

UNIVERSITY FACULTY SENATE FORMS

Academic Program Approval

This form is a routing document for the approval of new and revised academic programs. Proposing department should complete this form. For more information, call the Faculty Senate Office at 831-2921.

Submitted by: Dr. Bob Nelson phone number: (302) 831-6077

Department: Hotel, Restaurant and Institutional Management email address: bnelson@udel.edu

Date: December 4, 2009

Action: New Minor – Restaurant Management

(Example: add major/minor/concentration; delete major/minor/concentration, revise major/minor/concentration, academic unit name change, request for permanent status, policy change, etc.)

Effective term: 10F

(use format 04F, 05W)

Current degree _____

(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

Proposed change leads to the degree of: _____

(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

Proposed name: Restaurant Management Minor

Proposed new name for revised or new major / minor / concentration / academic unit (if applicable)

Revising or Deleting:

Undergraduate major / Concentration: _____

(Example: Applied Music – Instrumental degree BMAS)

Undergraduate minor: _____

(Example: African Studies, Business Administration, English, Leadership, etc.)

Graduate Program Policy statement change: _____

(Must attach your Graduate Program Policy Statement)

Graduate Program of Study: _____

(Example: Animal Science: MS Animal Science: PHD Economics: MA Economics: PHD)

Graduate minor / concentration: _____

Note: all graduate studies proposals must include an electronic copy of the Graduate Program Policy Document, highlighting the changes made to the original policy document.

List new courses required for the new or revised curriculum. How do they support the overall program objectives of the major/minor/concentrations)?

(Be aware that approval of the curriculum is dependent upon these courses successfully passing through the Course Challenge list. If there are no new courses enter "None")

No new courses are required. The Restaurant Management minor will utilize existing courses only.

Explain, when appropriate, how this new/revised curriculum supports the 10 goals of undergraduate education:

The proposed Minor in Restaurant Management will serve to support the Ten Goals of Undergraduate Education as follows:

Goal #2: Learn to think critically to solve problems.

The required courses and associated laboratories will repeatedly offer students the chance to solve real-world problems in world-class, state-of-the art learning laboratory.

Goal #7: Develop the ability to integrate academic knowledge with experiences that extend the boundaries of the classroom.

The applied laboratories associated with this minor will allow students to apply and test theoretical classroom knowledge in real time, over the course of their studies. Students will complete a minimum of 100 hours in the hospitality field. Additionally, by participating in applied research projects and student professional organizations, students can further their professional practice in variety of settings by taking advantage of the many opportunities that exist each semester in this field.

Goal#9: Understand the foundations of United States society including the significance of cultural diversity.

Students will be exposed to the historical development of the global food and restaurant field, and the critical role of culture as it relates to the restaurant industry.

Goal#10: Develop an international perspective in order to live and work effectively in an increasingly global society.

The restaurant industry is global in its scope and influence. Many of the required courses for this minor are offered in international study abroad programs.

Identify other units affected by the proposed changes:

(Attach permission from the affected units. If no other unit is affected, enter "None")

Department of Accounting & MIS (Entrepreneurship Studies), Department of Finance, Department of Business Administration.

Describe the rationale for the proposed program change(s):

(Explain your reasons for creating, revising, or deleting the curriculum or program.)

- 1. The Minor in Restaurant Management will serve to build on the strengths of the HRIM department by offering a series of theoretical classes, coupled with applied laboratory experiences. The goal is to allow students with an interest in the profession of food and beverage management to build a strong foundation for possible career tracks in the largest segment of the global hospitality industry.**


2. The Dean of the Lerner College, HRIM Departmental Chair, and the entire HRIM faculty have discussed this proposed minor and have met numerous times over the past year and held undergraduate curriculum committee meetings to develop the appropriate curriculum and discuss the impacts of the proposed minor on faculty, curriculum, and departmental resources.
3. Area faculty could not identify any significant, negative impacts on the instruction research or service programs within the University. Creation of the new minor will allow University students with a strong interest in the restaurant industry to prepare for successful careers, while concurrently pursuing their primary major. Creation of this new minor is aligned with overall, institutional goals of providing more opportunities for all University of Delaware undergraduates to broaden their academic programs.
4. The proposed curricula will allow the HRIM Department to fully utilize existing resources in our Vita Nova laboratory facilities due to anticipated increased enrollment.


