

**CERTIFICATE PROGRAM SELF STUDY**  
**MEAT PROCESSING/FOOD SAFETY (071)**

EASTERN OKLAHOMA STATE COLLEGE

Prepared for the Oklahoma State Regents for Higher Education

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## **INTRODUCTION**

The Meat Processing/Food Safety certificate program offered by Eastern Oklahoma State College is a terminal certificate program designed to be completed in one year. The program curriculum provides the knowledge and skills necessary in the area of meat processing and food safety to provide gainful employment in the meats/food safety industry.

## **STATE REGENTS POLICY**

### **Centrality of the Program to the Institution's Mission**

As published, the mission of Eastern Oklahoma State College is “to provide the educational tools and environment to facilitate student learning through its associate degrees and other academic programs which effectively prepare graduates to enter their chosen vocational field or to continue their educational experience through baccalaureate degree programs. It is also the mission of the College to engage in educational programming and related activities that promote regional economic and community development”. Also as published, one of the functions of the institution in order to achieve its missions is “to provide one- and two-year programs of technical and occupational education to prepare individuals to enter the labor market”.

Eastern's Meat Processing/Food Safety certificate program encompasses the mission of the institution by providing a complete, comprehensive certificate program in meats processing/food safety to a diverse student population consisting of individuals who often classify as “at-risk” due to economic conditions, educational preparations, race, and/or first generation. Upon successful completion of the program students are prepared to enter the work force.

### **Vitality of the Program**

#### ***Program Objectives and Goals***

The primary goal of the Meat Processing/Food Safety certificate program is to provide a complete, comprehensive program to develop the knowledge, skills, abilities, and competencies in meat processing and food safety/sanitation which allows the student the opportunity to acquire gainful employment in the meats industry.

Specific objectives and goals for the program are to provide broad knowledge and develop skills, abilities, and competencies in the areas of: (1) harvesting procedures for beef, pork, and lamb, (2) processing of carcasses into wholesale cuts, (3) processing of wholesale products into retail cuts, (4) identification of wholesale and retail cuts, (5) cold storage, (6) food safety hazards/concerns, (7) sanitation protocols, and (8) business aspects of the meat industry.

Specific objectives and goals for each of the courses in the Meat Processing/Food Safety curriculum are defined and clearly stated within the standardized syllabi associated with that course. To insure awareness each student receives a copy of the individual course syllabi. The

course syllabi are also posted on BlackBoard and are maintained in a repository in the Office of the Vice President of Academic Affairs.

### ***Quality Indicators***

Multiple tools are used to evaluate the Meat Processing/Food Safety certificate program. These tools consist of student evaluation of individual courses, review of student success, and analysis of faculty performance, an annual strategic planning meeting of Agriculture faculty and staff members, and input from the Meat Processing/Food Safety Department Advisory Committee.

Students evaluate their instructors and the strengths/weaknesses of their courses as a measure of program effectiveness. A standardized faculty evaluation form available through Blackboard is used by students to evaluate teacher performance. Students evaluate the instructor with 23 items, with an additional optional four items designed by the division. The evaluation also allows students the opportunity to provide written comments. Results of the evaluation are reviewed by the Division Dean and the individual faculty member.

Student success is evaluated through Eastern's assessment program. Eastern's program has shifted over the past several years from a focus on teaching to a focus on student learning. A model has been devised that links outcomes with curriculum, co-curricular activities, assessment methods, and the budget. Student assessment is conducted at three levels: entry level, mid-level, and programs. Entry-level assessment is used to determine appropriate enrollment of new students to ensure student success. ACT scores are evaluated and if any of the sub-scores in reading, English, or mathematics fall below 19, students must enroll in and complete developmental courses in that subject area as required by OSRHE policy. Students placed in developmental course work by ACT scores have the option of taking the ACCUPLACER Test to provide additional entry-level assessment.

Mid-level assessment in the Agriculture program consists of an entrance and exit examination administered at the beginning of the program and upon program completion. Student progress is partially determined from these scores in consideration with ACT scores and GPA.

