

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 Certificate International Baking & Pastry
Award to be Offered Title of Proposed Program

0113
Suggested HEGIS Code

12.0501
Suggested CIP Code

Culinary
Department of Proposed Program

Susan Birch
Name of Department Head

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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 International Baking & Pastry Lower Division Certificate (CIP Code: 12.0501).

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 International Baking & Pastry 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 and 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/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 166 jobs between 2014 and 2024, there is no program currently at any in-state institution that addresses the Baker need.

D. Reasonableness of program duplication, if any:

The International Baking & Pastry program is not a duplication of any programs offered currently.

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 or International Baking & Pastry. 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.

F. Relevance to the support of the uniqueness and institutional identifies and mission of HBIs:

Table II above demonstrates that no Historically Black College or University currently offer a Lower Division Certificate in International Baking & Pastry. 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.

Table III

Faulty Name	Degree	Full Time	Courses Taught
Faculty TBD	Yes	Yes	CUL140SA—Introduction to Culinary Arts
			CUL240SA—Foodservice Operations
			FBM100SA—Food and Beverage Management
			IBP140SA—Baking and Pastry Techniques
			IBP150SA—Artisan Breads and Viennoiserie
			IBP160SA—American and European Pastry and Baked Goods
			IBP170SA—Contemporary and Classical Cakes
			IBP180SA—Techniques and Artistry in Sugar
			IBP190SA—Techniques and Artistry in Chocolate
			CUL250S—Experiential Learning—Externship A
			CUL260S—Experiential Learning—Externship B
			CUL270S—Experiential Learning—Externship C

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

The Library has some resources to support the proposed program from the last time the Culinary Program was offered however it will be upgraded to support the new courses in the International Baking and Pastry Lower Division Certificate. 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

International Baking & Pastry (IBP101C)

Columbia, MD Campus
Lower Certificate Program
CIP Code: 12.0501
SSC Code: 51-3011

Total Instructional Hours: 1080

Total Program Credits: 37.5 Semester Credits

Program Length: Day – Approximately 66 weeks
Night – Approximately 66 weeks

Program Objective:

The program's objective is to develop graduates who are "Industry Ready"; confident, competent and with a sense of urgency. Graduates are prepared to enter the foodservice industry in a variety of entry level positions. The program's educational approach to this objective includes the following:

- Provide students with the proper balance of theory and practical application of the culinary arts.
- Provide students with a qualified, meaningful, well managed experiential learning opportunity.
- Provide students with an opportunity to participate in community events and services.

This approach to education not only produces technically skilled students, but also well rounded graduates who are prepared to be professional members of the communities in which they live and work.

Students will be required to complete out-of-class assignments in each course in this program with the exception of the externship course.

Course Number	Course Title	Lecture Hours	Lab Hours	Ext Hours	Total Contact Hours	Total Credit Hours
CUL140C	Introduction to Culinary Arts	45	45	0	90	3.50
CUL240C	Foodservice Operations	45	45	0	90	3.50
FBM100C	Food and Beverage Management	45	45	0	90	3.50
IBP140C	Baking and Pastry Techniques	45	45	0	90	3.50
IBP150C	Artisan Breads and Viennoiserie	45	45	0	90	3.50
IBP160C	American and European Pastry and Baked Goods	45	45	0	90	3.50
IBP170C	Contemporary and Classical Cakes	45	45	0	90	3.50
IBP180C	Techniques and Artistry in Sugar	45	45	0	90	3.50
IBP190C	Techniques and Artistry in Chocolate	45	45	0	90	3.50
CUL250C*	Experiential Learning - Externship A	0	0	90	90	2.00
CUL260C*	Experiential Learning - Externship B	0	0	90	90	2.00
CUL270C*	Experiential Learning - Externship C	0	0	90	90	2.00
TOTALS:		405	405	270	1080	37.5

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.

Each externship course is five weeks with a minimum of 90 hours; total Experiential Learning period is 15 weeks with a minimum of 270 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.