Program Requirements:

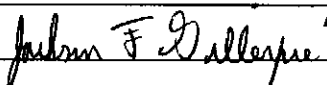
(Show the new or revised curriculum as it should appear in the Course Catalog. If this is a revision, be sure to indicate the changes being made to the current curriculum and include a side-by-side comparison of the credit distribution before and after the proposed change.)

See attached "Requirements for a Minor in Restaurant Management"

ROUTING AND AUTHORIZATION: (Please do not remove supporting documentation.)

Department Chairperson  Date 12/4/09

Dean of College  Date 12/4/09

Chairperson, College Curriculum Committee  Date 10/28/10

Chairperson, Senate Com. on UG or GR Studies _____ Date _____

Chairperson, Senate Coordinating Com. _____ Date _____

Secretary, Faculty Senate _____ Date _____

Date of Senate Resolution _____ Date to be Effective _____

Registrar _____ Program Code _____ Date _____

Vice Provost for Academic Affairs & International Programs _____ Date _____

Provost _____ Date _____

Board of Trustee Notification _____ Date _____

Requirements for Minor in Restaurant Management
Department of Hotel, Restaurant, and Institutional Management
Lerner College of Business and Economics

Required Courses:

HRIM 201	Food Principles	3 credits
HRIM 211	Food Principles Laboratory	1 credits
HRIM 218	Beverage Management	3 credits
HRIM 321	Quantity Food Service Management	1 credits
HRIM 325	Quantity Food Service Management Laboratory	2 credits
HRIM 381	Management of Food and Beverage Operations	3 credits
ENTR301	Introductory Entrepreneurship	3 credits
or		
HRIM314	Hospitality Entrepreneurship and Venture Creation	3 credits
ACCT 207	Accounting 1 (or ACCT200)	3 credits

Total Required Courses 19 credits

Recommended Elective Courses:

FINC 200	Fundamentals of Finance (or FINC311)	3 credits
BUAD 301	Introduction to Marketing	3 credits
HRIM 187	Hospitality Information Technology (or CISC 101)	3 credits
HRIM 212	Club Management	3 credits
HRIM 382	Hospitality Accounting and Finance	3 credits
HRIM 482	Laws of Innkeeping	3 credits

Note: *Students are also required to complete a minimum of 100 hours of approved hospitality industry employment prior to graduation. Minimum G.P.A. of 2.75 required for admission into minor.*

Guidelines for Minor in Restaurant Management

1. Minimum GPA requirement for entrance into the minor is **2.5**.
2. Written application required: Chair or Associate Chair to manage timeline and application process.
3. Enrollment limit of **25 students per academic year**, based on current laboratory section enrollments limits.
4. If demand exceeds limits or places undue strain on required HRIM courses, separate sections will be offered in order to maintain integrity of curriculum.
5. Course registration management is critical to ensure continuity of laboratory experience. SIS and course books to reflect that the required courses are open to HRIM majors, and minors by permission of department. This will allow for efficient distribution of minors, especially in laboratory sections.
6. Minors may be allowed into UD online sections of respective HRIM courses as needed.

I. PROGRAM DESCRIPTION

The Department of Hotel, Restaurant, and Institutional Management seeks to offer a new minor, "***Restaurant Management***". This minor is designed for students with a strong career interest in the global food & beverage industry, and hopeful future business owners. This minor will build upon academic strengths of the College and Department, while offering an attractive academic option for students seeking to broaden their background during their time at the University of Delaware.

