



Annual Report: Postsecondary and Secondary Accreditation

American Culinary Federation, Inc. • Attention: Accreditation • 180 Center Place Way • St. Augustine, FL 32095 • Toll-free: (800) 624-9458 • www.acfchefs.org

Institution Information:

IMIS ID (for ACFEF Use): _____ School Type (check one): Postsecondary Secondary Dual

School Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____ Website: _____

Contact (Program Coordinator/Lead Instructor) Name: _____ Title: _____

Work Phone: _____ Cell Phone: _____ Email: _____

Has there been a change in Program Coordinator/Lead Instructor since your last Annual Report? Yes No

Name of Institution's President/Director/Principal: _____ Title: _____

Programs Information:

Program Name: _____

Initial ACFEF Accreditation Date: _____ Expiration Date: _____

Program Type: Certificate Diploma Associate Degree Bachelor Degree # of Years Established: _____

Total Contact Hours Needed to Complete Program: _____ Total Credit Hours Needed to Complete Program: _____

of Technical Faculty: FT _____ PT _____ # of Students: FT _____ PT _____ # of Graduates Last Year: _____

Program Name: _____

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Required Signatures:

All documents submitted to the ACFEF by the Educational Institution completing this Annual Report and corresponding Exhibits will be verified to be accurate and truthful, and are the responsibility of the Educational Institution Representative approving and signing this application.

Application Submitted by: _____

Signature of Program Coordinator/Lead Instructor

Date

Application Approved by: _____

Signature of Authorized Educational Institution Representative

Date

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Annual Report Task Timeline

| Time Prior to Due Date of May 1st | Annual Report Tasks |
|---|--|
| January 1st - May 1st of the current year | <ol style="list-style-type: none">1. Annual Reports are required to be submitted by all ACFEF Postsecondary and Secondary accredited programs between January 1 and May 1 each year. Note: You will be exempt from submitting an Annual Report during the year in which you are scheduled for a Site Visit, as this information will be contained in your Self Study and be reviewed during the Site Visit.2. Follows these steps to process your Annual Report:<ol style="list-style-type: none">a. Complete the Annual Report and Professional Development Report document templates, available on the ACF website for downloading at http://www.acfchefs.org/ACF/Resources/Downloads/.b. Save the documents including your school name in the file name to be emailed. Example: <i>Annual Report Bishop State Community College</i>. Abbreviate school name if necessary.c. Email the completed documents and Exhibits to annualreports@acfchefs.net.Note: As a part of our “Going Green” initiative, we will not be accepting mailed hard copies of Annual Reports.3. Your Annual Report will be reviewed and an e-mail from the ACFEF Accreditation Department will be sent to you informing you that the Annual Report has been accepted as complete or the information that has been submitted is insufficient and requires additional clarification. Any pending issues must come into compliance by June 30.4. If you have any questions, please contact the Accreditation Department at (800) 624-9458. |

Instructions

ACFEF Standards and Evidence of Compliance.

Included in the following pages of the Annual Report are items that pertain to your program in relation to the ACFEF Standards and Required Knowledge and Skills Competencies. These items are a subset of the ACFEF Self Study.

The ACFEF Standards are available for download at <http://www.acfchefs.org/download/documents/Accreditation/standards.pdf>.

Once completed, save your Annual Report and Exhibit files and email to the ACFEF Accreditation Department at annualreports@acfchefs.net.

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Exhibit and Narrative Checklist

1. Use the following Exhibit/Narrative Checklist to ensure all necessary supporting documentation and narratives are included with your Annual Report.

Note: The Exhibits are labeled to match the Exhibit #'s used in the Self Study.

| Self Study Section | Required Exhibits |
|---|---|
| <p>3.05 <i>The program will have an Advisory Committee whose meetings are scheduled twice per year (one meeting per semester) to advise the program and respond to the employment needs of the industry. Written agendas and minutes which include members in attendance and are available to document this activity.</i></p> | <p>Exhibit 3B - Advisory Committee minutes for the past academic year which include:</p> <ol style="list-style-type: none"> a. Minimum of two written meeting minutes. b. Meeting minutes include: list of Advisory Committee members in attendance (with their titles). c. Meeting minutes include agenda topics: <ul style="list-style-type: none"> - curriculum - facility equipment - student recruitment - graduate placement - externships - funding sources - scholarships - industry needs - ACFEF standards and Required Knowledge and Skills Competencies - examples of major suggestions and results |
| <p>4.09 <i>The program faculty must show evidence of professional growth on an annual basis in the area of instructional and technical skills.</i></p> | <p>Exhibit 4D - Copy of Professional Development Reports (PDRs) for all full-time and part-time instructors.</p> |

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| | |
|--|---|
| <p>5.14 <i>The lab experiences and dining facilities, if applicable, reflect high standards of professional appearance by instructors and students to ensure sanitation and safety policies are being met.</i></p> | <p>1. Write narrative response describing:</p> <ol style="list-style-type: none">a. The institution's lab uniform policy.<ul style="list-style-type: none">- Where this policy is visible to students and how it is enforced.- If the policy deviates in any way from the ServSafe policy which includes:<ul style="list-style-type: none">▪ personal hygiene▪ head coverings and hair restraints▪ chef jacket or cook shirt▪ program acceptable ankle length work pants▪ apron▪ work shoes (hard, closed toed, non-slip, no sneakers)▪ no jewelry except wedding bands▪ no fingernail polish or false nailsb. The institution's dining room uniform policy, if applicable. Include where this policy is visible to students.c. If the students are responsible for providing the required uniforms or if the uniforms are provided by the school.d. How the uniform policies are enforced. <p>Narrative:</p> |
| <p>5.17 <i>Students are trained in the proper use of lab equipment with documentation and evidence of training available for review and kept on file. (Equipment Safety Check Sheet).</i></p> | <p>Exhibit 5C - Copy of the Equipment Safety Check Sheet. (Filled out)</p> |

