1 to 36			New
Stock pots w/spigets	Edward Don	3	6/1/2010	1 to 36			New
Stock pots, other	Edward Don	30	6/1/2010	1 to 36			New
Strap pan for loaf breads	Edward Don	24	6/1/2010	1 to 36			New
Sugar booths	Edward Don	10	6/1/2010	1 to 36			New
Sugar Packet Holders	Edward Don	2	6/1/2010	1 to 36			New
Swirl Servers, 40 oz.	Edward Don	6	6/1/2010	1 to 36			New
Table cloths	Edward Don	24	6/1/2010	1 to 36			New
Toaster	Edward Don	2	6/1/2010	1 to 36			New
Tongs, 12" HD	Edward Don	144	6/1/2010	1 to 36			New
Trash barrels on wheels	Edward Don	6	6/1/2010	1 to 36			New
Triple mesh strainers	Edward Don	9	6/1/2010	1 to 36			New
Water glasses	Edward Don	9 doz.	6/1/2010	1 to 36			New
Water pitchers	Edward Don	18	6/1/2010	1 to 36			New
Wet floor signs	Edward Don	6	6/1/2010	1 to 120			New
Whips	Edward Don	75	6/1/2010	1 to 24			New
White wine glasses	Edward Don	9 doz.	6/1/2010	1 to 36			New
Wire cooling racks	Edward Don	30	6/1/2010	1 to 100			New
Wooden spoons	Edward Don	72	6/1/2010	1 to 24			New

