

ACFEF-AC Standards



American Culinary Federation Education Foundation

ACFEF-AC Standards

For Postsecondary and Secondary Accreditation

Section 1.0 - Program Eligibility Criteria

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <p><i>1.01 The program must be offered at an institution which is legally authorized under applicable state law to provide Secondary or Postsecondary education and is institutionally accredited by an agency recognized by the U.S. Department of Education or approved by a comparable National or International government agency responsible for the oversight of the Institution.</i></p> | <p>1. Exhibit 1A - Copy of legal licensure to operate and a state certificate of approval to provide Secondary or Postsecondary education by the Department of Education or a comparable National or International government agency.</p> <p>2. Write a narrative response to provide: The contact information (name, address, phone number, email address / website of the Department of Education or a comparable National or International government agency. If a recognized agency has denied accreditation, placed the program on public probationary status, or has revoked the accreditation, provide an account of such action(s).</p> <p>Note: The ACFEF will use this information to conduct due diligence to confirm governmental authority and accreditation status with institutional accreditors through verification on a governmental website or accreditor's website or by telephone calls as needed.</p> |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <p><i>1.02 The program's application for accreditation must be authorized by the institutional chief executive or designee.</i></p> | <p>1. Exhibit 1B - Copy of Postsecondary and Secondary Application.</p> |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
|---|---|
| <p><i>1.03 The program must have a minimum of 1 year's graduates and a graduation rate that is acceptable by the institution or accrediting body.</i></p> | <p>1. Exhibit 1C - List 5 recent graduates and their places of employment. Include name, address, email and phone number of the graduates and employers. Note: Recent graduates must have graduated within the last 5 years.</p> <p>2. Write a narrative response describing: a. The institution's graduation rate goals.</p> |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <p><i>International ONLY: Standard 1.04 The Program Coordinator (or main contact) must speak English in order to communicate with the ACFEF AC and Site Visit Team. If necessary the Institution would be responsible, at the Institution's expense, provide a translator to speak with the advisory committee and other pertinent staff.</i></p> | <p>1. Write narrative response listing: a. The personnel the ACFEF AC and Site Visit Team will be working with during the process and the languages they speak. b. If a translator is to be used on-site, please list their name as well.</p> |

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| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <p><i>International ONLY: Standard 1.05 All Institution / instructor educational information in catalogs, student handbooks and on website and food, health and safety reports must be submitted in English or must be accompanied by a notarized English translation.</i></p> | <p>1. All Self Study and supporting Exhibits provided to ACFEF AC must be in English or by a notarized English translation for ACFEF confirmation of Standards.</p> |

Section 2.0 - Program Mission and Goals

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <p><i>2.01 The mission and goals of the program are consistent with the philosophy of the institution as well as industry standards.</i></p> | <p>1. Exhibit 2A - Copy of the program's mission and goals.</p> <p>2. Write a narrative response describing:</p> <ol style="list-style-type: none"> a. The mission and goals of the program and how they coincide with the philosophy of the institution as well as industry standards. |

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Section 3.0 – Organization and Administration

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
|---|---|
| <i>3.01 There are clearly defined administrative channels for the program, which allow it to operate effectively.</i> | 1. Write a narrative response describing: <ol style="list-style-type: none"> The administrative and teaching responsibilities of the person responsible for the oversight of the program (i.e. Program Coordinator, Lead Instructor, etc.). To whom this person reports on matters such as finance, policies, admission and curriculum. Their role in assessing, planning, evaluating and implementing changes to the program. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>3.02 There is an organizational chart showing the structure of the program.</i> | 1. Exhibit 3A - Organizational chart for the administrative structure of the program. |

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| <i>3.03 The Program Coordinator is responsible for ongoing assessment, planning, implementation and evaluation critical to an effective educational program.</i> | 1. Write a narrative response describing: <ol style="list-style-type: none"> Statistical Information. Planning documents. Name and title of designated person responsible for ongoing assessment, planning and evaluation of the program. |

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| <i>3.04 Instructors have a balance of teaching, lab coordination, and administrative responsibilities to result an effective educational program.</i> | 1. Write a narrative response describing: <ol style="list-style-type: none"> How the instructors are able to maintain a balance of teaching, lab coordination, and administrative responsibilities. |

