

DEPARTMENT OR PROGRAM: Cosmetology Program

1. BRIEF DESCRIPTION OF PROGRAM:

The Cosmetology Program is a 13-month certificate program leading to licensure by the State of California Board of Barbering and Cosmetology. The training begins with two ten-unit courses, COSM 712 and COSM 722 in which students enroll concurrently. Upon successful completion of COSM 712 and COSM 722, students progress to COSM 732 and COSM 742 enrolling in one AX section, one summer section, and one A1 section of these courses until they accrue 1600 clock hours, obtain mandated hours of instruction in theoretical subjects and practical operations, and pass the mock board exam (75% correct). The completion of this course work and clock hours qualifies students to sit for the state exam and earn a Cosmetology License.

2. Based on data from *Core Program and Student Success Indicators* (provided by PRIE for programs offering courses), information you have collected about student users, data about the numbers of student users, results of student satisfaction surveys, and the goals stated in your most recent Program Review, please identify any key successes and challenges.

Goal #1, as stated in last program Review; continue to provide excellent training with the increase of our student population by 51%.

The LOAD for the Cosmetology program is 1156 for 2010-11, an increase from the 09/10 cycle of 109. And, when compared to 10/11 college LOAD averages of 576, is greater than this figure by slightly over 100%.

Goal #2, as stated in last Program review; improve the academic success of students. Our course completion is high but the students who are not native speakers are at a disadvantage, as reflected by the reports from State Board.

Student success indicator was the same as last 09/10 cycle of 81%. But, the pass rate of the written portion at the California State Board of Barbering and Cosmetology declined to 66% for the 10/11 academic year. This decline is likely to be a result of being understaffed with permanent instructors resulting in inconsistency in instruction. At the beginning of Spring 2012 semester, one full time faculty was hired and one additional part-time instructional aide was put in place. It is likely that State Board pass rate will increase with more continuity in the curriculum.

3. 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 reasons.

Goals as stated in 09/10 Program Review have been attained. Spring 12 semester, one full time faculty and one additional part time instructional aide were hired. We missed the target date of Fall 11 but are pleased to have these new faculty and staff join us in Spring 12 semester.

The Cosmetology department is currently utilizing 2 part time faculty and one full time faculty, on overload, to teach one of its four core classes. This is an improvement over last cycle but not ideal.

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

#1. To expand the storekeeper job to 12 month employee. Presently, the storekeeper position is an 11 month position.

#2. Introduce an intermediate class into the Cosmetology curriculum. This class would transition Cosmetology students that successfully complete COSM 712 and COSM 722 into the advanced classes, COSM 732 & 742.

The curriculum would consist of practical application on clients of those skill sets learned in the beginning classes, with emphasis on salon work practices, i.e. customer service, product knowledge, consultation and current salon techniques.

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

With the increase in student population and the much larger facility, the storekeeper's work load has increased beyond the limits of its 11- month assignment. The increase in work load has been precipitated by recent inspections by California State Board of Barbering and Cosmetology and Cal OSHA. The storekeeper also subs for the front desk position (office assistant II) and is responsible for the training of this position. Within the last five years, the office assistant II position has had a high turnover rate; with four people holding the position. The storekeeper has been filling in with every vacancy and trained and supported each new hire. We now have a permanent office assistant II who still needs mentoring and support on a daily basis. The storekeeper also has to fill in for breaks and lunches as back up. We have no other staff that is available to be responsible for the training and support of the office assistant position. The storekeeper has been assigned special projects on an as needed basis which includes the orientation process. Orientation of incoming students every semester requires a lot of time and effort and the office assistant and storekeeper support the instructor in charge. The storekeeper assists with all special projects and out reach assignments that Cosmetology does. Along with her extensive duties as storekeeper, her workload supports a 12 month position.

6. STUDENT LEARNING OUTCOMES (SLOs) AND ASSESSMENT FOCUS FOR THIS YEAR:

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

COSM 732/742 SLO# 1. Demonstrate the ability to obtain 75% correct (passing grade) on the practical section of the State Board of Barbering and Cosmetology licensing exam.

Assessment Strategy: Faculty of COSM 732 and 742 will analyze and evaluate quarterly reports issued by the State Board of Barbering and Cosmetology. The data in these reports record exact scores each student attains on the practical section of the licensing exam.

Recommendation/Action: Prior to graduation, each student is given a mock board exam as usual. Recently, Faculty have been analyzing these results and students are assigned extra operations to complete that correlate to their deficiencies as revealed in mock board. The assignments must be fulfilled prior to the student receiving their completion papers (making them eligible to sit for the state licensing exam). With the implementation of this action, there should be an improvement in the percentage of students who qualify to receive the Cosmetology license.

7. SUMMARY OF RESOURCES NEEDED TO REACH PROGRAM ACTION STEPS

(Data resources: Educational Master Plan, 2008 (EMP); Data Updates to EMP, 2011-12; Institutional Priorities, 2008-2011; 5 & 5 College Strategies; College Index, 2008/9-2011/12; GE-SLOs; SLOs; other institutional data; 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 (if applicable)	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.	Input text here.

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.

Storekeeper positions expanded to a 12-month assignment.	If granted, work load will be completed in a timely fashion If not granted, more overtime will have to be used.	
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- b. For instructional resources or program 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 (such as computers and furniture) and all materials designed for use by students and staff as resources (such as lab equipment, books, CDs, technology-based materials, educational software, tests, non-printed materials, etc). Add rows to the tables as necessary. If you have questions as to the specificity required, please consult with your 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: Input text here. Number: Input text here. Vendor: Input text here. Unit price: Input text here. Total Cost: Input text here. Status*: Input text here.	Input text here.	Input text here.

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

8. PROGRAM REVIEW PARTICIPANTS AND SIGNATURES

Date of this Annual Update for Program Review and Planning evaluation: 3/21/2012

Please list the department's Annual Update for Program Review and Planning report team as appropriate:

Primary program contact person: Becky Boosalis
Phone and email address: boosalisolem@smccd.edu 650-574-6616
Full-time faculty:
Part-time faculty:
Administrators:
Classified staff:
Students:

	
Primary Program Contact Person's Signature	Date
	
Full-time Faculty's Signature	Date
Part-time Faculty's Signature	Date
(as appropriate)	
Classified Staff Person's Signature	Date
(as appropriate)	
Student's Signature	Date
(as appropriate)	
Dean's Signature	Date