

**UCC/UGC/ECCC**

Proposal for Course Change

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| **FAST TRACK (Select if this will** **be a fast track item. Refer to** [**UCC**](http://www4.nau.edu/avpaa/UCCPolicy/FastTrack.docx) **or** [**UGC**](http://www.nau.edu/gradcol/UGC/UGC_FastTrack_Policy&Process.pdf) **Fast Track Policy for eligibility)** |

# *If the changes included in this proposal are significant, attach copies of original and proposed syllabi in* [*approved university format*](http://www4.nau.edu/avpaa/UCCForms/syllabus.doc)*.*

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| --- | --- | --- | --- |
| 1. Course subject and number: | **HA 243** | 2. Units: | **3** |

[**See upper and lower division undergraduate course definitions**](http://www4.nau.edu/avpaa/UCCPolicy/Uplow.doc).

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| 3. College: | The W.A. Franke College of Business | 4. Academic Unit: | Hotel and Restaurant Management |

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| 5. Current Student Learning Outcomes of the course.   1. The student will be able to identify basic kitchen equipment and ingredients and describe their general use. 2. The student will be able to perform basic station set up, general prep and station breakdown. 3. The student will be able to utilize organizational and communication skills to support meal planning and execution for small groups. 4. The student will be able to demonstrate standard hygiene and safety controls as related to the kitchen. 5. The student will be able to understand basic cooking methodologies and describe how to apply them. | Show the proposed changes in this column (if applicable). Bold the proposed changes in this column to differentiate from what is not changing, and Bold with strikethrough what is being deleted. *(*[*Resources & Examples for Developing Course Learning Outcomes*](http://www4.nau.edu/avpaa/Assessment/CourseLearningOutcomesPDF_090712.pdf)*)*  **UNCHANGED** |

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| 6. Current **title,** **description** and **units**. Cut and paste, in its entirety,from the current on-line academic catalog\* [**http://catalog.nau.edu/Catalog/**](http://catalog.nau.edu/Catalog/).  **HA 243 COMMERCIAL FOOD SERVICE OPERATIONS (3)**  Description: Application of the principles, procedures, and techniques involved in managing small- and large-quantity food and beverage preparation, production and service. Letter grade only. Course fee required.  Units: 3  Prerequisite: HA 240 or International Exchange Student Group | Show the proposed changes in this column **Bold** the proposed changes in this column to differentiate from what is not changing, and **~~Bold with strikethrough~~**what is being deleted.  **HA 243 ~~COMMERCIAL FOOD SERVICE OPERATIONS~~ FOUNDATIONS IN KITCHEN OPERATIONS (3)**  Description: Application of the principles, procedures, and techniques involved in managing small- and large-quantity food and beverage preparation, production and service. Letter grade only. Course fee required.  Units: 3  Prerequisite: HA 240 or International Exchange Student Group |

\*if there has been a previously approved UCC/UGC/ECCC change since the last catalog year, please copy the approved text from the proposal form into this field.

7. Justification for course change.

**To make the curriculum easier to understand by using language in course titles that is consistent with industry vernacular and the mission of the School of Hotel and Restaurant Management. Course content is not changing.**

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| 8. Effective **BEGINNING** of what term and year? | **Fall 2014** |
| [**See effective dates calendar**](http://www4.nau.edu/avpaa/timelines/1213Effective.xls). |  |

**IN THE FOLLOWING SECTION, COMPLETE ONLY WHAT IS CHANGING**

|  |  |
| --- | --- |
| **CURRENT** | **PROPOSED** |
| Current course subject and number: | Proposed course subject and number: |
| Current number of units: | Proposed number of units: |
| Current short course title:  COMMERCIAL FOOD SERVICE | Proposed short course title (max 30 characters):  **FNDTNS IN KITCHEN OPS** |
| Current long course title:  COMMERCIAL FOOD SERVICE OPERATIONS | Proposed long course title (max 100 characters):  **FOUNDATIONS IN KITCHEN OPERATIONS** |
| Current grading option:  letter grade  pass/fail  or both | Proposed grading option:  letter grade  pass/fail  or both |
| Current repeat for additional units: | Proposed repeat for additional units: |
| Current max number of units: | Proposed max number of units: |
| Current prerequisite: | Proposed prerequisite (include rationale in the justification): |
| Current co-requisite: | Proposed co-requisite (include rationale in the justification): |
| Current co-convene with: | Proposed co-convene with: |
| Current cross list with: | Proposed cross list with: |

9. Is this course in any plan (major, minor, or certificate) or sub plan (emphasis)?

Yes  No

If yes, describe the impact and include a letter of response from each impacted academic unit.

