DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

New Program Report

Date Submitted:
05/03/2022

Institution
Missouri State University-West Plains

Site Information

Implementation Date:
8/1/2022 12:00:00 AM

Added Site(s):

Selected Site(s):

Missouri State University-West Plains, 128 Garfield, West Plains, MO, 65775

CIP Information

CIP Code:
120504

CIP Description:
A program that prepares individuals to plan, supervise, and manage food and beverage preparation and service operations, restaurant facilities, and catering services. Includes instruction in food/beverage industry operations, cost control, purchasing and storage, business administration, logistics, personnel management, culinary arts, restaurant and menu planning, executive chef functions, event planning and management, health and safety, insurance, and applicable law and regulations.

CIP Program Title:
Restaurant, Culinary, and Catering Management/Manager

Institution Program Title:
Hospitality Leadership

Degree Level/Type

Degree Level:
Associate Degree

Degree Type:
Associate in Applied Science

Options Added:

Collaborative Program:
N

Mode of Delivery

Current Mode of Delivery

Hybrid

Student Preparation

Special Admissions Procedure or Student Qualifications required:
none

New Program Report

Specific Population Characteristics to be served:
n/a

Faculty Characteristics

Special Requirements for Assignment of Teaching for this Degree/Certificate:
same as current AAS Culinary and Hospitality Management

Estimate Percentage of Credit Hours that will be assigned to full time faculty:
same as current AAS Culinary and Hospitality Management

Expectations for professional activities, special student contact, teaching/learning innovation:
same as current AAS Culinary and Hospitality Management

Student Enrollment Projections Year One-Five

Year 1	Full Time: 10	Part Time: 5	
Year 2	Full Time: 10	Part Time: 5	
Year 3	Full Time: 10	Part Time: 5	Number of Graduates: 5
Year 4	Full Time: 10	Part Time: 5	
Year 5	Full Time: 10	Part Time: 5	Number of Graduates: 10

Percentage Statement:
n/a

Program Accreditation

Institutional Plans for Accreditation:
same as current AAS Culinary and Hospitality Management

Program Structure

Total Credits:
60

Residency Requirements:
n/a

General Education Total Credits:
42

Major Requirements Total Credits:
37

Course(s) Added

COURSE NUMBER	CREDITS	COURSE TITLE
EPR 110	3	Introduction to Entrepeneurship
BUS 170	3	Business and Professional Ethics
FCA 155	12	Culinary Arts II
FCA 299	3	Culinary Arts Internship

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HSP 190	3	Trends In the Hospitality Industry
HSP 210	3	Introduction to Hospitality Leadership
BUS 180	3	Associate Professional human Resources (aPHR)
FCA 150	12	Culinary Arts I
FCA 297	1	Culinary Arts Capstone
HSP 130	3	Contemporary Nutrition
ACC 201	3	Introduction to Financial Accounting
HSP 218	3	Safety and Sanitation
HSP 215	3	Introduction to Lodging Management

Free Elective Credits:
6

Internship or other Capstone Experience:
FCA 297 1 Culinary Arts CapstoneFCA 299 3 Culinary Arts Internship

Assurances

I certify that the program is clearly within the institution's CBHE-approved mission. The proposed new program must be consistent with the institutional mission, as well as the principal planning priorities of the public institution, as set forth in the public institution's approved plan or plan update.

I certify that the program will be offered within the proposing institution's main campus or CBHE-approved off-site location.

I certify that the program will not unnecessarily duplicate an existing program of another Missouri institution in accordance with 6 CSR 10-4.010, subsection (9)(C) Submission of Academic Information, Data and New Programs.

I certify that the program will build upon existing programs and faculty expertise.

I certify that the program can be launched with minimal expense and falls within the institution's current operating budget.

I certify that the institution has conducted research on the feasibility of the proposal and it is likely the program will be successful. Institutions' decision to implement a program shall be based upon demand and/or need for the program in terms of meeting present and future needs of the locale, state, and nation based upon societal needs, and/or student needs.

Contact Information

First and Last Name: CARRIE STEEN

Email: carriesteen@missouristate.edu

Phone: 417-255-8083

Curriculum Request Form– Program Proposal

Complete the following form If you are submitting a new program, deleting a program or revising a program. If you need to revise a course (e.g., change a change a course's prerequisite), delete a course from the catalog (not from a program) or adda new course to the catalog, please complete the "Course Proposal" Form.