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| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <p><i>3.05 The program will have an Advisory Committee whose meetings are scheduled twice per year (one meeting per semester) to advise the program and respond to the employment needs of the industry. Written agendas and minutes which include members in attendance and are available to document this activity.</i></p> | <ol style="list-style-type: none"> 1. Exhibit 3B - Advisory Committee minutes for past year which include: <ol style="list-style-type: none"> a. Minimum of two written meeting minutes. b. Meeting minutes include: list of Advisory Committee members in attendance (with their titles). c. Meeting minutes include agenda topics: <ul style="list-style-type: none"> - curriculum - facility equipment - student recruitment - graduate placement - externships - funding sources - scholarships - industry needs - ACFEF standards and Required Knowledge and Skills Competencies - examples of major suggestions and results 2. Write a narrative summarizing the Advisory Committee; meetings, members and objectives. |

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| <p><i>3.06 Members of the Advisory Committee include a variety of representatives from the hospitality industry (institutional foodservice, restaurants, clubs, hotels, allied foodservice businesses or education) and must include a current student or recent graduate of the program.</i></p> | <ol style="list-style-type: none"> 1. Exhibit 3C - Roster of Advisory Committee Members including contact information (phone #, email), company name, and title. Note: Recent graduates must have completed the program within the last (5) years. 2. Write narrative response describing: <ol style="list-style-type: none"> a. Design of Advisory Committee and reason for its composition. b. Criteria and requirements for Advisory Committee members. c. Frequency of meetings. d. Functions and responsibilities. e. Examples of major suggestions and results. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <p><i>3.07 The Advisory Committee assists to ensure the program responds to the needs of the industry, including job skills, equipment and continues to meet the ACFEF Standards.</i></p> | <ol style="list-style-type: none"> 1. Exhibit 3B - Advisory Committee minutes for past year (at least 2). 2. Write narrative response describing: <ol style="list-style-type: none"> a. How the Advisory Committee assists the instructors and faculty to ensure the program responds to the needs of the industry including job skills, equipment. b. How the Advisory Committee ensures the program continues to meet ACFEF standards. c. The programs student outcomes, mission, and learning objectives are reviewed annually and reflected in the minutes. |

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| Standard # and Description | E Evidence of Compliance – Program to Provide the Following Information |
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| <i>3.08 There is evidence of continuing financial support commensurate with the resources of the institution and appropriate to the needs of the program.</i> | <ol style="list-style-type: none"> 1. Exhibit 3D - Financial Statement for the program for the last fiscal year (department budget - audited or unaudited). 2. Write narrative response describing: <ol style="list-style-type: none"> a. If you receive any outside funding (i.e. government or private industry grants). b. At what point you believe the program will be self sufficient. c. If program will be able to continue if outside funding expires. d. If the program operates an income producing business (i.e. catering, cafeteria, restaurant, vending), how those funds relate to the program's operations and provides for capital expenditures. |

Section 4.0 - Faculty and Staff

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>4.01 The Program Coordinator must satisfy the requirements of the institutional job description.</i> | <ol style="list-style-type: none"> 1. Exhibit 4A – Program Coordinator Job Description, Resume and Professional Development Report (PDR). |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>4.02 There are written job descriptions for program staff.</i> | <ol style="list-style-type: none"> 1. Exhibit 4B - Job descriptions for program related staff and faculty including: <ol style="list-style-type: none"> a. Instructors b. Person responsible for matters such as finance, policies, admission and curriculum (i.e. CTE Director, Principal, Dean, etc.). c. Faculty and support staff. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>4.03 The faculty has professional preparation relevant to their areas of responsibility, and has demonstrated and documented professional participation in those areas.</i> | <ol style="list-style-type: none"> 1. Exhibit 4C - Copies of instructor certifications (i.e. ServSafe) showing expiration dates. 2. Exhibit 4D - Copy of Professional Development Reports (PDRs) for all full-time and part-time instructors. 3. Write narrative response describing: <ol style="list-style-type: none"> a. Each faculty member's background strengths and how they relate to the courses for which they are responsible. b. The faculty workload, including counseling, teaching, and extracurricular activities involving students. Indicate whether faculty contractual obligations or requirements are different from any other faculty within the institution. |