The Agriculture Division Dean also evaluates faculty member performance to identify strengths and weaknesses and to implement any plans for improvement, if required. The annual evaluation is maintained in the Office of the Dean of Agriculture with a copy provided to the faculty member and a copy forwarded to the Vice President of Academic Affairs.

Each summer Agriculture Division faculty and staff gather off campus for a strategic planning session. The meeting is held at a regional agriculture related entity to provide an professional development opportunity in addition to the planning meeting. At the meeting performance of individual programs and associated activities of the previous academic year are reviewed, goals for the upcoming year are established, and upcoming activities are coordinated. In addition to these pertinent items, staff members are provided with an opportunity to interact with their colleagues in a less formal format.

In addition quality of the program is measured through satisfaction of employers with the work performance of graduates of the program. Department faculty are in contact with employers concerning the quality of work, knowledge, abilities, and competencies of past graduates. Several of these industry representatives serve on the Meat Processing/Food Safety advisory committee. These individuals not only provide feedback concerning the performance of graduates from the program, but also serve in making recommendations to keep the curriculum and the program current with regards to industry standards and expectations.

***Minimum Productivity Indicators***

Enrollment/Headcount:

Enrollment (Headcount) numbers submitted to the OSRHE by Eastern Oklahoma State College as those majoring in the Meat Processing/Food Safety certificate program for the past five years indicates there were 10 individuals. The specific number for each year are presented in the table below:

<b>Year</b>	<b>Fall 2013</b>	<b>Fall 2014</b>	<b>Fall 2015</b>	<b>Fall 2016</b>	<b>Fall 2017</b>	<b>Avg</b>
<b>Headcount</b>	2	3	1	2	2	2.0

While the enrollment (headcount) numbers appear to be low, the majority of students enrolled in Meats Processing/Food Safety opt to pursue the Associate of Applied Science Degree. The certificate program enrollment generally consists of non-traditional students who are not interested in seeking a degree but in acquiring the knowledge and skills necessary to move directly into the workforce.

Degrees Conferred:

4 students have graduated from the certificate program over the past five years. A breakdown of those graduates by year is presented in the table below:

<b>Year</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>Avg</b>
<b>Graduates</b>	0	1	1	1	1	0.8

Again, while the degrees conferred appears to be low, the majority of students enrolled in Meats Processing/Food Safety opt to pursue the Associate of Applied Science Degree rather than the certificate program.

Enrollment in Major Courses:

The Meat Processing/Food Safety certificate program consists of 35 credit hours of major courses with 32 credit hours comprised of meat processing courses and 3 credit hours of business. Courses offered in the Meat Processing/Food Safety curriculum are taken by students

in both the certificate and degree program. In addition, students in other disciplines, such as animal science and agriculture education, also take several courses offered in the Meat Processing/Food Safety curriculum as required for their degree program or for their own benefit. Enrollment in selected courses from the Meat Processing/Food Safety certificate program for the past five years is presented below:

Course	Year					
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	Avg
ANSI 2253	N/A	N/A	9	17	16	14.0
MPFS 1123	9	4	6	4	5	5.6
MPFS 1244	9	4	6	5	5	5.8
MPFS 1214	11	5	4	5	5	6.0
MPFS 2134	11	5	4	6	10	7.2

**Duplication and Demand:**

The Meat Processing/Food Safety certificate program is unique in that no other community college in Oklahoma offers such a program. Additionally, the program is extremely unique in that very few institutions in the United States offer a technical program with such a diverse subject matter ranging from the harvesting of live animals to the production of specialty meats. As previously mentioned, this program allows other agriculture majors at Eastern the opportunity to gain a perspective of animal agriculture beyond production to include harvesting, processing, meat quality standards, and food safety.

Demand for graduates is extremely high. Contact with industry representatives, members of the Department’s advisory committee, and university personnel have indicated that demand in the processing/food safety industry continues to expand with colleges and universities not being able to produce enough graduates to meet this demand. Currently Eastern’s Meat Processing/Food Safety programs placement is 100%.