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

MTF: 56.0

Course Descriptions

CUL140C Introduction to Culinary Arts

90 Contact Hours (45 Lecture Hours and 45 Lab Hours)

3.5 Semester Credit Hours

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: None

CUL240C Foodservice Operations

90 Contact Hours (45 Lecture Hours and 45 Lab Hours)

3.5 Semester Credit Hours

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: None

FBM100C Food and Beverage Management

90 Contact Hours (45 Lecture Hours and 45 Lab Hours)

3.5 Semester Credit Hours

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: None

IBP140C Baking and Pastry Techniques

90 Contact Hours (45 Lecture Hours and 45 Lab Hours)

3.5 Semester Credit Hours

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: None

IBP150C Artisan Breads and Viennoiserie

90 Contact Hours (45 Lecture Hours and 45 Lab Hours)

3.5 Semester Credit Hours

This course explores the time-honored craft of bread making. The focus is on the world of breads, doughs, and batters from the simplicity of the classical French baguette to the elegance of a flaky croissant. The art and science of baking is explored through extensive ingredient identification and experimentation. Today's educated and quality-minded public has turned its sights to the professional baker to create handcrafted artisan-style breads. Viennoiserie style breakfast pastries such including Danish pastry along with muffins, scones and a variety of croissants are created, critiqued and consumed. Elements of healthy alternatives are discussed and prepared.

Prerequisite: None

IBP160C American and European Pastry and Baked Goods

90 Contact Hours (45 Lecture Hours and 45 Lab Hours)

3.5 Semester Credit Hours

This course hones student's baking skills and explores the preparation of pate choux, cookies and petit fours sec. Additionally emphasis is placed on the preparation and presentation of a variety of traditional and contemporary tarts, pies, and puff pastry items. Students study the use and function of ingredients, mixing methods and finishing techniques of desserts and baked goods. Elements of healthy alternatives are discussed and prepared.

Prerequisite: None

IBP170C Contemporary and Classical Cakes

90 Contact Hours (45 Lecture Hours and 45 Lab Hours)

3.5 Semester Credit Hours

This course focuses on the study and preparation of contemporary and classical cakes, torts, entremets, and petit gateaux from around the world. As a part of this focus, mousses, creams, and meringues are studied and used as included as fillings and toppings. A variety of classical American and International cake mixing methods is studied to include creaming, sponge and high ratio. A variety of icings and frostings are explored and prepared to fill and ice the baked cakes. Basic cake decoration is practiced in an effort to build skills, speed, and accuracy. Elements of healthy alternatives are discussed and prepared.

Prerequisite: None

IBP180C Techniques and Artistry in Sugar

90 Contact Hours (45 Lecture Hours and 45 Lab Hours)

3.5 Semester Credit Hours

This course focuses on the many applications of sugar based components as they are used to create stunning decorations and centerpieces. It includes the design and creation of special occasion cakes such as wedding, birthday, and anniversary cakes. These beautiful expressions require a study and practice of advanced decoration, including rolled fondant, gum paste, and marzipan, which is also included in this course. The brilliant and exciting world of sugar art is studied and practiced with the inclusion of pulled sugar, blown sugar, spun sugar, pressed sugar, and pastillage. The various techniques of sugar art are combined to create stunning showpieces.

Prerequisite: None

IBP190C Techniques and Artistry in Chocolate

90 Contact Hours (45 Lecture Hours and 45 Lab Hours)

3.5 Semester Credit Hours

This course enters the wide world of chocolate with an extensive study of this delectable delicacy. Chocolate is used to create everything from flavored truffles and candies to cocoa paintings and elaborate centerpieces. Also included this course is a study of the design and execution of contemporary restaurant-style plated desserts and the preparation of a variety of frozen desserts including ice creams, sorbets, and gelatos. Elements of healthy alternatives are discussed and prepared.

Prerequisite: None

CUL250C Experiential Learning - Externship A

90 Contact Hours

2.0 Semester Credit Hours

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. Students utilize their culinary skills through greater insight into an actual work environment, developing sensitivity to professional responsibility and promoting student self-learning. They perform a variety of tasks in and out of the kitchen under the guidance of a supervising chef/manager at an approved externship location.

