

DEPARTMENT OR PROGRAM: Cosmetology Department

DIVISION: Business/Technology

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 qualifies students to sit for the state exam and earn a Cosmetology License.

2. Based on the elements in your *Core Program and Student Success Indicators* (provided by PRIE for each program) 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%.

With our new larger facility it is possible to comfortably accommodate 44 full-time students in the beginning courses, COSM 712 and COSM 722. These large classes are currently taught by 1 faculty with the help of 1 instructional aide. The new state-of-the-art facility makes it more likely that students will succeed in the program. In the former facility, students shared workstations and we were generally overcrowded because of the high demand for our Program.

The LOAD for the Cosmetology Program is 1047 up from 08/09 when it was 978. This data reveals a productivity figure almost double—99%—compared to the state productivity figure of 525. And, when compared to College totals, 77% greater than the 590 LOAD indicator for 09/10.

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 declined from 89% in 08/09 to 80% in 09/10. This 80% figure matches exactly the pass rate, 80%, for the written portion of the State Licensing Exam (an average of the last 4 quarterly reports). One could extrapolate from this data the Cosmetology Program's course expectations and the State's evaluation standards are in exact alignment. The challenge is to raise the pass rate of our Program's graduates at the State-licensing exam.

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.

The last Program Review's goals as stated in number 2, were to be facilitated by the following actions steps:

1. Hire a Full-time Faculty member, to replace a recent retired faculty;
2. Hire an additional classified Cosmetology Aide.

As this report is being written, a hiring committee is engaged in the process of selecting the Full-time Faculty member. A hiring committee for a part-time Cosmetology

Aide will be formed within the next few months, with a target of having that position filled by Fall 2011.

With the additional faculty, to replace a Faculty retirement in Dec. 2010, and the addition of part-time Instructional Aide, the Program will be better staffed to reach the stated goals. Ideally there should be four (4) full-time Faculty, one for each of the 10 unit core licensing classes.

The Cosmetology Department has been utilizing part-time faculty for two (2) of the four (4) classes offered for Spring 2011 semester. This compromises the continuity of the curriculum and creates an environment conducive to disciplinary challenges. The Cosmetology Program offers a rigorous curriculum that requires daily communication and problem solving among faculty. When half of the team-teachers are part-timers, it is impossible to have the cohesive group that it takes to successfully negotiate the myriad issues that continue to arise.

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.).

It would be premature to identify additional goals at this time. When the new full-time Faculty and part-time Instructional Aide are in place, it will be more likely that the goals as state in question 2 will be attained.

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

The challenge is to integrate new Faculty and Staff with the current Faculty and Staff to make a cohesive team. In addition to the full-time Faculty and Instructional Aide that should be in place by Fall 2011, provided the selection

committee can select those individuals with the candidates that have applied, there is a position at the front desk (Administrative Assistant) that was recently vacated requiring a replacement for that position as well.

The hiring committees for these three (3) positions have the critical task of selecting the very best candidates for those positions.

6. Student learning outcomes (SLOs) and assessment focus for this year:

- a. Academic areas: 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 742/743: 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.

Assessment strategy: Faculty of COSM742 and 732 will analyze and evaluate quarterly reports issued by the State Board of Barbering and Cosmetology. The data in these reports records 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 before they receive completion paperwork (making them eligible to sit of the state licensing exam) that correlate to their deficiencies as revealed in the mock board. 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, Institutional Priorities, 2008-2011, College Index, 2009-2010, 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, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.
1 full-time faculty	<p>Maintain very good pass rate at State licensing exam while student population grows by 51%. Without a 4th Full-time Faculty (classes being taught by adjuncts) there will be less continuity in the curriculum, resulting in lower student success.</p> <p>Maintain good safety record in client based lab classes. With less cohesive supervision, there is more chance for accidents with</p>	Full-time faculty will improve continuity of the curriculum, leading to continued student success with the 51% larger student population

	<p>caustic chemicals, and increased liability risks to the College.</p> <p>Student behavioral issues will receive more immediate attention and lead to better learning environment for all. It has been our experience that adjunct faculty leave the discipline issues for the full-time faculty which results in problems left to accumulate. The result is a seriously compromised learning environment. Chaos ensues.</p>	
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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.
Part-time Instructional Aide hiring approved, screening committee soon to be formed. No more requests at this time.	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 instruction (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.
<p>ITEM: Milady 2012 Cosmetology Instructor Tech. Bundle Contains:</p> <ul style="list-style-type: none"> • 3 set DVD series for 2012 Cosmetology • Course Management Guide CD Rom • Instructor Support Slides CD Rom • Printed Course Management guide binder <p>NUMBER: 1133150624 VENDOR: Milady www.Milady.Cengage.com UNIT PRICE: \$1290.25 TOTAL COST: \$1421.80 STATUS: Upgrade</p>	<p>Fall 2011 Cosmetology students will be using an updated textbook. If this request is granted: With congruent reference materials, faculty can refer students to the exact locations of updated information; maximizing the absorption of vital information.</p> <p>If request for resource is not granted: Without congruent reference materials faculty cannot refer students to the exact locations of the updated information therefore, there is a reduction in the student's acquisition of useful professional details and students are distracted by non essential information.</p>	<p>Milady's Course Management Guide, which is on Board of Barbering and Cosmetology's list of approved teaching aids, is what we use to prepare students to pass the state board and transfer their learning into the professional arena.</p> <p>In the fall students in both COSM 732 and 742 will receive the most current edition of Milady's Standard Cosmetology. Our edition of Milady's is two-editions-old. Without the latest edition, staff will be unable to provide instruction that coincides with the information presented to students in their textbooks.</p> <p>Continuing to use the outdated course</p>

		management guide will put CCSM cosmetology students at a disadvantage by requiring them to spend time editing the material presented in class so that it matches what is in their textbooks
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**Status = New, Upgrade, Replacement, Maintenance or Repair.*

8. PROGRAM REVIEW PARTICIPANTS AND SIGNATURES

Date of this Annual Update for Program Review and Planning evaluation: 3/25/2011

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

Primary program contact person: Suzanne Russell
 Phone and email address: 650 574-6364, russells@smccd.edu
 Full-time faculty: Andria Nalls
 Part-time faculty:
 Administrators: Kathleen Ross
 Classified staff:
 Students:

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