**Effective Use of Resources:**

***Staffing***

The program is adequately staffed and administered to meet program objectives, develop occupational competencies of the student, and contribute to the development of the student’s citizenship and social conscience. The Meat Processing/Food Safety staff consists of one faculty member and a Meat Processing Plant Manager who, in addition to managing the processing facility, serves as a lab faculty. The faculty member administers the program and provides classroom and laboratory instruction, serves as academic advisor, and assists with placement of graduates. In addition, the faculty member is involved with Agriculture Division activities

which includes serving on campus committees, sponsoring student organizations, and coaching judging teams.

The Meat Processing/Food Safety Department is housed within Eastern's Division of Agriculture. As part of the Agriculture Division the program incorporates the services and benefits of divisional staff and resources. Agriculture staff members who provide services include the Division Dean and an Administrative Assistant. In addition, the Division utilizes a 3,700 acre college farm administered by the Division Dean and support staff.

Institutional resources available to the student include the library and media center, Student Support Services, tutoring, counseling, multiple computer laboratories, physical fitness facility, and on-campus housing. Opportunities available for the student to grow academically, socially, and culturally include Eastern's Student Government Association, college band and choir, theater program, college newspaper, various clubs, and athletic teams for both men and women. Additional opportunities provided by the Agriculture Division include the Aggie Club, Ag Ambassador Leadership program, and agricultural judging teams.

### ***Faculty***

Eastern's policy in regards to faculty credentials is for instructors to hold a Master's degree in the area of instruction. If conditions dictate, individuals with a Bachelor's degree may be temporarily employed, provided there is a commitment to complete a Master's degree within three years of initial employment. Faculty in the Meat Processing/Food Safety program are only required to hold a Bachelor's degree since they only instruct students in a certificate or applied science degree program. Currently the faculty position in the Meat Processing/Food Safety program is vacancy. Plans are to hire an instructor sometime during the 2018-2019 academic year.

To maintain and improve the quality of instruction Eastern faculty members are required to participate in professional development activities. This includes, but is not limited to, attending faculty conferences, attending professional conferences related to the faculty members respective field, and membership in professional societies.

### ***Institutional Costs***

The Meat Processing/Food Safety certificate program is offered at no additional costs to the institution. The courses offered in the program are the same as those offered in the Meat Processing/Food Safety AAS program. The educational budget for the 2017-2018 academic year for the Meat Processing/Food Safety Department was \$5,227.50. In reviewing this allocation of funds based on the enrollment in the department's programs and FTE generated, average expenditures were approximately \$475/student -or- \$13.50/FTE.

In addition to the educational program the meat processing facility and staff provide essential services to the institution and the community. The plant provides retail meat to the institution for various functions and for sale to faculty, staff, and students. The plant provides custom

processing for area farmers and ranchers. This service is not only beneficial to the local community, but it also provides students with animals essential for valuable, hands-on experience required for success of the program. Revenues from meat sales and custom slaughter offset the costs of operation of the plant.

### **Institutional Program Recommendations**

The following recommendations are being made based on results of the comprehensive review of the Meat Processing/Food Safety certificate program by faculty and staff members of the Agriculture Division with consultation from the Meat Processing/Food Safety Advisory Committee.

1. Continue offering the Meat Processing/Food Safety certificate program and the Associate in Applied Science in Meat Processing/Food Safety degree program.
2. Continue recruiting efforts of traditional students with emphasis on expanding into northeastern Oklahoma and western Arkansas where major industry opportunities are located.
3. Develop strategies to increase recruitment of non-traditional students.
4. Fill the faculty vacancy during the 2018-2019 academic year.
5. Continue to work with the Department's Advisory Committee on keeping current with industry needs and demands.
6. Maintain and expand industry contacts through internships, the Department's Advisory Committee, field trips, and guest lecturers.
7. Explore the potential to incorporate greater emphasis on poultry processing into the curriculum to take advantage of the extreme demand for employment in the poultry industry.
8. Continue to stress and expand food safety in the curriculum to take advantage of the public and industry demand in that area.