

Advisory Committee Meeting Record 11.16.2022

CHAIRPERSON: Guadalupe Bluhm de Saldivar, Program Coordinator, Hospitality Programs		
MEETING DATE: November 16, 2022	MEETING TIME: 3 p.m.	MEETING PLACE: Bldg. 220, Room 113
RECORDER: Debra Knudson, Office Assistant, Hospitality Programs		PREVIOUS MEETING: November 3, 2021

MEMBERS: (P=PRESENT) Add nonmembers present to bottom of table with heading “Others Present” (OP)

(P/OP?)	Name and Title (List all members) Email Address and Ph #	Business Affiliation	Name and Title
P	Guadalupe Bluhm de Saldivar, Instructor & Program Coordinator, Hospitality Programs	Central Texas College	Guadalupe.BluhmdeSaldivar@ctcd.edu 254-526-1263
P	Keith Pascar, Instructor, Hospitality Programs	Central Texas College	Keith.Pascar@ctcd.edu 254-501-3046
P	William Tomlinson, Instructor, Hospitality Programs	Central Texas College	William.Tomlinson@ctcd.edu 254-526-1515
P	Virgil Guy, Instructor, Hospitality Programs	Central Texas College	Virgil.Guy@ctcd.edu 254-526-1534
	Lesley McGough, Coordinator, Instructional Program Support Services	Central Texas College	Lesley.Mcgough@ctcd.edu 254-526-1154
	Bryan Oakes, Career Development Specialist, Career Services	Central Texas College	Bryan.Oakes@ctcd.edu 254-526-1702
	Les Ledger, Chairman, Business Administration, Paralegal & Homeland Security	Central Texas College	Les.Ledger@ctcd.edu 254-526-1434
P	Elke Jensen, Instructor, HMCA Program, Fort Hood	Central Texas College	Elke.Jensen@ctcd.edu 254-526-1936
OP	Veronica Martin, Associate Dean, Career & Technical Instruction	Central Texas College	VMartin@ctcd.edu 254-501-3413
P	Elaine Jordan, Instructor Hospitality Programs	Central Texas College	ejordan@ctcd.edu 254-526-1534
P	Debra Knudson, Office Assistant, Hospitality Programs	Central Texas College	dknudson@ctcd.edu 254-526-1515

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	Minutes approved by Chef BluhmdeSaldivar, seconded by Debra Knudson	Staying up-to-date with our Programs to keep up with the times.
Old Business:	Representation. Enrollment. Calendar(s) for marketing of events.	
New Business:	Enrollment, Marketing Events, Graduates and knowing where they fit in. What schools accept our credits for continuing education in the culinary and hospitality fields? Attracting local business for representation on the advisory board, for internship/employment-Hotel/Motel potential. School calendars of events for marketing. Scholarship monies from Culinary Club.	Ensuring our hands-on training is and stays relevant to the needs of the industry.
Curriculum Decisions:	No changes to the curriculum are planned.	Text and syllabi updates as required.
Other:	Instructor positions have or are being posted.	Keep position requirements updated.

MINUTES

Key Discussion Points	Discussion
Old Business:	There is still a need for local hotel and restaurant owner representation from the area and for their input into how we can better prepare our students for employment in the industry.
New Business:	Introduction of attendees. Enrollment has shown an increase, in FY 21/22 and for this Fall semester. Graduation flow has continued even with enrollment numbers being as they are. Providing students with a spreadsheet of when classes are being offered, mentoring will continue to help with enrollments.
	We are planning another College Night here on campus for interested potential culinary students in the Spring of 2023. We think it would be beneficial to do hands on interactions with interested potential students and have parents learn about the college, financial Aid, registration and available facilities. How can we improve student perception of the program and the college. We need more partnerships with local lodging establishments. Get out to the schools give them a taste and then get them here on campus for tours.

	Students understanding of entry in to the hospitality field. You will start in entry-level positions and progress with experience, skill, work ethic, speed and dependability. They need to know that not all establishments may have the materials and supplies that we have available to them as students.
Curriculum Decisions:	No changes planned to the current certificate and degree plans.
Other:	Informing students of programs and availability. Continue with the one on one counseling to assist with student progression in education. Seems to be helping maintain enrollments.
	<p>Is there a way to do a detour on a pathway? What credits from CTC are transferable and to what schools? Dean Veronica Martin provided the following information;</p> <p>Art Institute of Houston Culinary Management https://www.artinstitutes.edu/houston/academics/culinary/culinary-management-degree-programs</p> <p>Lamar University Hospitality Administration https://www.lamar.edu/education/nutrition-hospitality-human-services/index.html</p> <p>Stephen F. Austin Hospitality Administration https://www.sfasu.edu/hms/academics/hospitality</p> <p>University of Houston, Univ Park Hospitality Leadership https://uh.edu/hilton-college/index</p> <p>University North Texas Hospitality Management https://www.unt.edu/academics/undergrad/hospitality-management</p>
	<p>Student Hospitality Club is active in the community, most recently worked on Operation Stand Down, this event is held twice a year. Chop competition for scholarship dollars and promote program. Fall Festival, Day of the Dead Bake Sale.</p> <p>Club continues to support students and staff by donating to the CTC Food Pantry.</p>
Adjourn at 3:45 p.m.	

CHAIRPERSON SIGNATURE (or designee): <i>Guadalupe Bluhm De Saldívar</i>	DATE: 12/07/2022	NEXT MEETING: A time has not been set for the next meeting. Members were informed to contact us when or as they need to, we welcome the interaction and input.
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Advisory Committee Required Functions

GIPWE Required Functions	How/when did the Committee address this function? At this meeting or a prior meeting? Please add to “ACTION ITEMS” below if necessary to show that this function is or will be addressed.
Evaluating the goals and objectives of the program curriculum	Prior and ongoing.
Establishing workplace competencies for the program occupation(s)	Prior and ongoing.
Suggesting program revisions as needed	Prior
Evaluating the adequacy of existing college facilities and equipment	Prior, current and ongoing.
Advising college personnel on the selection and acquisition of new equipment	Prior, current and ongoing.
Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities	Prior, current and ongoing.
Assisting in promoting and publicizing the program to the community and to business and industry	Prior, current and ongoing.
Representing the needs of students from special populations	Does Not Apply

Action Items

[illegible]