Prerequisites: Students must complete all course work prior to taking externship. *Note; Externships must be taken in sequence

CUL260C Experiential Learning - Externship B

90 Contact Hours

2.0 Semester Credit Hours

Once the initial externship has been completed, students are ready to move on to intermediate skills. Students should work on mastery of given tasks to achieve a reasonable level of competence so that they may continue to grow as an extern and fit into the team aspects of the establishment. Externs should be accepting and following school and company policies as well as maintaining the highest standards of professionalism and acceptable behavior in the workplace.

Prerequisites: Students must complete all course work prior to taking externship. *Note; Externships must be taken in sequence.

CUL270C Experiential Learning - Externship C

90 Contact Hours

2.0 Semester Credit Hours

This third segment of the externship experience allows students further opportunities to improve their skills, techniques, and most importantly, their speed, accuracy, and efficiency. It is also an opportunity for students to consider their next career moves. The Lincoln Culinary Institute’s Career Services Department welcomes students to return to the school during this phase to freshen up their resumes and cover letters, review the available job postings, and discuss whether they wish to stay on as regular employees at their current site or consider alternate options.

Prerequisites: Students must complete all course work prior to taking externship. *Note; Externships must be taken in sequence

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

Item	Suggested Supplier	Quant.	Expected Acq. Date	Max. Equip. to Student Ratio	Regency of Manufacture		
					0-4 years	5-8 years	Condition
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

Item	Suggested Supplier	Quant.	Expected Acq. Date	Max. Equip. to Student Ratio	Regency of Manufacture		
					0-4 years	5-8 years	Condition
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