Campus	Program Code	Program Name	Credential	Course Name	Book Title	Author	Publisher	ISBN	Edition	Copyright	Reading Level	List Price	LESC Price	Cost to Student	Revision Date	Comments
Columbia	CUL120C	Culinary Arts	Certificate	CUL140C Introduction to Culinary Arts	Introduction to Culinary Arts - Student Classroom Handbook	N/A	Pearson Custom Publishing	9781256388449	2nd	N/A	N/A	\$50.92	\$29.02	\$45.85	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL140C Introduction to Culinary Arts	On Cooking: A Textbook of Culinary Fundamentals	Labensky, S.R. & Hause, A.M.	Pearson Custom Publishing	9780558757588	3rd	2011	10.3	\$115.09	\$65.60	\$103.65	2/16/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL140C Introduction to Culinary Arts	Servesafe Essentials	National Restaurant Association	National Restaurant Association	9780133075687	6th	2013	N/A	\$83.80	\$64.74	\$102.29		
Columbia	CUL120C	Culinary Arts	Certificate	CUL155C Principles of Food Science	Garde Manger: The Cold Kitchen	Curtiss Scott Hemm	Pearson / Prentice Hall	9780558765521	1st	2011	N/A	\$111.24	\$63.41	\$100.19	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL155C Principles of Food Science	On Cooking: A Textbook of Culinary Fundamentals	Labensky, S.R. & Hause, A.M.	Pearson Custom Publishing	9780558757588	3rd	2011	10.3	\$115.09	\$65.60	\$103.65	2/16/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL155C Principles of Food Science	Student Classroom Handbook - Culinary Foundations	Curtiss Scott Hemm	Pearson Custom Publishing	9781256394891	2nd	2012	N/A	\$32.54	\$18.55	\$29.31	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL155C Principles of Food Science	Student Classroom Handbook - Garde Manger	Curtiss Scott Hemm	Pearson Custom Publishing	9781256441519	2nd	2012	N/A	\$35.36	\$20.16	\$31.85	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL155C Principles of Food Science	Student Recipe Handbook - Culinary Foundations	Curtiss Scott Hemm	Pearson Custom Publishing	9781256394907	2nd	2012	N/A	\$18.39	\$10.48	\$16.56	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL155C Principles of Food Science	Student Recipe Handbook - Garde Manger	Curtiss Scott Hemm	Pearson Custom Publishing	9781256394914	2nd	2012	N/A	\$18.39	\$10.48	\$16.56	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL165C Advanced Skills I – Meats, Seafood, and Poultry	Garde Manger: The Cold Kitchen	Curtiss Scott Hemm	Pearson / Prentice Hall	9780558765521	1st	2011	N/A	\$111.24	\$63.41	\$100.19	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL165C Advanced Skills I – Meats, Seafood, and Poultry	On Cooking: A Textbook of Culinary Fundamentals	Labensky, S.R. & Hause, A.M.	Pearson Custom Publishing	9780558757588	3rd	2011	10.3	\$115.09	\$65.60	\$103.65	2/16/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL165C Advanced Skills I – Meats, Seafood, and Poultry	Student Classroom Handbook - Garde Manger	Curtiss Scott Hemm	Pearson Custom Publishing	9781256441519	2nd	2012	N/A	\$35.36	\$20.16	\$31.85	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL165C Advanced Skills I – Meats, Seafood, and Poultry	Student Classroom Handbook - Poultry & Seafood	Curtiss Scott Hemm	Pearson Custom Publishing	9781256394921	2nd	2012	N/A	\$32.54	\$18.55	\$29.31	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL165C Advanced Skills I – Meats, Seafood, and Poultry	Student Recipe Handbook - Garde Manger	Curtiss Scott Hemm	Pearson Custom Publishing	9781256394914	2nd	2012	N/A	\$18.39	\$10.48	\$16.56	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL165C Advanced Skills I – Meats, Seafood, and Poultry	Student Recipe Handbook - Meats	Curtiss Scott Hemm	Pearson Custom Publishing	9781256388470	2nd	2012	N/A	\$18.39	\$10.48	\$16.56	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL165C Advanced Skills I – Meats, Seafood, and Poultry	Student Recipe Handbook - Poultry & Seafood	Curtiss Scott Hemm	Pearson Custom Publishing	9781256470144	2nd	2012	N/A	\$21.22	\$12.10	\$19.12	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL175C Advanced Skills II – Meats, Seafood, and Poultry	Garde Manger: The Cold Kitchen	Curtiss Scott Hemm	Pearson / Prentice Hall	9780558765521	1st	2011	N/A	\$111.24	\$63.41	\$100.19	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL175C Advanced Skills II – Meats, Seafood, and Poultry	On Cooking: A Textbook of Culinary Fundamentals	Labensky, S.R. & Hause, A.M.	