Program Change: Add New Program* __x__   Delete Program _____   Revise Program _____

Orlginator: Brenda Smith   Date: 11/3/2021   Catalog Effective Date: Fall 2022

Department: Culinary and Hospitality Management   Division: Applied Sciences and Technology

Name of Program: ~~AAS Culinary and Hospitality Management~~, Culinary Arts Option   *AAS in Hospitality Leadership –*   CPB 4/26/22

REASONS FOR PROGRAM PROPOSAL (*If new program, fill out the Supporting Data Form on last two pages as well)

The Culinary and Hospitality Management AAS degree expansion includes a Hospitality Leadership option which supports the broader experiences of the hospitality career pathway with education and training for more than the current culinary option. Student access to the Culinary and Hospitality Management AAS degree program may be as a MSU-WP student choosing the AAS degree or as a transfer student from culinary programs in career and technical schools. In addition to food service, the hospitality career pathway utilizes various supporting careers such as lodging, administrative and support services, sales and marketing, entertainment, accounting, and human resources.

The AAS in Culinary and Hospitality Management gives students a foundation and a stepping-stone for advancing workers and educational career pathways in the culinary and hospitality industry.

SUMMARY OF PROGRAM REVISIONS (enter specific degree requirements on next page also)

An emphasis on customer service and problem-solving will align with the Springfield MSU Bachelor of Applied Science in Hospitality Leadership. Students may complete the MSU-WP General Education Transfer Block, including GRY 100, ACC 201, and MKT 150 to meet MSU-Springfield's general education requirements. Springfield courses of hospitality leadership to be offered at the associate degree level are HSP 210, HSP 215, and HSP 218. New courses for the degree option include Contemporary Nutrition, Trends in the Hospitality Industry, Hospitality Leadership Capstone, and Hospitality Leadership Internship. The proposed additions of the Basic Hospitality Leadership Certificate (15 credit hours) and the Advanced Hospitality Leadership Certificate (24 credit hours) allow employees to continue working while retraining and employers to participate in staff training to promote supervisory skills and professional development. Online and hybrid delivery formats will increase the flexibility for students to retrain, develop leadership and management skills, and further educational goals while continuing to work.

Consideration by Division Chair:
Remarks: _____
Approved: __x__ Not Approved: _____   Division Chair: Cathy Proffitt Boys CPB   Date: 11/12/21

Action by Curriculum Committee (can act only In a duly convened meeting):
Remarks: _____
Approved: __✓__ Not Approved: _____   Chair: _Melinda Denton_   Date: 12/17/21

Action by Faculty Senate:
Remarks: _____
Approved: __✓__ Not Approved: _____   Chair: _____   Date: 4-25-22

Consideration by Administration:
Remarks: _____
Approved: __✓__ Not Approved: _____   Dean: _____   Date: 4-25-22

Approved: __✓__ Not Approved: _____   Chancellor: _____   Date: 4-25-22

* Supporting Data must accompany request for a New Program. Fill out the form on the last two pages.

Hospitality Leadership

Missouri State University
WEST PLAINS

Associate of Applied Science in Hospitality Leadership - Culinary Arts Option

The Associate of Applied Science in Hospitality Leadership - Culinary Arts Option is designed to prepare students for a career in culinary and hospitality management. This academic guide is based on the 2022-2023 Missouri State University-West Plains Catalog. The time to complete the degree will vary, depending on remediation, summer enrollment, number of classes taken per semester, etc.

Academic Map 2022-2023

Degree Requirements

General Education Requirements	Credit Hours
CIS 101 Computers for Learning	3
COM 115 Fundamentals of Public Speaking	3
ENG 110 Writing I	3
GRY 100 World Regional Geography	3
IDS 110 Student Success	2
PSY 121 Introductory Psychology	3
Civics: Select three (3) credit hours	
HST 121 Survey of US History to 1877	
HST 122 US History Since 1877	3
PLS 101 American Democracy and Citizenship	
Mathematical Science: Select three (3) credit hours	
MGT 130 Business Mathematics	3
MTH 100 Intermediate Applied Mathematics or higher	
General Education Total	**23**

Culinary Arts Option	Credit Hours
ACC 201 Introduction to Financial Accounting	3
FCA 150 Culinary Arts I	12
FCA 155 Culinary Arts II	12
FCA 297 Culinary Arts Capstone	1
FCA 299 Culinary Arts Internship	3
HSP 130 Contemporary Nutrition	3
Electives (HSP or other approved by the department)	3
Culinary and Hospitality Management Total	**37**
Total Hours Required	**60**

Degree Notes:
- Math requirements exclude MTH 197 or MTH 297.
- Students are required to complete a minimum of three (3) credit hours of math, regardless of placement.
- Electives must be approved by the department.
- Students should confirm the transferability of courses with their transfer university before completing courses at MSU-WP.

