



Section 1. Proposed Course Outline (A general statement of course content that informs class syllabus construction. Once approved, all sections of a given course must include this content, no matter which instructor teaches the course, or the mode of delivery. Divisions must include this new course outline in the Divisional Course Outline binder as required by COPPs.)

Course Number: HRTM 292 _____ Full Course Title for print catalog: Dining Room and Kitchen Lab _____

Abbreviated Course Title for Banner: Dining Room and Kitchen Lab (30 character limit)

Prerequisites: CA 159 Kitchen Fundamentals

Co-requisites: N/A

Grade Option: x Graded (with P/NP option) ☐ Pass/No Pass only

Number/Type Credits	Term Minimum Contact	Term Maximum Contact	11-Week Term Contact
Lecture	___ hours (lecture credits x 10)	___ hours (lecture credits x 12)	___ hours (lecture credits x 11)
<u>2</u> Lec/Lab	<u>40</u> hours (lec-lab credits x 20)	<u>48</u> hours (lec-lab credits x 24)	<u>44</u> hours (lec-lab credits x 22)
___ Lab	___ hours (lab credits x 30)	___ hours (lab credits x 36)	___ hours (lab credits x 33)
<u>2</u> Total credits (sum)	<u>40</u> Total hours (sum)	<u>48</u> Total hours (sum)	<u>44</u> Total hours (sum)

Course Description (300 character limit):

Students will learn food preparation skills, food theory, management responsibilities, and a progressive attitude toward food preparation and service. Students will be exposed to all aspects of restaurant work by rotating through a variety of different job positions.

Course Outcomes and Proficiencies

What will the student *know* or *be able to do* at the end of the course?

What *attitudes* related to the subject will the student hold?

Upon successful completion of this course, the student will:

Recognize quality in food products to be purchased.

Practice different kinds of service by serving food to other students and the public.

Recognize the importance of food presentation including creating and making decorations and garnishes.

Recognize proper ways to prepare vegetables, including methods of wok cooking, steaming, and oven cookery.

Identify principles of menu layout and design.

Assessments Planned

What evidence will demonstrate that students have achieved course outcomes? (assessment tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams, or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)

How each outcome will be assessed:

Instructor evaluation

Performance rubric

Instructor evaluation

Class activity

Performance rubric

Understand the principles of nutrition & menu development.	Instructor evaluation

Course Content by Major Topics

What topics will be presented? What are the main activities of the course? What are the central themes?

(See sample at <http://www.lanecc.edu/cops/format3.htm>.)

Topics:

Week 1	Introduction to lab, explanation of the rotation system and competencies, personal hygiene/health, uniform standards, professionalism, emergency procedures, MSDS fire procedures, and tour of kitchen. Ren. Room Open for Business ROTATION ONE
Week 2	Ren. Room Open for Business ROTATION TWO
Week 3	Ren Room Open for Business ROTATION THREE
Week 4	Ren Room Open for Business ROTATION FOUR
Week 5	Ren Room Open for Business ROTATION FIVE
Week 6	Ren. Room Open for Business ROTATION ONE
Week 7	Ren. Room Open for Business ROTATION TWO
Week 8	Ren Room Open for Business ROTATION THREE
Week 9	Ren Room Open for Business ROTATION FOUR
Week 10	Ren Room Open for Business ROTATION FIVE
Week 11	FINAL ASSESMENT PRACTICUM

Week 1	<p>Assignments are in class activities. The student will commence their lab rotations at a variety of different entry points and continue through five areas for a total of ten lab days allowing the student two opportunities to be successful in each area.</p> <p>a. Officer De Bouche/Sanitarian. This area focuses on receiving of food deliveries and its correct storage, including the managing of inventory, FIFO and fulfillment of requisitions. Sanitarian duties will include management of standards current employed in foodservice operations for safety and sanitation.</p> <p>b. Back Line. This department prepares, cooks and serves salads, dressings, appetizers and</p>
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	<p>fresh soups.</p> <p>c. Front Line. The hot kitchen area focuses on the preparation and service of entrees employing a variety of cooking techniques.</p> <p>d. Dining Room. The emphasis in this area involves proper set up of a restaurant dining room and providing correct and timely table service to the public.</p> <p>e. Bake Shop. The bakery rotation includes the preparation of breads and desserts including plating for service to the guest.</p>
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Section 2. Proposal Information

Course Developer:

McCully, Wanstall

Date: _____

Catalog year to take effect:

2011-2012_____

2012-2013_X

Type of Proposal

X New course

☐ Currently 199 or 299

☐ Experimental Course

☐ 199 Special Studies

☐ 299 Trends

☐ Revised course (If increasing credits, use credit change form)

☐ Reactivated course with no change

☐ Reactivated course with changes

Type of Course:

☐ Lower Division Collegiate (transfer)

X Professional/Technical (required or elective)

☐ Developmental, numbered below 100

Rationale:

How does this proposal further the goals of the program or department?