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| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <p><i>4.04 All program faculty in the technical phase of the program must meet the following qualifications:</i></p> <p><u>For Secondary Programs:</u></p> <p><i>a. Certifiable at the ACF Certified Sous Chef (CSC) level or Certified Secondary Culinary Education (CSCE) level.</i></p> <p><i>or</i></p> <p><i>b. Has an Associate Degree in a related discipline.</i></p> <p><u>For Post-Secondary Programs:</u></p> <p><i>a. Certifiable at the ACF Certified Sous Chef (CSC) level.</i></p> | <p>1. Exhibit 4D - Copy of Professional Development Reports (PDRs) for all full-time and part-time instructors.</p> <p>2. Write narrative response describing:</p> <p>a. If any of your full-time technical instructors do not meet the ACF certifiable levels and what actions are being taken to achieve these certifiable levels.</p> <p>Note: Adjunct instructors, whose hours add up to a full time position, are considered to be full time equivalent faculty.</p> |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <p><i>4.05 The personnel policies for faculty and equivalent members of the program are the same as those in effect for other faculty members in the institution</i></p> | <p>1. Write narrative response describing:</p> <p>a. How personnel policies for faculty and equivalent members of the program are the same as those in effect for other faculty members in the institution.</p> |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <p><i>4.06 The Program needs to have the faculty adequate in number to implement the instruction and related activities of the program effectively and safely.</i></p> <p><i>The number of Faculty is based on the institutional requirements of the student/faculty ratio.</i></p> | <p>1. Write narrative response describing:</p> <p>a. The student to faculty ration for lecture classes. Student: _____ Faculty: _____</p> <p>b. The student to faculty ration for lab classes. Student: _____ Faculty: _____</p> <p>c. Describe teaching/Lab assisants and their roles with the program.</p> <p>d. Where in the institution's policies and procedures are the student / faculty ratios requirements documented.</p> |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <p><i>4.07 There is evidence of participation and attendance at regularly scheduled faculty meetings. Meeting minutes are available for review.</i></p> | <p>1. Exhibit 4E - Faculty Meeting Minutes.</p> <p>2. Write narrative response describing:</p> <p>a. Faculty meetings where the faculty actively participate in policy formation, program planning and priority setting.</p> |

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| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
|---|---|
| <i>4.08 The program faculty must show evidence of professional growth on an annual basis in the area of instructional and technical skills.</i> | <ol style="list-style-type: none"> 1. Exhibit 4D - Copy of Professional Development Reports (PDRs) for all full-time and part-time instructors. 2. Write narrative response describing: <ol style="list-style-type: none"> a. Faculty professional development activities and include budget allocation, release time conditions, and how action plans are developed. |

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| <i>4.9 Support services and personnel are provided to meet the needs of the program and to facilitate the work of the culinary faculty.</i> | <ol style="list-style-type: none"> 1. Write narrative response describing: <ol style="list-style-type: none"> a. The administrative support services available to the program. |

Section 5.0 – Curriculum

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>5.01 The curriculum implements the program mission, goals and objectives.</i> | <ol style="list-style-type: none"> 1. Write narrative response describing: <ol style="list-style-type: none"> a. How the program fulfills the stated mission and goals and objectives of the program. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>5.02 Course description and units of instruction follow syllabi and lesson plans which clearly state measurable objectives, student activities, learning resources, time allotment, grading criteria and student evaluation methods.</i> | <ol style="list-style-type: none"> 1. Exhibit 5A – 3 current samples of syllabi and lesson plans From your program 2. Write narrative response describing: <ol style="list-style-type: none"> a. How syllabi and and lesson plans are developed to contain the following information: <ul style="list-style-type: none"> - goals and objectives of the course. - text and reference materials required. - evaluation methods - laboratory or classroom policies - schedule of materials to be covered. 3. At Site-Visit have all course syllabi and lesson plans available for the evaluation team to review. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>5.03 Opportunities are offered through the curriculum, to strengthen the student's competence in communications, critical thinking, problem solving,</i> | <ol style="list-style-type: none"> 1. Write narrative response describing: <ol style="list-style-type: none"> a. How the curriculum develops competence in communication, problem solving, leadership, and ability to interact with individuals from varying backgrounds. |