Recommended Two-Year Plan

Term 1 (Fall)

Course #	Credit Hours
FCA 150	12
IDS 110	2
Total	**14**

Term 2 (Spring)

Course #	Credit Hours
CIS 101	3
FCA 155	12
Total	**15**

Milestones: Complete all English, Math and Reading prerequisites during first year.

Term 3 (Fall)

Course #	Credit Hours
COM 115	3
ENG 110	3
GRY 100	3
MGT 130 / MTH 100	3
Elective	3
Total	**15**

Term 4 (Spring)

Course #	Credit Hours
ACC 201	3
FCA 297	1
FCA 299	3
MKT 150	3
PLS 101	3
Elective	3
Total	**16**

Milestone: Apply to graduate.

Milestone Notes:
- Milestones are a major step in the completion of the degree. Each milestone must be met in order to advance to the next stage of education.
- Milestone courses should be completed in the designated semester.
- All milestone courses must be completed with a C or higher.
- Students are encouraged to apply for graduation early in their last semester.

Supporting Data for New Program Requests

1. How does this proposal fit with the mission of the college and/or the appropriate program of study?

> Culinary and Hospitality Management Program mission: Missouri State University-West Plains Culinary and Hospitality Management Program empowers learners to achieve career readiness and successful pursuit of continued professional education in the culinary and hospitality fields.
>
> Culinary and Hospitality Management program mission contributes to the institutional mission.

2. How does this program provide opportunities to develop one or more of the following abilities: Self-assessment, communication, problem-solving, ethical decision-making, environmental awareness, cultural awareness, responsible citizenship, and/or physical and emotional health?

> An emphasis on customer service and problem-solving will align with the Springfield MSU Bachelor of Applied Science in Hospitality Leadership. The program provides opportunities to meet general education goals through the courses in business ethics, assignments in oral and written communication, cultural awareness, and self-assessments.

3. How does this program compare with similar programs at other higher education institutions and how will it transfer?

> An emphasis on customer service and problem-solving will align with the Springfield MSU Bachelor of Applied Science in Hospitality Leadership.
>
> Program goals are to increase collaboration with other programs, the MSU Springfield campus, and explore articulation agreements with other colleges and universities to encourage transfer opportunities for students.
>
> Enrollment of DOC students through the Second Chance Pell program will increase enrollment and completion rates within the next three to five years.

4. To whom are you targeting this program? (new students, existing students, part-time students). What is the projected enrollment in this program?

> Student access to the Culinary and Hospitality Management AAS degree program may be as a MSU-WP student choosing the AAS degree or as a transfer student from culinary programs in career and technical schools, such as South Central Career Center in West Plains or Ozark Mountain Technical Center in Mountain Grove. Retraining workers through programs such as the TRA/TAA provide opportunities for displaced employees to transfer employable skills and keep communities thriving. The Hospitality Leadership option will allow employee/students to continue working while retraining and employers to participate in staff training to promote supervisory skills and professional development.

5. What resources will be needed for this program (space, personnel, equipment, LRC resources, etc.)?

> Through campus reorganization efforts in 2020, a full-time MSU-WP faculty member qualified to teach the culinary and hospitality courses assumed instruction and program coordinator oversite of the Culinary and Hospitality Management program.

6. Will the program be cost effective? Please enumerate the estimated cost/income of this program.

> Enrollment and graduation rate increases are anticipated with proposed changes in degree options and certificates. The program's publicity and marketing will be integrated into existing efforts along with a new social media campaign of alumni, student successes, and internship/externship partners. Offering the program option to DOC students through the Second Chance Pell program will increase enrollment and completion rates within the next three to five years. DOC students will be able to complete the program online and transfer to the BAS in Hospitality Leadership at MSU Springfield. Internship/externship sites will be identified to expand student experiences in the industry.