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| | |
|---|---|
| <p><i>6.05 United States, United States Territory and International programs must meet or exceed safety and sanitation guidelines as established through the United States Department of Labor's Occupational Health and Safety Administration (OSHA), federal, state, and local codes, United States FDA Food Code and / or guidelines established by International Government Agencies to monitor safety and sanitation.</i></p> | <p>Exhibit 6C - Current sanitation report, if required by federal, state or local code.</p> |
| <p><i>8.01 There is an ongoing system for collecting, and documenting programmatic assessment data from a variety of sources. Graduate placement (college, workforce, military), student retention, and student education achievements for each accredited program, in verifiable and consistent ways, including graduate surveys, graduate follow-up surveys, employer surveys, student completion rates, job placement rates and ACF certification rates.</i></p> | <ol style="list-style-type: none">1. Write narrative response describing:<ol style="list-style-type: none">a. The system used, provide dates, sample forms and results for assessment of program's:<ul style="list-style-type: none">- Faculty- Curriculum- Effectiveness<p>Note: Have supporting documentation available for the evaluators at the Site Visit.</p>b. The most recent overall evaluation of the program.c. What changes were effected as a result of the evaluation. 2. Exhibit 8A - Evaluations and Surveys: Provide dates, sample forms, and results from the most recent:<ul style="list-style-type: none">- Current student evaluations of courses and faculty- Graduate surveys- Graduate follow-up surveys<p>Note: Remove all student identification information from documentation submitted in exhibits.</p><p>Narrative:</p> |

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8.02 Postsecondary ACFEF accredited programs must have an ongoing system for collecting, documenting and producing programmatic assessment data of students outcomes and success measurements that are made easily accessible through a URL link on the program's culinary arts, baking and pastry or hospitality website landing page. The **PUBLICLY** assessable data relates to student graduation rates, student job placement rates and student's obtaining entry level ACF certification by graduation.

Postsecondary Programs only!

CHEA standard 12.B.1 **mandates** that all accredited ACFEF programs provide a URL per program that is designed to take the public directly to the your programmatic assessment data for their review.

The ACFEF provides the assessment criteria required to be collected consistently from all ACFEF accredited programs. See below for assessment data required.

1. Exhibit 8B - program outcomes and success measurement data collected for:
(2 consecutive academic years prior to reporting for each program and must show A, B, C)
 - a. Student graduation rates
 - b. Job placement rates
 - c. Entry level ACF certification by graduation

URL link for each program accredited by the ACFEF :

Program 1 URL: _____

Program 2 URL: _____

Program 3 URL: _____

Program 4 URL: _____

Program 5 URL: _____

Program 6 URL: _____

Program 7 URL: _____

American Culinary Federation Education Foundation Accreditation Commission (ACFEF-AC)

ACFEF AC Program Success Outcomes are required by CHEA (Council For Higher Education Accreditations) to comply with CHEA.

CHEA Standard 12.B.1 requires that the accreditor have accreditation standards or policies that require institutions or programs routinely provide reliable information to the public on their performance, including student achievement as determined by the institution or program.

To officially comply with this CHEA Standard, the ACFEF AC has created guidelines, supported by policy to ensure proper submittal and publishing Program Success Outcomes. Our goal is to comply with the CHEA standard and to provide your program with guidelines for being in compliance.

The following **REQUIRED** Program Success Outcomes data must be made **PUBLICLY** accessible through URL links on programs website landing page. Each culinary arts or baking and pastry program must each have their own web link.

Outcome data:

1. Student's graduation rates
2. Student's job placement rates
3. Student's obtaining entry level certification by graduation

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1. There are current articulation agreements in place which allows student credits to be awarded and accepted for previous educational experiences.

1. Write a narrative response describing (Please limit narrative to 250 words):

- a. The institutions policy on articulation agreements.
- b. The number of articulation agreements for the culinary arts program and list the institutions.
- c. The number of credits transferable to the institutions with articulation agreements.

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Postsecondary and Secondary Accreditor Feedback

1. How has the Postsecondary and Secondary Accreditation process affected your program?

Narrative Response (Please limit narrative to 250 words):

2. Do you intend to seek renewal of your programmatic Postsecondary and Secondary Accreditation ?

Yes **No** (If no, explain below):

Program Changes in the Past Year

Report any changes to your Program(s) during the past year regarding the following topics. Please limit narrative to **250 words**. If no changes were made to a topic, write N/A in the narrative section.

1. Were there changes to Facility/Equipment?

Yes **No**

2. Were there changes to Resources?

Yes No

3. Were there changes to Budget?

Yes No

4. Were there changes to Course Titles/Competencies?

Yes No

5. Were there changes to Support Staff?

Yes No

6. Were there changes to Mission & Goals of Program?

Yes No

7. Were there changes to Institution and/or Program Accreditation Status/State Approval?

Yes No

8. Were there changes to Student Services?

Yes No

9. Were there Program Additions?

Yes No

10. Were there other changes affecting the Accredited Program?

Yes No