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| <i>leadership and human relation skills.</i> | |
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| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>5.04 Guest speakers and field trips are utilized to provide program enrichment.</i> | 1. Write narrative response describing: <ol style="list-style-type: none"> a. How the program uses community resources, including field trips and guest speakers. List specifics from the previous year. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>5.05 There is a rationale for the organization of the curriculum and the course requirements for the program. The course requirements are organized and sequenced so that knowledge and skills are developed progressively throughout the program.</i> | 1. Write narrative response describing: <ol style="list-style-type: none"> a. What the rationale is for the organization and sequencing of courses. b. How the course requirements are organized and sequenced. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>5.06 The allocation of credit for lecture and lab hours is consistent with the expectation of the institution.</i> | 1. Write narrative response describing: <ol style="list-style-type: none"> a. How the allocation of lecture and lab hours are determined. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>5.07 The program must exhibit evidence of meeting the competencies as specified in the ACFEF “Required Knowledge and Skill Competencies”, which are designed to include both hands-on and theoretical culinary instruction.</i> | 1. Exhibit 1D - Completed Required Knowledge and Skill Competencies Template for each program to be reviewed. (Copied from Section 1.0) 2. Write narrative response describing: <ol style="list-style-type: none"> a. How instructors document student achievement of the Required Knowledge and Skills Competencies. 3. Have the following supporting documents available during site-visit: <ol style="list-style-type: none"> a. Syllabi b. Lesson plans c. Assignments d. Quizzes e. Tests f. Lab evaluations |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <p><i>5.08 Nutrition, Sanitation and Human Relations Management competency areas must meet the minimum number of contact hours as listed below:</i></p> <p><u>Secondary Programs:</u> <i>Minimum of 15 hours of student effort in a combination of theoretical and applied learning instruction, with a minimum of 7 hours directed by an instructor.</i></p> <p><u>Post-Secondary Programs:</u> <i>Minimum of 30 hours of student effort in a combination of theoretical and applied learning instruction, with a minimum of 15 hours directed by an instructor.</i></p> | <p>1. Exhibit 1D - Completed Required Knowledge and Skill Competencies Template for each program to be reviewed. (Copied from Section 1.0)</p> |
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| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <p><i>5.09 Program completion requirements are documented and conform to the institution or accrediting body standards.</i></p> | <p>1. Write narrative response describing:</p> <ol style="list-style-type: none"> What are the general requirements for students to receive a diploma, certificate or degree from the institution. What the specific requirements for graduation from the program. How students are made aware of these requirements. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <p><i>5.10 There are well-defined, verifiable, and consistent measurement strategies utilized in the grading procedures in both lecture and lab courses.</i></p> | <p>1. Exhibit 5B - Lab Evaluation Form.</p> <p>2. Have the following supporting documents available during site-visit:</p> <ol style="list-style-type: none"> Syllabi Lesson plans Assignments Quizzes Tests Lab evaluations Grade books and/or access to on-line grading system |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <p><i>5.11 Students are kept informed of their performance and progress in both lecture and lab courses.</i></p> | <p>1. Write narrative response describing:</p> <ol style="list-style-type: none"> The grading procedures in both lecture and lab courses. Include a description of how students are kept informed of their progress. |

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| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>5.12 The curriculum provides for correlation of theoretical and practical learning experiences.</i> | 1. Write narrative response describing: <ol style="list-style-type: none"> How your courses correlate theory and actual practice in the lab. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>5.13 The lab and dining facilities, if applicable, have a uniform policy that reflects high standards of professional appearance by instructors and students to ensure that sanitation and safety policies are being met.</i> | 1. Write narrative response describing: <ol style="list-style-type: none"> The program's lab uniform and Dining Room (if applicable) policy. Include where this policy is visible to students. If the students are responsible for providing the required uniforms or if the uniforms are provided by the school. How the uniform policies are enforced. <p>Follow all local and state food service health regulations</p> <ol style="list-style-type: none"> Chef Coat- Must be worn at all times students are in the kitchen/lab and must be clean and pressed (free of wrinkles). White tee shirt underneath chef coat. No graphic/printed tee shirts. Reason- Safety-Protect the student. Sanitation- protect from food contamination. Work Shoes- Must be worn at all times. Shoes must be leather, non-slip sole, closed-toed and cleanable. Reason- Safety-Protect the student from slips, spills and falls. Pants- Long pants must be worn in the kitchen at all times. Pants should be worn at the waist and pants length should be ankle length but not touch the ground. Hounds tooth/checked or black. Non- denim. Reason- Safety -Protect the student from spills and burns. Hair Covering- All hair must be covered, if hair extends beyond shoulder-length both hat and a hairnet must be used (Chef Hat, Cap, or Hairnet), this includes bangs which must be secured off the face or under a hairnet. Reason-Sanitation- prevent hair from falling into food. Jewelry- Hands: No jewelry of any kind is to be worn in the kitchen except for plain band with no settings. Ears: limit to one stud per ear, nothing dangling. Face: all facial studs, piercings, chains need to be removed. This includes nose, cheek, eyebrow and neck. Wrist: watches need to be removed and or buttoned to Chef Coat or shirt. No bracelets. Reason- Safety and sanitation- earrings and earring backs, ring settings which can fall into food products, piercing jewelry can be caught on pieces of equipment and can harbor food and germs causing unsanitary and unsafe conditions. Wrist watches, wrist bands and bracelets are a potential source of cross contamination. Nails and Nail Polish- No nail polish of any kind or false nails are permitted. All nails must be trimmed to finger length. Reason- Sanitation and physical hazards. |