7. List other justifications for offering this program.

> Program goals are to increase collaboration with other programs, the MSU Springfield campus, and explore articulation agreements with other colleges and universities to encourage transfer opportunities for students.

8. What methods of assessment will be used for the program?

> The program will be assessed by an exit exam in the capstone course, the number of graduating students over the next five years, and the number of students obtaining employment in the field of study or transferring to complete a higher degree. The surveys and qualitative feedback from collaborative industry partners and field supervisors will also be used in assessing the program.

All courses approved by the Curriculum Committee are done so on a provisional basis. There will be a review of the course/program during the first year it is in the course catalog to see if it meets the expectations of the division and curriculum committee.

Curriculum Request Form– Program Proposal

Complete the following form if you are submitting a new program, deleting a program, or revising a program. If you need to revise a course (e.g., change a change a course's prerequisite), delete a course from the catalog (not from a program) or add a new course to the catalog, please complete the "Course Proposal" Form.

Program Change:	Add New Program* X	Delete Program ____	Revise Program ____		

Originator: Brenda Smith   Date: 11/3/2021   Catalog Effective Date: Fall 2022

Department: Culinary and Hospitality Management   Division: Applied Sciences and Technology

Name of Program: AAS in Hospitality Leadership – Management Option

REASONS FOR PROGRAM PROPOSAL (*If new program, fill out the Supporting Data Form on last two pages as well)

The Hospitality Leadership AAS degree expansion includes a management option to support the broader experiences of the hospitality career pathway with education and training in addition to the current culinary option. Student access to the Hospitality Leadership AAS degree program can be as an MSU-WP student choosing the AAS degree or a transfer student from culinary programs in career and technical schools. In addition to food service, the hospitality career pathway utilizes various supporting careers such as lodging, administrative and support services, sales and marketing, entertainment, accounting, and human resources.

The AAS in Hospitality Leadership gives students a foundation and a stepping-stone for advancing workers and educational career pathways in the culinary and hospitality industry.

SUMMARY OF PROGRAM REVISIONS (enter specific degree requirements on next page also)

An emphasis on customer service and problem-solving will align with the Springfield MSU Bachelor of Applied Science in Hospitality Leadership. Students may complete the MSU-WP General Education Transfer Block, including GRY 100, ACC 201, and MKT 150 to meet MSU-Springfield's general education requirements. Springfield courses of hospitality leadership to be offered at the associate degree level are HSP 210, HSP 215, and HSP 218. New courses for the degree option include Contemporary Nutrition, Trends in the Hospitality Industry, Hospitality Leadership Capstone, and Hospitality Leadership Internship. The proposed additions of the Basic Hospitality Leadership Certificate (15 credit hours) and the Advanced Hospitality Leadership Certificate (24 credit hours) allow employees to continue working while retraining and employers to participate in staff training to promote supervisory skills and professional development. Online and hybrid delivery formats will increase the flexibility for students to retrain, develop leadership and management skills, and further educational goals while continuing to work.

Consideration by Division Chair:
Remarks: _____
Approved: __X__ Not Approved: ____ Division Chair: Cathy Proffitt Boys   (CPB)   Date: 11/12/21

Action by Curriculum Committee (can act only in a duly convened meeting):
Remarks: Melinda Denton
Approved: ✓ Not Approved: ____ Chair: Melinda Denton   Date: 12/17/21

Action by Faculty Senate:
Remarks: _____
Approved: ✓ Not Approved: ____ Chair: _____   Date: 4·25·22

Consideration by Administration:
Remarks: _____
Approved: ✓ Not Approved: ____ Dean: _____   Date: 4-25-22

Approved: ✓ Not Approved: ____ Chancellor: _____   Date: 4-25-22

* Supporting Data must accompany request for a New Program. Fill out the form on the last two pages.

Missouri State University-West Plains

Hospitality Leadership

Missouri State University
WEST PLAINS

Associate of Applied Science in Hospitality Leadership - Management Option

The Associate of Applied Science in Hospitality Leadership – Management Option is designed to prepare students for a career in culinary and hospitality management. This academic guide is based on the 2022-2023 Missouri State University-West Plains Catalog. The time to complete the degree will vary, depending on remediation, summer enrollment, number of classes taken per semester, etc.