It gives the hospitality students hands-on experience in operating the dining room and litchen of an actual restaurant (Renaissance Room) which at present they do not experience.

What assessment evidence supports this proposal?

The advice of our Advisory Committee and student opinion surveys.

How do you know there is a demand for this course?

Our Advisory Committee has suggested this change and our hospitality students have lobbied for this change

Section 3. Curriculum Equity (<http://www.lanecc.edu/cops/curric.htm>)

To promote an environment where all learners are encouraged to develop their full potential, this course will support Lane's Curriculum Equity policy in the following way(s):

Section 4. For revised courses only: PREVIOUS Catalog/Course Information:

Course Number: _____ Course Title in Banner: _____ (30 characters maximum)

Full Course Title in print catalog:

Prerequisites:

Co-requisites:

Grade Option: ☐ Graded (with P/NP option)

☐ Pass/No Pass only

Number/Type

Term Minimum Contact

Term Maximum Contact

11-Week Term Contact

Credits

__ Lecture	__ hours (lecture credits x 10)	__ hours (lecture credits x 12)	__ hours (lecture credits x 11)
__ Lec/Lab	__ hours (lec-lab credits x 20)	__ hours (lec-lab credits x 24)	__ hours (lec-lab credits x 22)
__ Lab	__ hours (lab credits x 30)	__ hours (lab credits x 36)	__ hours (lab credits x 33)
__ Total credits (sum)	__ Total hours (sum)	__ Total hours (sum)	__ Total hours (sum)

Course Description:

What will change? ☐Course Number ☐Title ☐Course Description ☐Credit hours ☐Contact hours

Section 5. Support Courses (New Professional/Technical course proposals must complete.)

Professional/Technical courses are tracked within programs for purposes of Carl Perkins funding and budgetary planning. Indicate all degree or certificate programs for which this course will be required.

Program	Division
Hospitality Management	CCS

Section 6. Overlap Courses (New course proposals must complete.)

While overlap of course materials is not necessarily a flaw, duplication of course materials may lead to inefficient use of college resources. If there is overlap, the faculty of overlapping courses must agree on the extent of overlap and attach a rationale explaining its necessity.

Indicate all departments/courses that this course may overlap. Division Dean of existing course enters one of two options at right. Note: N/A is not an option.

Options:

1. No overlap.
2. Approved: overlap is acceptable. Rationale attached.
3. Disapproved: reasons attached.

Division	Course Number / Title	% Overlap	Option	Division Dean of existing course (Signature required for all options)	Date
		1			

Section 7. Qualification to fulfill degree requirements (complete all relevant forms, available at <http://www.lanecc.edu/currshed/index.html> and send to Mary Brau for the Degree Requirements Review Committee):

☐ Form(s) applying for the following degree requirement status have been attached. (Only check this box when forms have been completed and attached.)

AAOT, ASOT-Bus, OTM:

- ☐ Arts & Letters
- ☐ Social Sciences
- ☐ Science /Computer Science
- ☐ Mathematics

AAOT:

- ☐ Cultural Literacy Option

AAS, 1-year and 2-year certificates:

- ☐ Human Relations

Section 8. Library Impact Statement

Under accreditation standards, Library consultation is essential for new programs, new courses and for substantively revised courses when the revisions entail any change in library use.

What assignments will require the use of library and information resources?

Internet and video resources are in place to support this course

Each academic area has a Liaison Librarian (<http://www.lanecc.edu/library/services/liaison.htm>). Contact the designated librarian to discuss the library needs of your course. Please allow the librarian at least one week to assess library resources.

To be completed by Liaison Librarian:

- ☐ Library resources are adequate to support this proposal.
☐ Additional resources are needed but can be obtained from current funds.
☐ Significant additional Library funds/resources are required to support this proposal.

Liaison Librarian

Date

Section 9. Divisional Approval (To be completed by Division Chair and Administrative Assistant)

Human, Physical, and Financial Resources:

☐ Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding:

☐ No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.

Explain:

Required Certifications:

☐ We have developed minimum course certification standards according to the COPPs procedure "Instructor Qualifications: Credit," to be filed with ASA upon course approval.

☐ We have completed faculty certification form(s) for faculty qualified to teach this course, to be filed with ASA and Human Resources upon course approval.

Fees:

☐ We have completed fee rationale and fee request forms to be submitted to ASA upon course approval, in compliance with the COPPs procedure, "Fees: Special"
☐ No special fees will be required for this course.

Divisional Recommendation:

☐ The Division Chair and Administrative Assistant have reviewed this course proposal and kept a copy for divisional files.

☐ Faculty review of this course was completed within the division on ____ (date).

☐ Pass

☐ Do Not Pass

Administrative Assistant/Coordinator

Date

Academic Dean

Date

Section 10. College Approval

Curriculum Committee Chair

Date

Executive Dean for Academic Affairs

Date

Curriculum Approval Committee hearing:

Date

Vice President for Academic &
Student Affairs

Date