



Name: Hilda A Pettit

Submission Date: 11/10/2014



Organization: Vacca Office of Student Services

Course Catalog Update

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Course Catalog Update Information:

STU0004

Reference Number: CCU007610

Date: 10-SEP-14

Level: 2.00 of 2.00

Currently On The Worklist Of: Joanne Arhar, jarhar

Owner: Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu

Basic Course Data		
Change type: Revise		
Faculty member submitting this proposal:		
Requested Effective Term: 201580		
Campus: Kent		
College: EH-Education, Health and Human Services		
Department: FLA-Foundations, Leadership and Administration		
Course Subject: HM-Hospitality Management		
New Course Subject:		
Course Number: 33029		
New Course Number:		
Course Title: CATERING AND BANQUET MANAGEMENT		
Title Abbreviation: CATER AND BANQUET MGMT		
Slash Course and Cross-list Information:		
Credit Hours		
Minimum Credit/Maximum Credit: 3 to 3		
Contact Hours: Lecture - Minimum Hours/Maximum Hours: 3 to 3		
Contact Hours: Lab - Minimum Hours/Maximum Hours:		
Contact Hours: Other - Minimum Hours/Maximum Hours:		
Attributes		
Is this course part of the LER, WIC or Diversity requirements: No		
If yes, course attributes: 1. 2. 3.		
Can this course be repeated for credit: No Repeat	Course Limit:	OR Maximum Hours:
Course Level: Undergraduate	Grade Rule: B-Standard letter	
Rationale for an IP grade request for this course (if applicable):		
Schedule Type(s): 1. LEC-Lecture 2. 3.		
Credit by Exam: N-Credit by exam-not approved		
Prerequisites & Descriptions		
Current Prerequisite/Corequisite/Catalog Description: Combines theoretical and practical applications of planning, merchandising, costing, producing and serving catered meals. Prerequisite: HM 33026.		
Catalog Description (edited): The course includes an in-depth analysis of all components of the catering profession including management, legal aspects, getting started in business, catering contracts, menu planning, beverage service, catering equipment, catering logistics, personnel, marketing, pricing, sanitation and safety practices, purchasing, accessory services, accounting and control practices.		
Prerequisites (edited): HM 33026		
Corequisites (edited):		
Registration is by special approval only: No		
Content Information		
Content Outline:		
Content Hours per Course Topic	Topic Description	
3	Introduction to off premise catering management	
6	Laws, location and concepts, menu	

	planning.
3	Beverage service and catering equipment
9	Logistics of off-premise catering
3	Meeting Matrix
6	The show and marketing
3	TIPS Training
6	Pricing the event
3	Menu design
3	Budgeting and accounting

[Display/Hide Delimited Course Outline](#)

Total Contact Hours: 45

Textbook(s) used in this course: Off-Premise Catering Management by Bill Hansen and Chris Thomas (John Wiley and Sons, 2004, New York)

Writing Expectations: Menu planning project for an off-site catering event

Instructor(s) expected to teach: Dr. Seon Jeong Lee, PhD and Chef Ed Hoegler Sr. MS., FMP

Instructor(s) contributing to content: Chef Ed Hoegler Sr. MS., FMP

Proposal Summary

Explain the purpose for this proposal:

The purpose of this proposal is to change this class to a 3-hour lecture only format and remove the lab. When the course was first established in the 1980s, the Hospitality Management (HM) curriculum had only one elective option with few opportunities for students to gain practical experience in the field. The number of HM courses has increased significantly with 18 different course options for professional electives. Many of the courses in the HM core and HM professional electives allow students to gain practical experience in the hospitality industry, and specifically in banquet operations. HM 33040 Convention Sales and Management and HM 43043 Hospitality Meetings Management are two examples. The other purposes of this proposal are to revise the course title to reflect the updated format and content and also to update course description, instructor information, writing expectations, textbook information, and course content.

Explain how this proposal affects program requirements and students in your unit:

A program revision is being done concurrently and the change in credits associated with this course will not impact program requirements because of other changes being made. Eliminating the lab will not impact the students because they will gain related skills and knowledge in other HM courses.

Explain how this proposal affects courses, program requirements and student in other units:

None.

Explain how this proposal affects enrollment and staffing:

None.

Units consulted (other departments, programs or campuses affected by the proposal):

None

Revisions made to form (if applicable):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Course Content | <input type="checkbox"/> Number |
| <input type="checkbox"/> Credit by Exam | <input type="checkbox"/> Prerequisites |
| <input checked="" type="checkbox"/> Credit Hours | <input type="checkbox"/> Schedule Type |
| <input type="checkbox"/> Cross-Listed / Slash | <input type="checkbox"/> Subject |
| <input checked="" type="checkbox"/> Description | <input checked="" type="checkbox"/> Title |
| <input type="checkbox"/> Diversity | <input checked="" type="checkbox"/> Title Abbreviation |
| <input type="checkbox"/> Grade Rule | <input type="checkbox"/> Writing-Intensive (WIC) |
| <input type="checkbox"/> Liberal Education Requirement (LER) | <input checked="" type="checkbox"/> Other |

Comments (500 Character Maximum):

NOTE: Please do not use the following restricted characters: (~ * / \ --)

Comments:

Date	User	Comment
10/29/2014	Swathi Ravichandran	Other revisions include updates to instructor and textbook information and writing expectations

History:

Date	User	Status
10/29/2014	Mark A Kretovics	Approved
10/29/2014	Swathi Ravichandran	Submitted