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| | Narrative: |
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Narrative Response:

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| <i>5.14 The lab experiences reflect high standards to ensure sanitation and safety policies are being met.</i> | 1. Write narrative response describing: <ol style="list-style-type: none"> a. How safety and sanitation practices are included in the lesson plans. b. How safety and sanitation practices are monitored and enforced in the labs. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>5.15 Employees and students are trained in the correct handling and use of hazardous materials, substances, or wastes. Safety Data Sheets (SDS) or Comparable International Guidelines are available in each of the lab and are reflective of current inventory.</i> | 1. Write narrative response describing: <ol style="list-style-type: none"> a. How students are trained in the correct handling and use of hazardous materials, substances, or wastes. b. Where Safety Data Sheets (SDS) or Comparable International Guidelines are available in each lab. c. The process for keeping the Safety Data Sheets (SDS) or Comparable International Guidelines updated based on corresponding current inventory of chemicals. |

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| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>5.16 Students are trained in the proper use of lab equipment with documentation and evidence of training available for review and kept on file. (Equipment Safety Check Sheet).</i> | 1. Exhibit 5C - Copy of the Equipment Safety Check Sheet. |

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| <i>5.17 The program and curriculum are sufficiently flexible to provide for individual differences among students.</i> | 1. Write narrative response describing: <ol style="list-style-type: none"> a. How the program provides flexibility to adapt to individual differences among students (i.e. honors programs, remedial instruction, peer tutoring, disabilities, etc.). |

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| <i>5.18 The curriculum provides for a variety of instructional techniques, strategies, and a variety of media with emphasis on student involvement in the teaching / learning process.</i> | 1. Write narrative response describing: <ol style="list-style-type: none"> a. What instructional techniques and strategies are used in the program. b. How audio-visuals and other resources are used to support the teaching program. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>5.19 Externship, internship, co-op, or apprenticeship training program must include a written agreement which meets the objectives of the total program. Documentation on file must include documented and signed training agreements, employer evaluations of students, instructor evaluations of students, and students' evaluations of work stations and experience.</i> | 1. Exhibit 5D - Sample of required documents used in the supervised work experience portion of the curriculum, if applicable. 2. Write narrative response describing: <ol style="list-style-type: none"> a. How career related employment and / or experience (i.e. on-the-job training, externships, cooperative training) provide the opportunity to practice at the professional level and how the experience is monitored so as to provide a valuable part of the curriculum. |

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Section 6.0 – Facilities

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>6.01 The facilities and equipment of the institution are adequate for the needs of the program.</i> | <ol style="list-style-type: none"> 1. Exhibit 6A - List of major lab equipment. 2. Exhibit 6B - Diagram or floor plan of the labs, lecture class rooms and dining space, if applicable. 3. Write narrative response describing: <ol style="list-style-type: none"> a. Procedures for the maintenance and replacement of equipment. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>6.02 Classroom space is available to support the program objectives.</i> | <ol style="list-style-type: none"> 1. Write narrative response describing: <ol style="list-style-type: none"> a. If available classroom space is adequate to support the objectives of the program. |

