



SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

July 27, 2016

Dr. Ray Perren
President
Lanier Technical College
2990 Landrum Education Drive
Oakwood, GA 30566

Dear Dr. Perren:

Thank you for your letter of March 9, 2016, transmitting a prospectus for the Culinary Arts programs to be offered at two high school career academies, effective August 2016. One of the sites, Lanier Charter Career Academy, is a former site where no credit courses have been offered for more than five years. The other site, Sims Academy of Innovation and Technology, is not currently approved.

The locations of the currently unapproved sites are as follows:

Lanier Charter Career Academy
2723 Tumbling Creek Road
Gainesville, GA 30504

Sims Academy of Innovation and Technology
985 Austin Road
Winder, GA 30680

The Culinary Arts programs are as follows:

- Culinary Arts A.A.S. Degree
- Culinary Arts Diploma
- Baking and Pastry Specialist Technical Certificate of Credit (TCC)
- Catering Specialist Technical Certificate of Credit (TCC)
- Culinary Nutrition Assistant Technical Certificate of Credit (TCC)
- Food Production Worker 1 Technical Certificate of Credit (TCC)
- Prep Cook Technical Certificate of Credit (TCC)

The offering of the programs at the dual enrollment sites was requested by the superintendents of the Hall County School System and the Barrow County School System and is consistent with the mission and strategic plan initiatives of the College. A large resort near the Barrow Campus requested culinary arts programs as well to fill its employment needs. Growth in this sector of the economy of the State and North Georgia, in particular, was cited as need for the programs. Data from market studies concerning employment opportunities in the culinary arts area was provided. Appropriate planning and approvals were documented.

The target of the programs is high-school students seeking to enter the hotel/restaurant/tourism field as well as adults working in the field who wish to obtain a credential that will lead to advancement in their careers. Instruction will be delivered at the two sites through traditional classroom methodology. Student learning outcomes for each of the programs were listed. Assessment processes for the institution were



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described to include Strategic Plan Reviews, Annual Unit Plans, Student Learning Outcomes Assessment Reports, the Performance Accountability System, and indirect assessment such as satisfaction and priority surveys. The primary tools for assessing effectiveness of the proposed culinary arts programs will be annual Student Learning Outcomes Assessment Reports completed by faculty members teaching in the program. Faculty members working under the direction of their Academic Dean and supported by the Office of Institutional Effectiveness, complete annual Student Learning Outcomes Assessment Reports that directly assess student learning across each educational program. The College uses the same Student Learning Outcomes Assessment Reports at on-campus and off-campus sites.

The curriculum for each program, course descriptions, and admission requirements were provided. The degree and diploma programs in Culinary Arts emphasize a combination of culinary theory, safety and sanitation, nutrition, and practical applications necessary for successful employment. The Baking and Pastry Specialist program leads to employment in the food service industry as bakery or pastry shop workers, commercial bakers, and as pastry chefs. The Catering Specialist program consists of a sequence of courses preparing students for the catering profession. The Food Production Worker 1 program prepares students for employment in the food service industry as prep cooks and banquet/service prep workers. The Nutrition Assistant program prepares students to deliver quality meals that contribute to the nutritional well-being of customers. The Prep Cook program provides skills for entry into the food services preparation area as a prep cook with topics including food services history, safety and sanitation, purchasing and food control, nutrition and menu development and design along with the principles of cooking.

Administrative oversight for the programs will be provided by the Dean of Professional Services who reports to the Vice President for Academic Affairs. A full-time high school Coordinator acts as liaison between local high school administrators and college administrators to provide additional support. Qualifications of faculty members scheduled to teach in the program appear appropriate. The College's policy for determining level and amount of credit was described.

A collection summary of learning resources available to support the culinary arts programs was provided. Students at both sites have access to print materials with the preponderance of materials available electronically. As a participating member of the GALILEO (Georgia Library Learning Online) initiative, faculty members and staff at the College have access to over 10,000 full-text journals via 100 databases. Interlibrary loan is available as well. Class orientations and research assistance are available for students and faculty members.

Student support services include, but are not limited to, disability services, Special Populations Services, financial aid services, counseling, orientation opportunities both online and face-to-face, academic advising, Career Center services, tutoring, clubs and activities, and safety services.

During the day, the two sites will be used by high school Move on When Ready students enrolled in the technical certificate of credit programs. The College will use the facilities to deliver the full range of Culinary Arts programs to adult students during the evening. Operational and physical resources for the



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sites will be provided and administered by the Hall and Barrow County school systems. Theory courses will be taught in standard classrooms equipped with overhead projectors and, if appropriate, desktop computers. Courses with lab components will be taught in labs modeled on commercial kitchens. The floor plans for lab facilities at both sites were provided. A list of equipment for each of the sites was provided. Physical facilities and equipment appear adequate to support the programs.

Financial support for the program at the two sites appears adequate. Projected revenues and expenditures were provided.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Culinary Arts degree, diploma, and technical certificate of credit programs listed above. It was the decision of the Board to approve the programs and include them in the scope of the current accreditation.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Lanier Charter Career Academy and Sims Academy of Innovation and Technology off campus sites. It was the decision of the Board to approve the sites and include them in the scope of the current accreditation. The sites will be reviewed again, which may include site visits, as part of the institution's fifth-year or decennial review.

Enclosed is an invoice for \$500 to help defray the cost of review of the prospectus.

Best regards,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW/ABC:iy

Enclosure

Cc: Dr. Joanne Tolleson, Vice President, Institutional Effectiveness & Operations at Forsyth Campus
Dr. Steven M. Sheeley