



May 25, 2007

Linda Kridelbaugh, Director  
Professional and Technical Division  
1988 Newmark Avenue  
Coos Bay, Oregon 97420

Dear Mrs. Kridelbaugh:

On May 20-23, 2007 the American Culinary Federation Foundation Accrediting Commission (ACFFAC) conducted a site visit at your institution to review the AAS Degree Culinary Arts program. Based on the review, the team site visit report indicates the following areas of non-compliance. These areas of non-compliance must be responded to in writing and sent to the ACFFAC office by July 1, 2007. Please provide documentation to support your responses and any corrective actions that will be taken. Please refer to the ACFFAC Standards when responding to each cited area.

*4.1 The faculty of the program is academically and professionally qualified*

*5.1.1 Units of instruction follow written outlines and syllabi which clearly state measurable objectives, student activities, learning resources, time allotment, grading criteria, and student evaluation methods*

*5.5 There are well defined, verifiable, and consistent outcome measurement strategies utilized in the grading procedures in both lecture and lab courses*

The team report also indicates suggestions for the program. These suggestions do not have to be addressed in the response to the team report.

*4.1 The faculty of the program is academically and professionally qualified*

*Have all culinary/baking and pastry faculty pursue the ACF CCE certification*

*5.1.1 Units of instruction follow written outlines and syllabi which clearly state measurable objectives, student activities, learning resources, time allotment, grading criteria, and student evaluation methods*

*5.5 There are well defined, verifiable, and consistent outcome measurement strategies utilized in the grading procedures in both lecture and lab courses*

*Re-evaluate written outlines and syllabi to contain:  
measurable objective, outcomes, grading criteria to identify and document outcome measurements*

*More frequent written testing to verify knowledge*

*Department tracking of continuing education/in-service for faculty- Annual Report*

*Culinary Arts materials in resource department along with other program materials*

*Culinary texts to be carried in bookstore as replacements*

*Chefs table/capstone class*

*Use of advisory with projects ie: review of portfolios, sanitation inspections, classroom observations, etc*

*Explore possibility of Art/Food (edible food) show/exhibit*

*Sequencing of courses- three (3) instructors/three (3) classes being taught at same time.*

The program self-study, team site visit report, and response to the team report and documentation will be reviewed at the next scheduled Commission meeting in July 2007. At that time, the status of your programmatic accreditation will be determined.

The visiting team is appreciative of your staff, administration, and faculties' assistance during the visit. I have included an evaluation form, so that you can review the team of evaluators and make any suggestions to improve our process. As you complete your response to the team visit report, feel free to contact the accreditation department, at (904) 824-4468, with any questions you have.

Sincerely,



Candice Childers  
ACFF Accreditation Manager

Attachment: Institutional Evaluation Form

Cc: file  
Shawn Hanlin, Program Coordinator

**AMERICAN CULINARY FEDERATION FOUNDATION  
ACCREDITING COMMISSION**

**INSTITUTION'S EVALUATION OF THE VISITING SITE TEAM**

The site evaluation team has completed its team report. In order for the Commission to improve the quality of this process as well as gauge the impact of a particular evaluation team we are asking you to complete this form and return to the ACF National Office within the next two weeks.

We would like you to comment on the work of the site team (and each individual on the team) that just completed the visit to your institution.

You may wish to duplicate this form and consult with the various members of your faculty with whom the team had contact to include their reactions to the visit in your comments.

Evaluation forms should be sent directly to the ACFF Accreditation Manager 180 Center Place Way, St. Augustine, FL 32095. Fax (904) 825-4758

NAME/TITLE OF PERSON PREPARING FORM \_\_\_\_\_

NAME OF INSTITUTION \_\_\_\_\_

DATES OF SITE VISIT \_\_\_\_\_

NAMES OF SITE TEAM  
EVALUATORS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please circle your choice of answers:

1. Do you feel the team demonstrated objectivity and preformed their duties in a professional manor?

Strongly agree                  Agree                  NeutralDisagree                  Strongly disagree

Comments:

2. Do you feel that the methods and procedures used by the team were appropriate for the evaluation of your program?

Strongly agree                  Agree                  NeutralDisagree                  Strongly disagree

Comments:

3. Do you feel that the team overlooked any aspect of your program?

Strongly agree

Agree

NeutralDisagree

Strongly disagree

If so, what areas?

4. Do you feel the team acquired sufficient understanding of your program during the site visit?

Strongly agree

Agree

NeutralDisagree

Strongly disagree

Comments:

5. What are your comments about the strengths and/or limitations of the team as a whole and as individuals in the areas listed below?

- a. communication skills
- b. listening skills
- c. attention to detail
- d. objectivity
- e. time constraints
- f. knowledge of industry/educational programs

6. Additional Comments: