COLLEGE of SAN MATEO

This Annual update is due on March 25th of each year that your three year Program review and planning document is not due. Please email a copy of this to your Division dean, the VP of Instruction and the Academic Senate President.

1. What is the name of your Department and/or Division?

> Cosmetology Department, Business/Technology Division

2. List the names of everyone who participated in developing this annual update.

> Suzanne Russell
> John Sewart (analysis of Core Program and Student Success Indicators)

3. Based on the elements in your Annual Update Data Sheet (Provided by IRP to your dean) and goals stated in your most recent Program Review, please identify any key successes and challenges.

> For Academic years 2005-06, 2006-07, and 2007-08 the LOAD was 930, 1032, and 952 respectively which is significantly greater than both the college wide average and the efficiency target number. These LOAD statistics are detailed as follows:
>
> | College wide average LOAD | | Cosmetology Dept. LOAD | % greater than college wide * |
> |---|---|---|---|
> | 2005-06 | 503 | 930 | 85% |
> | 2006-07 | 492 | 1032 | 110% |
> | 2007-08 | 512 | 952 | 86% |
>
> * Due to recalculation of the four Cosmetology licensing classes from 9 units each to 10 units each, the LOAD percentage will increase by 11% if college LOAD remains the same. The changes in units for these courses are scheduled to begin with the publication of the *2009-10 Catalog*.

4. Are you on track for meeting the goals/targets that your program identified in its most recent Program Review? If not, please explain possible reasons why. If needed, update your goal/targets based on these reason.

Annual Goals as stated in Program Review 2007-08
- Implement computer-based mock state board exam
- Improve student retention
- Implement E-portfolio
- Improve curriculum

Each goal is addressed respectively:

Implementation of computer-based mock state board exam was postponed. The State Board of Barbering and Cosmetology will be changing the exam they currently administer to a standardized national exam. This change is scheduled to occur in May 2009. It was decided to delay our implementation of computer-based mock state board exam in order to correlate with the State Board licensing exam changes.

Annual goal as stated in 07-08 Program Review "Improve student retention" was met. For the Fall semesters 2005, 2006, and 2007 the retention percentages were respectively 83%, 90%, and 95%.

Implementation of E-portfolio did occur during the Fall 07 and Spring 08 semesters and was received with limited enthusiasm by Cosmetology students. During those semesters we received support from faculty involved with this project. Fall 08 and Spring 09 the facilities and services needed (computer lab and assistance for uploading to the web page) were not available. Lacking facilities and support, together with the very little buy-in from students, persuaded us to discontinue our participation in the E-portfolio project.

Improvement of curriculum is underway in several areas. An example of such improvement is the assignment of practical operations as deficiencies are recognized during the mock board exam. Based on individual performance, each student will be assigned specific areas in which to practice in order to be more successful when taking the state-licensing exam.

Long Term Goals as stated in Program Review 2007-08
- To Maintain the high standards established and successes earned by the Cosmetology Department since it's founding
- To bring out of hiatus the Esthetician licensing program

The Cosmetology Department continues to train students to obtain a cosmetology license and for entry-level jobs in the beauty industry. When seeking work, graduates of our program benefit from the reputation our Department maintains.

We would like to implement Esthetician licensing classes to coincide with the opening of the new cosmetology department in building 5NB in the Fall 2010.

5. Have you identified any new goals or projects for the program to focus on during this next year? Please explain (grants, stipends, initiatives, etc.)

Including an Apprenticeship component to the Cosmetology Program. During our Trade Advisory Board meeting on March 10, 2009, Board members all agreed that College of San Mateo would be an excellent institution to provide classroom training for cosmetology apprenticeships in the area. As prescribed by the California Board of Barbering and Cosmetology, this would include 39 hours of pre-apprenticeship training and 220 hours of classroom training during the apprentice's tenure in the two-year period of paid salon work. I plan to gather information and begin the process of adding an apprenticeship component into our program.

6. Are there any critical issues you expect to face in the coming year? How will you address those challenges?

A. Student behavioral issues seem to be escalating. Because of the intense contact (5 days a week, 8 hours a day for 13 to 14 months), the behavioral problems of students with poor interpersonal skills and/or emotional maturity deficits frequently distract them and their fellow students from our work. Continuity of leadership needed from faculty to deal with these issues is compromised by the staffing strategy we are required to implement (three part-time instructors for one class). Full-time faculty provide the consistency of discipline and direction needed to maintain healthy, productive learning environment under these circumstances.

B. Historically, difficult economic times, similar to what we are now experiencing result in increased enrollment in the cosmetology department. Unfortunately these circumstances also impose limits on the resources needed to accommodate the growing demand. Our challenge is to continue to find innovative ways to do more with less. Instituting the Apprenticeship program and holding night and Saturday Esthetic classes are examples of ways that we can meet this challenge.

7. Student Learning Outcome and Assessment focus for this year:

   a. Academic areas: Identify at least one course SLO in on which to focus. Describe the assessment strategies you will use and your method of reflection and documentation for this cycle.

> SLO #1 Demonstrate the ability to obtain 75% correct (passing grade) on the practical section of the State of California Bureau of Barbering and Cosmetology licensing-exam
>
> Department faculty will review and analyze data in quarterly reports issued by the State Board of Barbering and Cosmetology. These reports document exactly how many cosmetology students succeed in obtaining a passing grade in the practical portion of the state exam. The results will be discussed and adjustments made in curriculum as found necessary.

     b. Student services areas: TBD

> Dedicated time for counselor. We are currently working with Dean of Counseling to set a schedule for a counselor to come to the cosmetology department for meetings with students on site and to be available during orientation of new students.

8. SUMMARY OF RESOURCES NEEDED TO REACH PROGRAM ACTION STEPS *(Data resources: Educational Master Plan, GE-SLOs, SLOs; department records; Core Program and Student Success Indicators; previous Program Review and Planning reports)*

    a. In the matrices below, itemize the resources needed to reach program action steps and describe the expected outcomes for program improvement.* Specifically, describe the potential outcomes of receiving these resources and the programmatic impact if the requested resources cannot be granted.

    Note: Whenever possible, requests should stem from assessment of SLOs and the resulting program changes or plans. Ideally, SLOs are assessed, the assessments lead to planning, and the resources requested link directly to those plans.

Full-Time Faculty Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, briefly indicate how the requested resources will link to achieving department action steps based on SLO assessment.
2 Full-time faculty; 1 Replacement of retired faculty	Faculty member teaching entry level classes on post-retirement contract will have completed his contract by Fall 2010, leaving us without an instructor for the entry level classes. This is a crucial faculty position. Without a full-time faculty for this 10 unit course student success is compromised. COSM 712 and 722 are taught concurrently. Instructors of both classes should be full-time in order to provide the continuity required	The addition of a Full-time Faculty instead of Part-time Faculty will lead directly to improved student success as measured by State Board pass rates. This links directly to the Cosmetology Department's 1st SLO

	to effectively deliver basic concepts necessary to lay the foundation for success in advanced classes. If not granted: poor communication between adjunct faculty, less cohesive curriculum equals under-prepared students and less student success for completion of program, with lower likelihood of obtaining a license.
1 New position Full-time faculty	Fall 2010, we are scheduled to be in the new facility which includes a facial room that could accommodate, productively, an Esthetician licensing program. The Esthetician program is currently banked because the facial room in the existing facility is too small to allow for a productive class. The new facility will accommodate more students. This Esthetician licensing course is a natural fit in the Health and Wellness building. The course could be offered at night and on Saturdays allowing "career change" students to attend classes and community members to receive facial services during this time frame. If not granted: Students interested in participating in an Esthetician licensing program, will continue to be turned away. Community member clients will miss out on evening and Saturday appointments. The college general fund will not realize additional funds that could be generated.

Classified Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
	Input text here.	Input text here.

b. For instructional resources including equipment and materials, please list the exact items you want to acquire and the total costs, including tax, shipping, and handling. Include items used for <u>instruction</u> (such as computers, furniture for labs and centers) and all materials designed for use by students and instructors as a learning resource (such as lab equipment, books, CDs, technology-based materials, educational software, tests, non-printed materials). Add rows to the tables as necessary. If you have questions as to the specificity required, please consult with your division dean. Please list by priority.

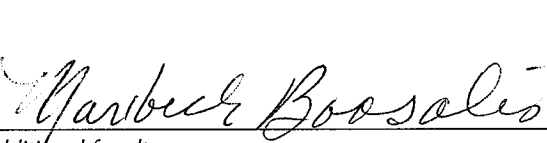| Resources Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
Item: FAX Machine Number: HP Officejet Pro L7680 All-in-One Vendor: HP Unit price: $399.99 Total Cost: $399.99 Status*: Replacement	If granted: Benefits will include reliable communication with: 1) State Board--to verify qualification for State licensing exam; 2) Vendors--in order to manage/expedite supply orders and student kit orders; 3) Student applicants--to receive and accept student applications Without benefit of new FAX machine the same unreliable functioning will continue to delay processes, and negatively impact department's efficiency in critical areas, such as those mentioned	Having reliable communication with State Board of Barbering and Cosmetology testing site is very important in accomplishing SLOs 1 & 2. Those SLOs are related to our students' success in obtaining a passing grade in the practical and written portions of the licensing exam

* Status = New, Upgrade, Replacement, Maintenance or Repair.

Resources Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
Item: Printer Number: Canon Image MF*180c Color Laser Flatbed All-In-One Vendor: Office Depot Unit price: $599.99 Total Cost: $599.99 Status*: Replacement	If granted: Will replace inoperable printer in Freshman Department Office. Without benefit of this printer faculty and staff will continue to transfer data to USB devices and print out at a different location. This is a most cumbersome operation wasting valuable time in the process of creating class materials.	

Resources Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
Item: Instructor Technology Bundle Option7: includes Course Management Guide CD Rom & Instructor Support slide CD Rom, Milady 3 DVD set **Number: ISBN 1428301941** **Vendor: Milady/Cengage Learning** **Unit price: 1204.50 + tax/shipping 107.03** **Total Cost: 1311.53** **Status*: New**	Milady is the text from which questions are extracted for the national written exam that is expected to start in May 09. With this technology the cosmetology faculty will be much better equipped to meet the challenge of preparing students for the change in state board written testing. Without benefit of this current technology faculty will not have the fundamental resources to train students adequately.	This request links directly to Program SLO 2; "Demonstrate the ability to obtain 75% correct (passing grade) on the written section of the State of California Board of Barbering and Cosmetology licensing exam"

Primary faculty contact _____ Date 3/24/09

Additional faculty _____ Date 3/24/09

Additional faculty _____ Date 3/24/09