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| <i>6.03 Office space is provided for the program coordinator, faculty members and staff to adequately meet the program need and there is access of office space that provides privacy for student advisement.</i> | <ol style="list-style-type: none"> 1. Write narrative response describing: <ol style="list-style-type: none"> a. The office space available to program coordinator, faculty and staff. b. The office space available to program coordinator and other faculty that allow privacy when needed (i.e. counselling students). |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>6.04 United States, United States Territory and International programs must meet or exceed safety and sanitation guidelines as established through the United States Department of Labor's Occupational Health and Safety Administration (OSHA), federal, state, and local codes, United States FDA Food Code and / or guidelines established by International Government Agencies to monitor safety and sanitation.</i> | <ol style="list-style-type: none"> 1. Exhibit 6C - Current sanitation report, if required by federal, state or local code. 2. Write narrative response describing: <ol style="list-style-type: none"> a. How the lab facilities meet or exceed safety and sanitation guidelines as established through the United States Department of Labor's Occupational Health and Safety Administration (OSHA) and United States FDA Food Code and / or guidelines established by International Government Agencies to monitor safety and sanitation. b. List any issues that may require consultation regarding, and resolution of conflicts between, accreditation standards and state or local laws governing the institution or program seeking accreditation. |

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| <i>6.05 There is access to a Resource Center with adequate and accessible materials, in print or online, which supports the objectives of the program.</i> | 1. Write narrative response describing: <ol style="list-style-type: none"> The resources available at the Resource Center and methods used to encourage students to utilize the resources available to them regarding the objectives of the program. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>6.06 There is a written institutional policy for first aid, emergency services and student and faculty safety and security. The faculty, staff and students are trained in the institutional policy for first aid and emergency services .</i> | 1. Write narrative response describing: <ol style="list-style-type: none"> The institution's policy for first aid and emergency services. Emergency policies and procedures training for faculty, staff and students. Consistent postings of emergency procedures are available throughout the facility. |

Section 7.0 – Student Services

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>7.01 The following program information is accurate and publicly available: mission, goals, requirement for entrance, advancement requirements, descriptions of course, kitchen/lab experiences, withdrawal and refund of fees.</i> | 1. Exhibit 7A - Copy of Program Catalog (hardcopy and/or online). 2. Write a narrative response describing: <ol style="list-style-type: none"> How the program goals and objectives are kept current with the industry's requirements. Include the frequency and methods of your review in your answer. Where the program information is made evident to students and perspective students. What objectives and measures are used to achieve the goals within the program. What other hospitality or foodservice programs are available at the institution, that are not being reviewed during this site visit. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>7.02 Additional costs of the program, beyond the basic fees of the institution, are clearly stated (i.e liability insurance, facility use fees, transportation).</i> | 1. Write a narrative response describing: <ol style="list-style-type: none"> What additional costs students may incur beyond the basic fees of the institution. Where the additional costs, if applicable, are listed and available for public viewing. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
|---|---|
| <i>7.03 Announcements, advertising, and student recruitment practices accurately reflect the program offered.</i> | 1. Write a narrative response describing: <ol style="list-style-type: none"> Student recruitment practices and the advertising practices of the program. Where announcements are listed and available for public viewing. |

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| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
|---|--|
| <i>7.04 Criteria and procedures for the selection of students for the program are publicly available.</i> | <ol style="list-style-type: none"> 1. Exhibit 7A – Copy of Program catalog (hardcopy and/or online). 2. Exhibit 7B – Copy of Student Handbook. 3. Write a narrative response describing: <ol style="list-style-type: none"> a. Where the criteria and procedures for selecting students is publicly located. b. The criteria and procedures for the selection of students. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
|---|--|
| <i>7.05 There is an established and documented method for improving retention of students in the program.</i> | <ol style="list-style-type: none"> 1. Write a narrative response describing: <ol style="list-style-type: none"> a. Retention policies and procedures. b. The attrition and retention of students for the last three years or since the inception of the program, whichever is less. c. The trends. d. Methods utilized to increase retention. e. The advising services available to students. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
|---|---|
| <i>7.06 There are current signed agreements or an institutional policy in place which allows student credits to be awarded and accepted for previous educational experiences.</i> | <ol style="list-style-type: none"> 1. Write a narrative response describing: <ol style="list-style-type: none"> a. The institutions written policy which allows student credits to be awarded and accepted for previous educational experiences. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
|--|--|
| <i>7.07 Students and graduates have access to files maintained by the program relating to their performance.</i> | <ol style="list-style-type: none"> 1. Write a narrative response describing: <ol style="list-style-type: none"> a. The policy and procedures of how students and graduates are apprised of their performance throughout the program including graduation. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
|---|--|
| <i>7.08 Services for placement, program and industry advisement, and guidance are available for students.</i> | <ol style="list-style-type: none"> 1. Write a narrative response describing: <ol style="list-style-type: none"> a. The services available to students regarding; placement (if applicable), program and industry advisement and guidance. |