**Hotel and Restaurant Management BS, International Hospitality Management BS, Restaurant Management Certificate.**

10. Is there a related plan or sub plan change proposal being submitted? Yes  No

If no, explain.

**This proposed change will not require any related plan changes.**

11. Does this course include combined lecture and lab components?                  Yes  No

If yes, include the units specific to each component in the course description above.

**Answer 12-15 for UCC/ECCC only:**

12. Is this course an approved Liberal Studies or Diversity course?                    Yes  No         If yes, select all that apply.   Liberal Studies    Diversity    Both

13. Do you want to remove the Liberal Studies or Diversity designation?            Yes  No

If yes, select all that apply.   Liberal Studies    Diversity     Both

14. Is this course listed in the [**Course Equivalency Guide**](https://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/ByInst?inst=NAU)?                               Yes  No

15. Is this course a [**Shared Unique Numbering**](https://aztransmac1.asu.edu/cgi-bin/WebObjects/ATASS.woa/wa/SUNList?S=X) (SUN) course?                            Yes  No

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| **FLAGSTAFF MOUNTAIN CAMPUS** |  |
| **Scott Galland** | **12/18/2013** |
| Reviewed by Curriculum Process Associate | Date |
|  |  |
| **Approvals**: |  |
|  |  |
| Department Chair/Unit Head (if appropriate) | Date |
|  |  |
| Chair of college curriculum committee | Date |
|  |  |
| Dean of college | Date |
|  |  |
| **For Committee use only:** |  |
|  |  |
| UCC/UGC Approval | Date |

Approved as submitted: Yes  No

Approved as modified: Yes  No

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| **EXTENDED CAMPUSES** |  |
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| Reviewed by Curriculum Process Associate | Date |
|  |  |
| **Approvals:** |  |
|  | |
| Academic Unit Head | Date |
|  | |
| Division Curriculum Committee (Yuma, Yavapai, or Personalized Learning) | Date |
|  | |
| Division Administrator in Extended Campuses (Yuma, Yavapai, or Personalized Learning) | Date |
|  | |
| Faculty Chair of Extended Campuses Curriculum Committee (Yuma, Yavapai, or Personalized Learning) | Date |
|  | |
| Chief Academic Officer; Extended Campuses (or Designee) | Date |
|  |  |

Approved as submitted: Yes  No

Approved as modified: Yes  No

Approved by the SHRM area on 01/09/2013

Accepted by the curriculum committee on 11/21/2013



*MASTER SYLLABUS*

**HA 243 Foundations in Kitchen Operations (3 units)**

1. ***Catalog Description:***

Application of the principles, procedures, and techniques involved in managing basic kitchen operations.

1. ***Prerequisites:***

*Courses:* HA240 or International Student Exchange Group

*Justification:* HA 240, Restaurant Operations and Management, is a foundational course for HA 243.

International exchange students have already taken the equivalent of HA 240 at their home

institutions.

1. ***Course Learning Goals:*** *Upon completion of the course, students will be able to:*
2. The student will be able to identify basic kitchen equipment and ingredients and describe their general use.
3. The student will be able to perform basic station set up, general prep and station breakdown.
4. The student will be able to utilize organizational and communication skills to support meal planning and execution for small groups.
5. The student will be able to demonstrate standard hygiene and safety controls as related to the kitchen.
6. The student will be able to understand basic cooking methodologies and describe how to apply them.
7. ***Course Materials:***

* A text related to kitchen operations, such as The Professional Chef, 9th edition, Culinary Institute of America (2011).
* Various links and documents posted on Blackboard Learning System.

1. ***Teaching Methods:***

Flipped classroom style. Before class: readings, videos, quizzes and group discussions are completed before related kitchen activity. During Class: address student questions based on group discussions, chef demos, student hands-on experiments, and related tasting. Four “live” cooking events allow students to showcase their learning in an interactive environment.

1. ***Mechanisms for Feedback to Students/Interaction Between Students and Professors:***

Daily observation feedback during cooking segments, GPS communications for online and

Live class participation, quiz scores, project feedback, and office hours.

1. ***Evaluation Tools:***

Evaluation of student performance will be based on:

* Bi-weekly quizzes.
* Four cooking events.
* Midterm exam.
* Final exam.

Grading System

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| --- | --- |
| **Grade** | **Scale** |
| A | 90-100% |
| B | 80-89.9% |
| C | 70-79.9% |
| D | 60-69.9% |
| F | 0-59.9% |

1. ***Use of Technology and Information Systems***

The following technologies are used to augment the learning experience:

1. Inkling e-book loaded with high-resolution videos, practice quizzes and social learning network.
2. Apple TV and iPad mirroring allow 360° kitchen mobility.
3. Blackboard Learning System shell delivers course structure, supplemental materials, and all quizzes.
4. Internet used to search online databases.
5. ***Collaborative or Team Activities***

All in-class cooking projects.