II. RATIONALE AND DEMAND

A. Institutional factors:

1. The Minor in Restaurant Management will serve to build on the strengths of the HRIM department by offering a series of theoretical classes, coupled with applied laboratory experiences in our existing laboratories. The goal is to allow students with an interest in the profession of food and beverage management to build a strong foundation for possible career tracks in the largest segment of the global hospitality industry.
2. The Dean of the Lerner College, HRIM Departmental Chair, and the entire HRIM faculty have discussed this proposed minor and have met numerous times over the past year and held undergraduate curriculum committee meetings to develop the appropriate curriculum and discuss the impacts of the proposed minor on faculty, curriculum, and departmental resources.
3. Area faculty could not identify any significant, negative impacts on the instruction research or service programs within the University. Creation of the new minor will allow University students with a strong interest in the restaurant industry to prepare for a successful career, while concurrently pursuing their primary major, whether they are enrolled within the Lerner College, or any other college. Creation of this new minor is aligned with overall, institutional goals of providing more opportunities for all University of Delaware undergraduates to broaden their academic programs.
4. The proposed curricula will allow the HRIM Department to fully utilize existing resources in our Vita Nova laboratory facilities due to anticipated increased enrollment.

B. Student demand

1. Enrollment projections were developed based on the following factors: Number of students applying for internal transfer to the HRIM major, institutional research showing demand for minors, and longitudinal data regarding external transfers to the HRIM department.
2. The HRIM department receives regular requests from non-HRIM majors, such as Business and Economics students, Nutrition students, and students who have family involved in the restaurant business, for coursework and/or a specific minor in Restaurant Management.
3. The proposed curriculum will generate 19 credit hours of enrollment for required courses times a yearly cohort enrollment of 25 students. Of these 19 credit hours, 16 credits are currently required courses taught within the HRIM major, with 3 credit hours coming from the Department of Accounting & MIS. It is also anticipated that at least one course from the list of required courses will be adapted and offered as a service course (e.g. Beverage Management) that will be open for enrollment for all University students. This will allow students to assess their interest in the minor, while increasing non-major enrollments within the department and college.

C. Transferability

This is a new minor request – N/A.

D. Access to graduate and professional programs

N/A.

E. Demand and employment factors:

The restaurant industry continues to be a strong employer even during the economical situation of today. The National Restaurant Association and the Bureau of Labor Statistics projects a growth of 6% in restaurant and food service management positions through 2016. It is expected that many of the students that will be attracted to this new minor might have future plans to own and operate their own restaurant, which makes up a significant portion of revenue, taxes and employment in the US economy. This is significant considering the already tight labor situation in the restaurant industry. Due to transferability of courses from Delaware Technical and Community College and enrollment changes related to the recent Commitment to Delawareans, it is anticipated that there will be increased interest in a minor from students in these populations.

F. Regional, state, and national factors:

1. At the current time there are no institutions within the state or region which offer a minor in Restaurant Management. Nationally, relatively few HRIM Departments, Schools or Colleges offer a minor in Restaurant Management.
2. There are no accreditation issues associated with offering this minor.

G. Other strengths:

1. Students participating in this minor will participate in our state of the art laboratory facilities including the Vita Nova restaurant, Darden Bistro, and the Copeland Vinotek. These facilities are currently underutilized, relative to the laboratories proposed for this minor. Offering this new minor can also serve to build on courses taken by students in Business and Food Science related majors on campus, and thus will be attractive to those students seeking to obtain a minor and/or own and operate their own food service/restaurant business.
2. It is anticipated that students enrolled in the Restaurant Management Minor will participate in activities offered by the Venture Development Center (VDC) and increase use of the VDC by registering to use this applied learning laboratory.
3. Currently, we are fortunate to have several area faculty within the Department and College who possess a wide variety of academic and professional experience related to this minor. This faculty can serve as excellent resources for this minor as they are currently conducting teaching, consulting, and conducting research directly related to subject areas for this minor.

III. ENROLLMENT, ADMISSIONS AND FINANCIAL AID

A. Enrollment

The Restaurant Management minor is designed to accept up to 25 students annually, based on current capacity in required courses and laboratories.

B. Admission Requirements

1. Distinguish, if necessary, selection criteria between freshman, transfers from other institutions and transfers from within the University.

A 2.5 or higher gpa in their major is required. C- or better in all required HRIM courses. This follows the same guidelines as all HRIM majors and transfers.

C. Student Expenses and Financial Aid

1. Students will be required to purchase uniforms and equipment to participate in the required laboratories.

IV. CURRICULUM SPECIFICS

A. Institutional Factors

State the degree to be awarded to those who complete the program and explain why this is the appropriate form of recognition.