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| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
|---|---|
| <i>7.09 Scholarship information is available to students.</i> | 1. Write a narrative response describing: <ol style="list-style-type: none"> What scholarship information is available to students. Where is this information available for students to view. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
|---|---|
| <i>7.10 There is a published grievance procedure that students may use to address concerns and needs.</i> | 1. Write narrative response describing: <ol style="list-style-type: none"> The published student grievance policy and procedures. Include how students have access to the grievance policy and procedures. |

Section 8.0 - Program Assessment

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
|--|---|
| <i>8.01 There is an ongoing system for collecting, and documenting programmatic assessment data from a variety of sources. Graduate placement (college, workforce, military), student retention, and student education achievements for each accredited program, in verifiable and consistent ways, including graduate surveys, graduate follow-up surveys, employer surveys, student completion rates, job placement rates and ACF certification rates.</i> | 1. Write narrative response describing: <ol style="list-style-type: none"> The system used, provide dates, sample forms and results for assessment of program's: <ul style="list-style-type: none"> - Faculty - Curriculum - Effectiveness - Graduation Rates - Certification Rates - Job placement rates Note: Have supporting documentation available for the evaluators at the Site Visit. The most recent overall evaluation of the program. What changes were effected as a result of the evaluation. How is this data made publicly available 2. Exhibit 8A - Evaluations and Surveys: Provide dates, sample forms, and results from the most recent: <ul style="list-style-type: none"> - Current student evaluations of courses and faculty - Graduate surveys - Graduate follow-up surveys Note: Remove all student identification information from documentation submitted in exhibits. |

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| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
|---|---|
| <p><i>8.02 There is a process for collecting programmatic assessment data from a variety of sources. 8.02 There is an ongoing system for program student outcomes and success measurements. Student achievement data for all ACFEF accredited programs must be made PUBLICLY accessible on the programs website landing page. Publicly assessable data relates to students graduation rates, Students job placement rates and students obtaining entry level ACF certification by graduation.</i></p> <p><i>CHEA Information:</i></p> | <p>Postsecondary Programs only!</p> <p>Your program must have an ongoing system for collecting, documenting and producing programmatic assessment data that is made easily accessible through a URL link on your culinary arts, baking and pastry or hospitality website landing page.</p> <p><i>CHEA standard 12.B.1 mandates that all accredited ACFEF programs provide a URL that is designed to take the public directly to the your programmatic assessment data for their review.</i></p> <p>Write narrative response describing:</p> <ol style="list-style-type: none"> The system for collecting program outcomes and success measurements data. How is this data made publicly available. <p>The ACFEF provides the assessment Criteria required to be collected consistently from all ACFEF accredited programs. See below for assessment data required.</p> <p>1. Exhibit 8B - program outcomes and success measurement data collected for: (2 academic years prior to reporting for each program and must show A, B, C)</p> <ol style="list-style-type: none"> Student graduation rates. Job placement rates. Entry level ACF certification by graduation. <p>URL link for each ACFEF Accredited Program showing the assessment data needed for exhibit 8B :</p> <p>American Culinary Federation Education Foundation Accreditation Commission (ACFEF-AC)</p> <p>ACFEF AC Program Success Outcomes are require by CHEA (Council For Higher Education Accreditations) for Accreditation compliance.</p> <p>CHEA Standard 12.B.1 requires that the accreditor have accreditation standards or policies that require institutions or programs routinely provide reliable information to the public on their performance, including student achievement as determined by the institution or program.</p> <p>To officially comply with this CHEA Standard, the ACFEF AC has created guidelines, supported by policy to ensure proper submittal and publishing Program Success Outcomes. Our goal is to comply with the CHEA standard and to provide your program with guidelines for being in compliance.</p> <p>The following REQUIRED Program Success Outcomes data must be made PUBLICLY accessible through a web link on the programs website landing page. Each culinary arts or baking and pastry programs must each have their own web link.</p> <p>Outcome data:</p> <ol style="list-style-type: none"> Student’s graduation rates Student’s job placement rates Student’s obtaining entry level certification by graduation |