Academic Map 2022-2023

Degree Requirements

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ENG 110 Writing I	3
GRY 100 World Regional Geography	3
IDS 110 Student Success	2
PSY 121 Introductory Psychology	3
Civics: Select three (3) credit hours	
HST 121 Survey of US History to 1877	
HST 122 US History Since 1877	3
PLS 101 American Democracy and Citizenship	
Mathematical Sciences: Select three (3) credit hours	
MGT 130 Business Mathematics	
MTH 100 Intermediate Applied Mathematics or higher	3
General Education Total	**23**

Management Option	Credit Hours
ACC 201 Introduction to Financial Accounting	3
BUS 170 Business and Professional Ethics	3
BUS 180 Associate Professional Human Resources (aPHR)	3
EPR 110 Introduction to Entrepreneurship	3
HSP 130 Contemporary Nutrition	3
HSP 190 Trends in the Hospitality Industry	3
HSP 210 Introduction to Hospitality Leadership	3
HSP 215 Introduction to Lodging Management	3
HSP 218 Safety and Sanitation	3
HSP 297 Hospitality Leadership Capstone	1
HSP 299 Hospitality Leadership Internship	3
Electives (HSP or other approved by the department)	6
Hospitality Leadership Total	**37**
Total Hours Required	**60**

Degree Notes:
- Math requirements exclude MTH 197 or MTH 297.
- Students are required to complete a minimum of three (3) credit hours of math, regardless of placement.
- Electives must be approved by the department.
- Students should confirm the transferability of courses with their transfer university before completing courses at MSU-WP.

Recommended Two-Year Plan

Term 1 (Fall)

Course #	Credit Hours
EPR 110	3
IDS 110	2
MGT 130 / MTH 100	3
HSP 130	3
HSP 210	3
Total	**14**

Term 2 (Spring)

Course #	Credit Hours
CIS 101	3
ENG 110	3
HSP 215	3
HSP 218	3
HSP 190	3
Total	**15**

Milestones: Complete all English, Math and Reading prerequisites during first year.

Term 3 (Fall)

Course #	Credit Hours
COM 115	3
PLS 101	3
GRY 100	3
BUS 180	3
Elective	3
Total	**15**

Term 4 (Spring)

Course #	Credit Hours
ACC 201	3
HSP 297	1
HSP 299	3
MKT 150	3
BUS 170	3
Elective	3
Total	**16**

Milestone: Apply to graduate.

Milestone Notes:
- Milestones are a major step in the completion of the degree. Each milestone must be met in order to advance to the next stage of education.
- Milestone courses should be completed in the designated semester.
- All milestone courses must be completed with a C or higher.
- Students are encouraged to apply for graduation early in their last semester.

Specific Degree Requirements for Program

Type Program Name Here	
General Education Core Requirements	**Credit Hours**
CIS 101 Computers for Learning	3
COM 115 Fundamentals of Public Speaking	3
ENG 110 Writing I	3
GRY 100 World Regional Geography	3
IDS 110 Student Success	2
PSY 121 Introduction Psychology	3
CIVICS: HST 121, HST 122, or PLS 101	3
Mathematics: MGT 130 Business Mathematics or MTH 100 or higher	3
Total Hours for Gen. Ed. Core Requirements	**23**
[Specific] Core Requirements	**Credit Hours**
ACC 201 Introduction to Financial Accounting	3
BUS 170 Business and Professional Ethics	3
BUS 180 Associate Professional Human Resources (aPHR)	3
EPR 110 Introduction to Entrepreneurship	3
HSP 130 Contemporary Nutrition	3
HSP 190 Trends in the Hospitality Industry	3
HSP 210 Introduction to Hospitality Leadership	3
HSP 215 Introduction to Lodging Management	3
HSP 218 Safety and Sanitation	3
HSP 297 Hospitality Leadership Capstone	3
HSP 299 Hospitality Leadership Internship	3
Total of [Specific] Core Requirements	**31**
Electives or Other Requirements	**Credit Hours**
Electives (HSP or other approved by the department)	6
Total Hours for Electives or Other Requirements	**6**
TOTAL CREDIT HOURS REQUIRED FOR PROGRAM	60

Supporting Data for New Program Requests

1. How does this proposal fit with the mission of the college and/or the appropriate program of study?

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