



## ACFEFAC Program Outcomes Report (ACFEFAC POR) (Standard 8.02 – Postsecondary Schools ONLY)

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

### Overview

The American Culinary Federation Education Foundation Accreditation Commission (ACFEFAC) and the Council for Higher Education Accreditations (CHEA) require that ACFEF accredited programs routinely provide reliable information to the public on their performance, including student achievement. In accordance with CHEA Standards, ACFEFAC requires their accredited institutions to publish the following Program Outcomes for each of the previous two (2) years for all ACFEFAC accredited programs. These Program Outcomes must be accessible to the public through a URL web address linked to the institution’s web site.

### Standard 8.02

8.02 Student achievement data (Program Outcomes) for all ACFEF Accredited Programs must be publicly accessible. Publicly accessible data includes student Graduation Rate, Job Placement Rate, and ACF Certification Rate, and is defined as follows:

1. **Graduation Rate** is the percentage of students who complete the program *within 150% of the program length measured in credits*.

**Example of Graduation Rate Formula:** The Associate of Science in Culinary Arts is a 72-credit program. To graduate, the program must be completed within 150% of the program length as measured in credits. Full time students are expected to complete the program in 24 months. To accommodate transfer students, and students on half-time or part-time schedules, the program measures the maximum timeframe for completion in credits attempted to credits earned, a ratio which cannot exceed 150%.

2. **Job Placement Rate** is the percentage of students that are employed in their field of study *within nine (9) months of graduation*.

3. **ACF Certification Rate** is the percentage of students who receive ACF Certification *within 1 year of program completion*.

**Important Note:** The Program Outcomes data is required per ACFEFAC standard 8.02 and must be publicly accessible on your school’s website for each program, **regardless of the number of students enrolled in the programs in the past 2 years**. If you have not tracked this information in the past due to state requirements, etc., you will now be required to do so to meet ACFEFAC accreditation standard.

### Example of Completed ACFEFAC Program Outcome Chart

Shown below is an example of a completed ACFEFAC Program Outcomes Chart. The URL web address listed in the chart takes you directly to the required information. The Program Outcomes data is also easily accessible to the public by logging on to the school’s website and following this path: Home – Academics – Credit Programs – Culinary Arts & Hospitality – Restaurant/Culinary Management – Program Outcomes and Success Measures

### ACFEF AC Required Program Outcomes (previous two years)

<u>EXAMPLE</u>		Previous Year 1:		2017	Previous Year 2:		2018
ACFEF Accredited Program Name	URL Web Address to Program Data	Graduation Rate (%)	Job Placement Rate (%)	ACF Certification Rate (%)	Graduation Rate (%)	Job Placement Rate (%)	ACF Certification Rate (%)
AAS Degree Restaurant/Culinary Management	<a href="https://westmoreland.edu/academic/s/programs/restaurant-culinary-management.html">https://westmoreland.edu/academic/s/programs/restaurant-culinary-management.html</a>	47%	71%	0%	41%	100%	0%



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### Instructions

1. Complete ACFEFAC Program Outcomes Report by entering the required information in the yellow highlighted fields.
2. Save completed ACFEFAC Program Outcomes Report as a **Word document**, titled **ACFEFAC POR and your school name**.  
Example of saved file name: **ACFEFAC POR Westmoreland County CC.docx**.
3. Ensure ACFEFAC Programs Outcome data is accessible on your school's website using URL web address provided in the Program Outcomes chart for each program for the previous two (2) years.
4. Email completed ACFEFAC Program Outcomes Report to Kris Shugart at [kshugart@acfchefs.net](mailto:kshugart@acfchefs.net) by **October 1, 2019**.  
Note: Subject line of email should read, **ACFEFAC POR and your school name**.

### Institution Information:

<b>Institution Name:</b>	Howard Community College		
<b>Institution Classification:</b>	<b>Non-Profit or For Profit:</b>	Profit	<b>Public or Private:</b> Public
<b>Program Coordinator Name:</b>	Timothy Banks CEC	<b>Title:</b>	Department Chair
<b>Email Address:</b>	<a href="mailto:tbanks@howardcc.edu">tbanks@howardcc.edu</a>	<b>Phone:</b>	443-518-4469
<b>Institution's President/Dean Name:</b>	Sharon Schmickley	<b>Title:</b>	Dean
<b>Email Address:</b>	<a href="mailto:sscmickley@howardcc.edu">sscmickley@howardcc.edu</a>	<b>Phone:</b>	443-518-1520

### ACFEF AC Required Program Outcomes (previous two years)

**Important Note:** The Program Outcomes data is required per ACFEFAC standard 8.02 and must be publicly accessible on your school's website for each program, **regardless of the number of students enrolled in the programs in the past 2 years**. If you have not tracked this information in the past due to state requirements, etc., you will now be required to do so to meet ACFEFAC accreditation standard.

ACFEF Accredited Program Name	URL Web Address to Program Data	Previous Year 1:		2018	Previous Year 2:		2017
		Graduation Rate (%)	Job Placement Rate (%)	ACF Certification Rate (%)	Graduation Rate (%)	Job Placement Rate (%)	ACF Certification Rate (%)
Culinary Arts AAs	<a href="https://www.howardcc.edu/programs-courses/programs/culinary-art-baking/">https://www.howardcc.edu/programs-courses/programs/culinary-art-baking/</a>	8.5%	62%	0%	8.2%	Unavail	0%
Baking AAS	<a href="https://www.howardcc.edu/programs-courses/programs/culinary-art-baking/">https://www.howardcc.edu/programs-courses/programs/culinary-art-baking/</a>	2.9%	65%	0%	3.5%	Unavail	0%
Baking and Pastry Cert	<a href="https://www.howardcc.edu/programs-courses/programs/professional-baking-pastries/">https://www.howardcc.edu/programs-courses/programs/professional-baking-pastries/</a>	7.1%	70%	0%	3.5%	unavail	0%
Professional Cooking Cert	<a href="https://www.howardcc.edu/programs-courses/academics/program-information/disclosures/2019/Professional%20Cooking-265-12.0504-C.pdf">https://www.howardcc.edu/programs-courses/academics/program-information/disclosures/2019/Professional%20Cooking-265-12.0504-C.pdf</a>	8.6%	65%	0%	4.7%	Unavail	0%



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