Pearson Custom Publishing	9780558757588	3rd	2011	10.3	\$115.09	\$65.60	\$103.65	2/16/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL175C Advanced Skills II – Meats, Seafood, and Poultry	Student Classroom Handbook - Garde Manger	Curtiss Scott Hemm	Pearson Custom Publishing	9781256441519	2nd	2012	N/A	\$35.36	\$20.16	\$31.85	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL175C Advanced Skills II – Meats, Seafood, and Poultry	Student Classroom Handbook - Poultry & Seafood	Curtiss Scott Hemm	Pearson Custom Publishing	9781256394921	2nd	2012	N/A	\$32.54	\$18.55	\$29.31	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL175C Advanced Skills II – Meats, Seafood, and Poultry	Student Recipe Handbook - Garde Manger	Curtiss Scott Hemm	Pearson Custom Publishing	9781256394914	2nd	2012	N/A	\$18.39	\$10.48	\$16.56	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL175C Advanced Skills II – Meats, Seafood, and Poultry	Student Recipe Handbook - Meats	Curtiss Scott Hemm	Pearson Custom Publishing	9781256388470	2nd	2012	N/A	\$18.39	\$10.48	\$16.56	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL175C Advanced Skills II – Meats, Seafood, and Poultry	Student Recipe Handbook - Poultry & Seafood	Curtiss Scott Hemm	Pearson Custom Publishing	9781256470144	2nd	2012	N/A	\$21.22	\$12.10	\$19.12	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL195C International Cuisine and Culture	Global Cuisine and Culture	Patricia A. Heyman	Pearson / Prentice Hall	9781256901143	2nd	2013	N/A	\$113.17	\$64.51	\$101.93	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL195C International Cuisine and Culture	On Cooking: A Textbook of Culinary Fundamentals	Labensky, S.R. & Hause, A.M.	Pearson Custom Publishing	9780558757588	3rd	2011	10.3	\$115.09	\$65.60	\$103.65	2/16/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL195C International Cuisine and Culture	Student Classroom Handbook - Global Cuisine and Culture	Curtiss Scott Hemm	Pearson Custom Publishing	9781256441526	2nd	2012	N/A	\$35.36	\$20.16	\$31.85	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL195C International Cuisine and Culture	Student Recipe Handbook - Global Cuisine and Culture	Curtiss Scott Hemm	Pearson Custom Publishing	9781256456773	2nd	2012	N/A	\$22.22	\$12.10	\$19.12	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL240C Foodservice Operations	On Cooking: A Textbook of Culinary Fundamentals	Labensky, S.R. & Hause, A.M.	Pearson Custom Publishing	9780558757588	3rd	2011	10.3	\$115.09	\$65.60	\$103.65	2/16/15	
Columbia	CUL120C	Culinary Arts	Certificate	CUL240C Foodservice Operations	The Restaurant: From Concept to Operation	John R. Walker	Wiley	9781118629628	7th	2014	N/A	\$107.95	\$64.77	\$102.34	1/13/15	
Columbia	CUL120C	Culinary Arts	Certificate	FBM100C Food and Beverage Management	On Cooking: A Textbook of Culinary Fundamentals	Labensky, S.R. & Hause, A.M.	Pearson Custom Publishing	9780558757588	3rd	2011	10.3	\$115.09	\$65.60	\$103.65	2/16/15	
Columbia	CUL120C	Culinary Arts	Certificate	FBM100C Food and Beverage Management	Student Classroom Handbook - Food and Beverage Management	Curtiss Scott Hemm	Pearson Custom Publishing	9781256441502	2nd	2012	N/A	\$35.36	\$20.16	\$31.85	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	FBM100C Food and Beverage Management	The Restaurant: From Concept to Operation	John R. Walker	Wiley	9781118629628	7th	2014	N/A	\$107.95	\$64.77	\$102.34	1/13/15	
Columbia	CUL120C	Culinary Arts	Certificate	IBP140C Baking and Pastry Techniques	On Cooking: A Textbook of Culinary Fundamentals	Labensky, S.R. & Hause, A.M.	Pearson Custom Publishing	9780558757588	3rd	2011	10.3	\$115.09	\$65.60	\$103.65	2/16/15	
Columbia	CUL120C	Culinary Arts	Certificate	IBP140C Baking and Pastry Techniques	Student Classroom Handbook - Pastry & Baking Techniques	Curtiss Scott Hemm	Pearson Custom Publishing	9781256441571	2nd	2012	N/A	\$28.29	\$16.13	\$25.49	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	IBP140C Baking and Pastry Techniques	Student Recipe Handbook - Pastry & Baking Techniques	Curtiss Scott Hemm	Pearson Custom Publishing	9781256984689	2nd	2012	N/A	\$34.33	\$19.57	\$36.92	2/17/15	
Columbia	CUL120C	Culinary Arts	Certificate	NRT101C Menu Planning & Nutrition	Fundamentals of Menu Planning	McVety, Paul J., Ware, Bradley J., & Levesque-Ware, Claudette	Wiley	9780470072677	3rd	2009	N/A	\$101.95	\$61.17	\$96.65	11/30/2016	
Columbia	CUL120C	Culinary Arts	Certificate	NRT101C Menu Planning & Nutrition	Personal Nutrition	Boyle, Marie A.	Engage	9781305110427	9th	2016	N/A	\$199.95	\$115.97	\$183.23	11/30/2016	
Columbia	CUL120C	Culinary Arts	Certificate	NRT101C Menu Planning & Nutrition	Nutrition for Life	Thompson, J., & Manore, M	Pearson	9780133853360	4th	2016	N/A	UA	\$93.57	\$147.84	11/29/2017	
Columbia	CUL120C	Culinary Arts	Certificate	NRT101C Menu Planning & Nutrition	On Cooking: A Textbook of Culinary Fundamentals	Labensky, S.R. & Hause, A.M.	Pearson Custom Publishing	9780558757588	3rd	2011	10.3	\$115.09	\$65.60	\$103.65	2/16/15	
Columbia	CUL120C	Culinary Arts	Certificate	PER101C Personal/Private Chef	On Cooking: A Textbook of Culinary Fundamentals	Labensky, S.R. & Hause, A.M.	Pearson Custom Publishing	9780558757588	3rd	2011	10.3	\$115.09	\$65.60	\$103.65	2/16/15	
Columbia	CUL120C	Culinary Arts	Certificate	PER101SAC Personal/Private Chef	The Professional Personal Chef, the Definitive Textbook for Personal Chefs	Candy Wallace and Greg Forte	Wiley	9780471752196	1st	2007	12.0	\$86.95	\$2.17	\$82.43	11/30/2016	

