Board of Regents Program Action Request  
University of Alaska  
Proposal to Add, Change, or Delete a Program of Study

<table>
<thead>
<tr>
<th>1a. Major Academic Unit (choose one)</th>
<th>1b. School or College</th>
<th>1c. Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAF</td>
<td>CTC</td>
<td>CAH</td>
</tr>
</tbody>
</table>

2. Complete Program Title: Culinary Arts & Hospitality

3. Type of Program
   - [x] Undergraduate Certificate
   - [ ] AA/AAS
   - [ ] Baccalaureate
   - [ ] Post-Baccalaureate Certificate
   - [ ] Master's
   - [ ] Graduate Certificate
   - [ ] Doctorate

4. Type of Action
   - [x] Add
   - [ ] Change
   - [ ] Delete

5. Implementation date (semester, year)
   - Fall, 2012

6. Projected Revenue and Expenditure Summary. Not Required if the requested action is deletion. 
   (Provide information for the 3rd year after program or program change approval if a baccalaureate or doctoral degree program; for the 2nd year after program approval if a master's or associate degree program; and for the 2nd year after program approval if a graduate or undergraduate certificate. If information is provided for another year, specify (1st) and explain in the program summary attached). Note that Revenues and Expenditures are not always entirely new; some may be current (see 7d.)

<table>
<thead>
<tr>
<th>Projected Annual Revenues in FY</th>
<th>Projected Annual Expenditures in FY 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>Salaries &amp; benefits (faculty and staff)</td>
</tr>
<tr>
<td>General Fund</td>
<td>Other (commodities, services, etc.)</td>
</tr>
<tr>
<td>Student Tuition &amp; Fees</td>
<td>TOTAL EXPENDITURES</td>
</tr>
<tr>
<td>Indirect Cost Recovery</td>
<td>One-time Expenditures to Initiate Program (if &gt;$250,000)</td>
</tr>
<tr>
<td>TVEP or Other (specify):</td>
<td>(These are costs in addition to the annual costs, above.)</td>
</tr>
<tr>
<td>Restricted</td>
<td>Year 1</td>
</tr>
<tr>
<td>Federal Receipts</td>
<td>Year 2</td>
</tr>
<tr>
<td>TVEP or Other (specify):</td>
<td>Year 3</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>$94,000</td>
</tr>
</tbody>
</table>

Page # of attached summary where the budget is discussed, including initial phase-in:

7. Budget Status. Items a., b., and c. indicate the source(s) of the General Fund revenue specified in Item 6. If any grants or contracts will supply revenue needed by the program, indicate amount anticipated and expiration date, if applicable.

<table>
<thead>
<tr>
<th>Revenue source</th>
<th>Continuing</th>
<th>One-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. in current legislative budget request</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>b. Additional appropriation required</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>c. Funded through new internal MAU redistribution</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>d. Funds already committed to the program by the MAU</td>
<td>$175,300</td>
<td>$</td>
</tr>
<tr>
<td>e. Funded all or in part by external funds, expiration date</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>f. Other funding source Specify Type:</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

8. Facilities: New or substantially (>-$25,000 cost) renovated facilities will be required.  
   - [ ] Yes
   - [x] No

If yes, discuss the extent, probable cost, and anticipated funding source(s), in addition to those listed in sections 6 and 7 above.

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Sometimes the courses required by a new degree or certificate program are already being taught by an MAU, e.g., as a minor requirement. Similarly, other program needs like equipment may already be owned. 100% of the value is indicated even though the course or other resource may be shared.
9. Projected enrollments (headcount of majors). If this is a program deletion request, project the teach out enrollments.

<table>
<thead>
<tr>
<th>Year 1: 5-10</th>
<th>Year 2: 7-12</th>
<th>Year 3: 7-12</th>
<th>Year 4: 7-12</th>
</tr>
</thead>
</table>

Page number of attached summary where demand for this program is discussed:

10. Number* of new TA or faculty hires anticipated (or number of positions eliminated if a program deletion):

<table>
<thead>
<tr>
<th>Graduate TA</th>
<th>Adjunct</th>
<th>Term</th>
<th>Tenure track</th>
</tr>
</thead>
</table>

11. Number* of TAs or faculty to be reassigned:

<table>
<thead>
<tr>
<th>Graduate TA</th>
<th>Adjunct</th>
<th>Term</th>
<th>Tenure track</th>
</tr>
</thead>
</table>

Former assignment of any reassigned faculty:
For more information see page ___ of the attached summary.