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| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
|---|--|
| <i>8.03 There is an ongoing system for assessing faculty performance.</i> | <p>1. Write narrative response describing:</p> <p>a. The policies and procedures for assessing faculty performance.</p> <p>Note: Do not include faculty personnel files.</p> |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>8.04 There is an ongoing and documented system for assessing validity of curriculum by students, faculty, and Advisory Committee.</i> | <p>1. Write narrative response describing:</p> <p>a. The policies and procedures for assessing the validity of curriculum by students, faculty, and Advisory Committee including:</p> <ul style="list-style-type: none"> - Surveys - Faculty meeting minutes - Advisory Committee meeting minutes |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
|---|--|
| <i>8.05 The assessed data findings specific to each accredited program are publicly available and used in the program planning and programmatic changes which involve the administration, faculty, students, Advisory Committee, employers and graduates affiliated with the program.</i> | <p>1. Write narrative response describing:</p> <p>a. How assessed data findings are used in the program planning involving:</p> <ul style="list-style-type: none"> - Administration, faculty - Students - Advisory Committee - Employers - Graduates affiliated with the program <p>b. How plans developed, based on the assessment of data, are implemented for programmatic change. List specific changes that have been implemented.</p> <p>c. How/where your institution offers the public information on student performance: link to website, brochure, annual report, etc.</p> |

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Section 9.0 – Bachelor Degree ONLY

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>Bachelor Degree ONLY: 9.01 The program must exhibit evidence of meeting all of the competencies as specified “Bachelor Degree Domains”.</i> | 1. Exhibit BA 1 - Completed Bachelor Degree Domains template. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>Bachelor Degree ONLY: 9.02 the program must include a minimum of 180 quarter credits or 120 semester credits for a Bachelor degree.</i> | 1. Write a narrative listing the total number of credits for the Bachelor Degree program as listed in the Institution's catalog. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
|---|---|
| <i>Bachelor Degree ONLY: 9.03 The program must contain at least the equivalent of one 3 or 4 credit hour course at an upper division level in each of the domain areas.</i> | 1. Exhibit BA 2 - Copy of Bachelor Degree course requirements. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <i>Bachelor Degree ONLY: 9.04 The curriculum requires utilizing a variety of research methods and resources i.e. library, online references, interviewing techniques, etc.</i> | 1. Write a narrative response describing how students are required to utilize a variety of research methods and resources as part of curriculum. |

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| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
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| <p><i>Bachelor Degree ONLY:</i> 9.05 Documentation must be available on file and must include documented and signed training agreements, employer evaluations of students, instructor evaluations of students, and students' evaluations of work stations and experience, etc., if the program requires one of the following: - 3 or 4 credit practical capstone course. - 3 or 4 credit culinary Internship/Externship course. - Zero credit experiential learning</p> | <p>Evidence of Compliance – Program to Provide the Following Information</p> <ol style="list-style-type: none"> 1. Exhibit BA3 - Sample of required documents used in the experiential learning component, if applicable. 2. Write a narrative response describing expectations for one of the following: <ul style="list-style-type: none"> - 3 or 4 credit practical capstone course. - 3 or 4 credit culinary internship/externship course. - Zero credit experiential learning 3. Describe how the Internship / Externship or experiential learning component provides the opportunity to practice at the professional level and how the experience is monitored so as to provide a valuable part of the curriculum. |

| Standard # and Description | Evidence of Compliance – Program to Provide the Following Information |
|---|---|
| <p><i>Bachelor Degree ONLY:</i> 9.06 The program will have methods to verify that students who transfer into the Bachelor program with an Associate degree have achieved the Required Knowledge and Skill Competencies.</p> | <p>Evidence of Compliance – Program to Provide the Following Information</p> <ol style="list-style-type: none"> 1. Write a narrative response describing: <ol style="list-style-type: none"> a. How the Institution's admission procedures confirm that the student has met the required pre-requisites, which should include an AAS Degree in the Culinary Arts / Baking & Pastry. b. Where in the student catalog and website the information is publicly available. |



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