1. ***Projects***

Four “live” cooking events.

1. ***Statement Regarding Academic Dishonesty***

Students are responsible to inform themselves of university policies regarding *Academic Integrity*. In general, students found to be in violation of the code (e.g., cheating, fabrication, fraud, and plagiarism) are awarded a grade of F in the course. The complete policy on academic integrity is in Appendix F of NAU’s *Student Handbook*.

*XII.* ***Course Content****:*

A. Topics

1. Equipment Identification
2. Meat, Poultry and Game Identification
3. Fish and Shellfish Identification
4. Fruit, Vegetable and Fresh Herb Identification
5. Dairy and Egg Purchasing and Identification
6. Dry Goods Identification
7. MEP for Stocks, Sauces and Soups
8. Stocks
9. Sauces
10. Soups
11. MEP for Meats, Poultry, Fish and Shellfish
12. Fabricating Meats, Poultry and Fish
13. Grilling, Broiling and Roasting
14. Sautéing, Pan Frying and Deep Frying
15. Steaming and Submersion Cooking
16. Braising and Stewing
17. MEP for Vegetables and Fresh Herbs
18. Cooking Vegetables
19. Cooking Potatoes
20. Cooking Grains and Legumes
21. Cooking Pasta
22. Cooking Eggs
23. Salads and Sandwiches
24. Hors d ’Oeuvre and Appetizers
25. Charcuterie and Garde Manger

B. **Support of Program Learning Outcomes\***

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| --- | --- | --- |
| Program Learning Outcome | Course Learning Outcomes | Supporting Targeted Course Performance Level: I,D,or M |
| Communication Skills | C | I, D |
| Technology Skills |  |  |
| Problem Solving Skills |  |  |
| Analytical Skills |  |  |
| Conceptual Skills |  |  |
| Ethical Skills |  |  |
| Global Skills |  |  |
| Human Relation Skills |  |  |
| Career and Life Skills |  |  |
| Technical Skills | A-E | I, D |

\*I = Introduced, D = Developed and Practiced with Feedback, M = Demonstrated at the Mastery Level, Blank = Not Treated in this Course

**Definitions of Student Mastery Levels (1). These set performance levels that are somewhat parallel to Bloom’s Taxonomy.**

**I =** The student can identify examples (and non-examples) of the desired outcome, name the elements involved, and answer "objective, multiple-choice, fill-in the blank" type of test questions showing awareness. (Objective tests are not necessarily simple, but they are most likely to be used at this introductory level.)

**D =** The student can describe, demonstrate or construct an example of the desired outcome but with guidance about each step. In some cases, the steps to learn the outcome may be spread among more than one course or activity within a course. Also included here is evaluation of existing examples of the outcome (pro's and con's, etc.) Essay questions and short projects would be used as evidence.

**M =** The student can demonstrate the outcome given a problem statement and appropriate data and tools. The student would need to synthesize skills learned previously in isolation. The skill demonstration would be sufficiently rigorous that an outside stakeholder (future employer) would be satisfied with it for an entry level position after graduation. Term papers, senior projects and research papers, senior portfolios, case studies, and capstone coursework would be used as evidence.

**(1) Source: http://business.uhh.hawaii.edu/documents/documents/MasterSyllabusMKT310revFeb2012.pdf.**

**PROGRAM LEARNING OUTCOME DEFINITIONS**

* **Communication Skills\***: Use oral and written communication skills necessary to function effectively in the hospitality industry.
* **Technology Skills:** Use technological tools while presenting and interacting with data and

information.

* **Problem Solving Skills:** Use leadershipand management skills when solving problems and conflicts.
* **Analytical Skills:** Use financial and accounting management knowledge when evaluating the profitability of different business decisions.
* **Conceptual Skills:** Apply strategic and conceptual principles when analyzing business decisions at the property and corporate level.
* **Ethical Skills:** Identify ethical dilemmas and are able to recognize and evaluate alternative courses of action.
* **Global Skills:** Demonstrate the ability to work collaboratively with others from different cultures and backgrounds and to identify factors affecting international hospitality businesses.
* **Human Relation Skills:** Use emotional intelligence skills when interacting with guests and employees.
* **Career and Life Skills:** Participate in personal and professional development learning activities for successful career and life planning and management.
* **Technical Skills:** Demonstrate core competencies in the hospitality field.

**\* Skill:** *the ability, coming from one's knowledge, practice, aptitude, etc., to do something well.*