12. Other programs affected by the proposed action, including those at other MAUs (please list):

<table>
<thead>
<tr>
<th>Program Affected</th>
<th>Anticipated Effect</th>
<th>Program Affected</th>
<th>Anticipated Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page number of attached summary where effects on other programs are discussed:

13. Specialized accreditation or other external program certification needed or anticipated. List all that apply or 'none': None

14. Aligns with University or campus mission, goals, core themes, and objectives (list):

Page in attached summary where alignment is discussed: 1

15. State needs met by this program (list):

Page in the attached summary where the state needs to be met are discussed: 2

16. Program is initially planned to be: (check all that apply)

- Available to students attending classes at UAF campus(es).
- Available to students via e-learning.
- Partially available students via e-learning.

Page # in attached summary where e-learning is discussed:

Submitted by the University of Alaska Fairbanks with the concurrence of its Faculty Senate.

Provost: [Signature] 12/20/11

Chancellor: [Signature] 1/18

Recommend Approval

Recommend Disapproval

UA Vice President for Academic Affairs on behalf of the Statewide Academic Council

Recommend Approval

Recommend Disapproval

Chair, Academic and Student Affairs Committee

Recommend Approval

Recommend Disapproval

UA President
Net FTE (full-time equivalents). For example, if a faculty member will be reassigned from another program, but his/her original program will hire a replacement, there is one net new faculty member. Use fractions if appropriate. Graduate TAs are normally 0.5 FTE. The numbers should be consistent with the revenue/expenditure information provided.

Attachments:  
☑ Summary of Degree or Certificate Program Proposal
☐ Other (optional)
The UAF Faculty Senate passed the following motion at Meeting #179 on December 5, 2011:

**MOTION:**

The UAF Faculty Senate moves to approve the Certificate in Baking and Pastry Arts.

**EFFECTIVE:** Fall 2012
Upon Board of Regents approval.

**RATIONALE:** See the full program proposal #53-UNP from the Fall 2011 review cycle on file in the Governance Office, 312B Signers' Hall.

**APPROVAL:**

[Signature]
President, UAF Faculty Senate  Date

**DATE:** 12/06/14

**DISAPPROVED:**

[Signature]
Chancellor's Office

**DATE:**

***************

**Brief Statement of Proposed Program:**

This certificate program is designed to allow the beginning student to obtain the knowledge and skills to meet the standards of the American Culinary Federation in Baking and Pastry and to successfully gain employment in the culinary and hospitality industry. The certificate transitions easily and directly into the AAS in Culinary Arts. For the past seventeen years, the Culinary Arts and Hospitality program has offered a single certificate in Culinary Arts with three concentrations: culinary arts, baking and pastry, and cooking. In the spring of 2009, the Faculty Senate approved a major change to the program eliminating the three concentrations. Thus, the existing certificate is in Culinary Arts. We propose this separate certificate to replace the Baking and Pastry concentration in the Culinary Arts Certificate. We will no longer offer a Cooking concentration under the Culinary Arts Certificate nor a separate Certificate in Cooking.
Format 3 - Certificate in Baking and Pastry | 2011

I. Cover Memorandum

A. Name of person preparing request

Michael Roddey, Department Chair
Culinary Arts and Hospitality Department
UAF's Community and Technical College

B. Brief statement of the proposed program, its objectives and career opportunities. It is essential that the objectives of the program be clearly identified so that the activity may be evaluated in terms of how successfully it fulfills its stated objectives.

This certificate program is designed to allow the beginning student to obtain the knowledge and skills to meet the standards of the American Culinary Federation in Baking and Pastry and to successfully gain employment in the culinary and hospitality industry. The certificate transitions easily and directly into the AAS in Culinary Arts. For the past seventeen years, the Culinary Arts and Hospitality program has offered a single certificate in Culinary Arts with three concentrations: culinary arts, baking and pastry, and cooking. In the spring of 2009, the Faculty Senate approved a major change to the program eliminating the three concentrations. Thus, the existing certificate is in Culinary Arts. We propose this separate certificate to replace the Baking and Pastry concentration in the Culinary Arts Certificate. We will no longer offer a Cooking concentration under the Culinary Arts Certificate nor a separate Certificate in Cooking.

C. Provision for approval signatures of:

\[Signature\] 10-30-11
Department Chair, Culinary Arts and Hospitality

\[Signature\] 10-27-11
Curriculum Council Chair, UAF Community and Technical College

\[Signature\] 10-27-11
Dean, UAF Community and Technical College

\[Signature\] 11-11
Executive Dean, College of Rural and Community Development

[see preceding page]

President, UAF Faculty Senate