Program Name	Credential	Course Name	Book Title	Author	Publisher	ISBN
International Baking and Pastry	Certificate	CUL140C Introduction to Culinary Arts	Introduction to Culinary Arts - Student Classroom Handbook	N/A	Pearson Custom Publishing	9781256388449
International Baking and Pastry	Certificate	CUL140C Introduction to Culinary Arts	On Cooking: A Textbook of Culinary Fundamentals	Labensky, S.R. & Hause, A.M.	Pearson Custom Publishing	9780558757588
International Baking and Pastry	Certificate	CUL140C Introduction to Culinary Arts	Servesafe Essentials	National Restaurant Association	National Restaurant Association	9780133075687
International Baking and Pastry	Certificate	IBP150C Artisan Breads and Viennoiserie	On Baking: A Textbook of Baking and Pastry Fundamentals	Labensky, Martel & Van Damme	Pearson Custom Publishing	0-55-881832-3
International Baking and Pastry	Certificate	IBP150C Artisan Breads and Viennoiserie	How Baking Works: Exploring the Fundamentals of Baking Science	Paula Figoni	John Wiley & Sons Publishing	9780470392676
International Baking and Pastry	Certificate	IBP150C Artisan Breads and Viennoiserie	IBP150 - IBP190 - Classroom Handbook	N/A	Pearson Custom Publishing	0-55-882106-5
			Baking & Pastry Student Recipe Handbook #1	N/A	Pearson Custom Publishing	0-55885581-4 Vol1 055885155-X Vol2 055-88-2335-1
International Baking and Pastry	Certificate	IBP160C American and European Pastry and Baked Goods	On Baking: A Textbook of Baking and Pastry Fundamentals	Labensky, Martel & Van Damme	Pearson Custom Publishing	0-55-881832-3
International Baking and Pastry	Certificate	IBP160C American and European Pastry and Baked Goods	How Baking Works: Exploring the Fundamentals of Baking Science	Paula Figoni	John Wiley & Sons Publishing	9780470392676
International Baking and Pastry	Certificate	IBP160C American and European Pastry and Baked Goods	IBP150 - IBP190 - Classroom Handbook	N/A	Pearson Custom Publishing	0-55-882106-5
			Baking & Pastry Student Recipe Handbook #1	N/A	Pearson Custom Publishing	0-55885581-4 Vol1 055885155-X Vol2 055-88-2335-1
International Baking and Pastry	Certificate	IBP170C Contemporary and Classical Cakes	On Baking: A Textbook of Baking and Pastry Fundamentals	Labensky, Martel & Van Damme	Pearson Custom Publishing	0-55-881832-3
International Baking and Pastry	Certificate	IBP170C Contemporary and Classical Cakes	How Baking Works: Exploring the Fundamentals of Baking Science	Paula Figoni	John Wiley & Sons Publishing	9780470392676
International Baking and Pastry	Certificate	IBP170C Contemporary and Classical Cakes	IBP150 - IBP190 - Classroom Handbook	N/A	Pearson Custom Publishing	0-55-882106-5
			Baking & Pastry Student Recipe Handbook #2	N/A	Pearson Custom Publishing	0-55885581-4 Vol1 055885155-X Vol2 055-88-2335-1
International Baking and Pastry	Certificate	IBP180C Techniques and Artistry in Sugar	On Baking: A Textbook of Baking and Pastry Fundamentals	Labensky, Martel & Van Damme	Pearson Custom Publishing	0-55-881832-3
International Baking and Pastry	Certificate	IBP180C Techniques and Artistry in Sugar	How Baking Works: Exploring the Fundamentals of Baking Science	Paula Figoni	John Wiley & Sons Publishing	9780470392676
International Baking and Pastry	Certificate	IBP180C Techniques and Artistry in Sugar	IBP150 - IBP190 - Classroom Handbook	N/A	Pearson Custom Publishing	0-55-882106-5
			Baking & Pastry Student Recipe Handbook #2	N/A	Pearson Custom Publishing	0-55885581-4 Vol1 055885155-X Vol2 055-88-2335-1
International Baking and Pastry	Certificate	IBP190C Techniques and Artistry in Chocolate	On Baking: A Textbook of Baking and Pastry Fundamentals	Labensky, Martel & Van Damme	Pearson Custom Publishing	0-55-881832-3
International Baking and Pastry	Certificate	IBP190C Techniques and Artistry in Chocolate	How Baking Works: Exploring the Fundamentals of Baking Science	Paula Figoni	John Wiley & Sons Publishing	9780470392676
International Baking and Pastry	Certificate	IBP190C Techniques and Artistry in Chocolate	IBP150 - IBP190 - Classroom Handbook	N/A	Pearson Custom Publishing	0-55-882106-5
			Baking & Pastry Student Recipe Handbook #2	N/A	Pearson Custom Publishing	0-55885581-4 Vol1 055885155-X Vol2 055-88-2335-1
International Baking and Pastry	Certificate	CUL240C Foodservice Operations	On Cooking: A Textbook of Culinary Fundamentals	Labensky, S.R. & Hause, A.M.	Pearson Custom Publishing	9780558757588
International Baking and Pastry	Certificate	CUL240C Foodservice Operations	The Restaurant: From Concept to Operation	John R. Walker	Wiley	9781118629628
International Baking and Pastry	Certificate	FBM100C Food and Beverage Management	On Cooking: A Textbook of Culinary Fundamentals	Labensky, S.R. & Hause, A.M.	Pearson Custom Publishing	9780558757588
International Baking and Pastry	Certificate	FBM100C Food and Beverage Management	Student Classroom Handbook - Food and Beverage Management	Curtiss Scott Hemm	Pearson Custom Publishing	9781256441502
International Baking and Pastry	Certificate	FBM100C Food and Beverage Management	The Restaurant: From Concept to Operation	John R. Walker	Wiley	9781118629628
International Baking and Pastry	Certificate	IBP140C Baking and Pastry Techniques	On Cooking: A Textbook of Culinary Fundamentals	Labensky, S.R. & Hause, A.M.	Pearson Custom Publishing	9780558757588
International Baking and Pastry	Certificate	IBP140C Baking and Pastry Techniques	Student Classroom Handbook - Pastry & Baking Techniques	Curtiss Scott Hemm	Pearson Custom Publishing	9781256441571
International Baking and Pastry	Certificate	IBP140C Baking and Pastry Techniques	Student Recipe Handbook - Pastry & Baking Techniques	Curtiss Scott Hemm	Pearson Custom Publishing	9781256984689

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.