TABLE 1: RESOURCES:					
Resource Categories	Year 1	Year 2	Year 3	Year 4	Year 5
1. Reallocated Funds					
2. Tuition/Fee Revenue (c + g below)					
a. Number of F/T Students					
b. Annual Tuition/Fee Rate					
c. Total F/T Revenue (a x b)					
d. Number of P/T Students					
e. Credit Hour Rate					
f. Annual Credit Hour Rate					
g. Total P/T Revenue (d x e x f)					
3. Grants, Contracts & Other External Sources					
4. Other Sources					
TOTAL (Add 1 – 4)					

TABLE 2: EXPENDITURES:					
Expenditure Categories	Year 1	Year 2	Year 3	Year 4	Year 5
1. Faculty (b + c below)					
a. # FTE					
b. Total Salary					
c. Total Benefits					
2. Admin. Staff (b + c below)					
a. # FTE					
b. Total Salary					
c. Total Benefits					
3. Support Staff (b + c below)					
a. # FTE					
b. Total Salary					
c. Total Benefits					
4. Equipment					
5. Library					
6. New or Renovated Space					
7. Other Expenses					
TOTAL (Add 1 – 7)					

As the Commission is aware, Lincoln College of Technology (LCT) previously offered two Culinary Arts programs at the Columbia, MD campus. Qualified students had the option of enrolling in either the Associate of Applied Science Degree program (1485 instructional hours and 61.5 semester credits) or the lower division certificate program (1080 instructional hours and 37.5 semester credits.) Both programs prepared graduates to enter the foodservice industry in a variety of entry-level positions.

In 2016, LCT announced its decision to teach-out both programs due to concerns that the programs might not meet the requirements of Gainful Employment legislation. The programs have since been revamped and rewritten. It is the College's intention to now offer two new programs: a Certificate in International Pastry and Baking and a Certificate in Culinary Arts and Food Service. No degree program, for either, will be sought at this time.

At the time of the teach-out, the decision was made to retain the library materials and equipment for use in the newly rewritten curriculum. An inventory of the larger equipment as well as the "small wares" has been made available for your review (See Appendix A). The depreciation costs for the large equipment are included in **Table 1: Resources** under Reallocation Funds for Year 1 and Year 2. Full depreciation of all equipment purchased will have been taken by that time. The College will purchase additional or new equipment as future needs arise.

In **Table 2: Expenditures**, we have not added additional administrative staff members because we feel that current administrative staffing more than meets the demands of the new program. We are currently staffed with an Academic Dean, Education Supervisor, Student Coordinator, Early Student Engagement Coordinator and Registrar. These same positions were in place when the former degree and certificate programs were offered and the administrative and student needs were well met. Obviously, program popularity and administrative work load will influence our future decisions to supplement program staffing.