B. Describe the curriculum

1. Describe requirements involving total credit hours, credit hour distribution, field experiences, etc.
2. Provide a sample curriculum by following the format in the Undergraduate and Graduate Catalog.
3. Indicate how the curriculum satisfies University of Delaware, college and departmental requirements, such as ENGL110, multicultural, college core, etc.
4. In the Appendices, provide approval from affected departments for all newly required courses that support the proposed curriculum.

See attached.

V. RESOURCES AVAILABLE

A. Learning Resources

Describe briefly the scope and quality of available library holdings, audio-visual materials, special equipment and collections, laboratories, clinical facilities, research facilities, etc., that are available and would directly support the proposed course of study. If appropriate, obtain a Library Assessment Statement.

Library Assessment Statement :A formal written assessment from the Director of Libraries of the Library's ability to support a proposal for a new or expanded academic degree or program is required as part of a formal proposal. The assessment statement may include but is not limited to the strength of collections; access to electronic and networked information access to collections not owned by the University of Delaware; library space and library computer requirements; language and subject capabilities of library staff; and nature of service and increased usage demands resulting from the proposed new degree/program. The request for the library assessment accompanied by details of a proposed degree or program needs to be received by the Library at least one month before the Library's assessment of a proposed degree or program is required. The Library will respond in a timely manner, usually within two weeks in order to allow time for faculty discussion of the library assessment and possible further discussion and/or interaction with the Director of Libraries, if desired.

B. Faculty / Administrative Resources

NEED TO ATTACH A LIST OF ENTIRE HRIM FACULTY, ADMINISTRATION AND OTHER FACULTY.

C. External Funding

N/A, no external funding needs anticipated at this time.

VI. RESOURCES REQUIRED

No additional resources are required.

VII. IMPLEMENTATION AND EVALUATION

A. Implementation Plan

Describe how the curriculum will be implemented.

Since no new courses are being developed, students will be offered enrollment in existing courses upon acceptance into the Minor.

B. Assessment Plan

Indicate how the program will be evaluated and assessed. Some measures should be quantitative, other qualitative. Success should be measured against the criteria listed including stated learning outcomes and against whatever objectives have been set forth in the first section of the proposal. Academic units are encouraged to consult with the Office of Educational Assessment in developing the appropriate learning outcomes, assessment criteria, and benchmarks for success.

VIII. APPENDICES

- A. Accreditation Criteria (if appropriate)
- B. Letters of Collaborative Agreement
- C. Transfer / Retention Policy
- D. Letters of Approval from Contributing Departments
- E. Other Pertinent Documents

D. INSTRUCTIONS FOR PROVISIONAL APPROVAL OF NEW PROGRAMS/MAJORS AND APPROVAL FOR MINORS

1. Obtain a blank Academic Program Approval form from the Appendix or the Faculty Senate Office.
2. Complete the title of the program/major or minor; if a new major, specify the appropriate degree title for the listing of approved titles.
3. In the standard format for presentation of requirements, prepare the new requirements. Please see the current Undergraduate and Graduate Catalog for the standard format.
4. Prepare a detailed proposal following the proposal outline in Section C.
5. Make sure that all necessary supporting documentations are provided.
6. Send the Academic Program Approval form, Resolution for Faculty Senate Agenda, Proposal and all supporting document forward for approval. The routing sequence is specified on the bottom half of the Academic Program Approval form and on the approval of new programs/majors flow chart.
7. After approval at the college level, all documentation should be sent to the Faculty Senate Office where it will be routed to the appropriate committee. In general, new majors or minors should be sent to the Faculty Senate Office no later than the start of the fall

semester the academic year prior to the desired starting date. Depending on scope, new programs can take even longer for the complete approval process.

8. After following the Faculty Senate process noted in the flow chart, new programs and majors are listed in the agenda of the Faculty Senate as an item for discussion. Representatives of the proposing group must be present.
9. Upon Senate approval, the Registrar's Office will adjust UD Student Information System and the catalog will be revised by the Office of the Provost.
10. Minors do not go through a provisional approval status. They need not undergo a permanent approval process.

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