SKYLINE COLLEGE
ANNUAL PROGRAM PLANNING SELF-STUDY

*Note: To complete this form, **SAVE** it on your computer, then send to your Division Dean/VPI as an **ATTACHMENT on an e-mail message.***

Program Title: Cosmetology

Date Submitted: April 2013

Key Findings: Data from the Cosmetology Programs student success rates, student retention rates, class diversity, grade distribution, enrollment consistency, and California State Board of Barbering and Cosmetology written exam and clinical application pass rates indicate by all measures that the Student Learning Outcomes (SLO) were achieved during this five-year target period. There remain significant issues that the department must address to sustain quality education, program viability, and accommodating the needs of the community.

1. Planning Group Participants (include PT& FT faculty, staff, students, stakeholders)

List of names and positions:

Elizabeth Damonte - Program Coordinator
Laurie Biagi - Cosmetology Lead Professor
Regina Pelayo - Esthetics Lead Professor

2. Contact Person (include e-mail and telephone): Elizabeth Damonte (damontee@smccd.edu, 650-738-4421)

3. Program Information

A. Program Personnel

Identify the number of personnel (administrators, faculty, classified, volunteers, and student workers) in the program:

Administrator/Dean - Don Carlson
Faculty - Laurie Biagi; Regina Pelayo

FT Faculty:	2	**PT/OL Faculty (FTE):**	3 PT; 2 OL
FT Classified:	4	**PT Classified (FTE):**	2
Volunteers:	8 Short-Term & Sub	**Student Workers:**	2

B. Program Mission and Goals
State the goals/focus of the program and how the program contributes to the mission and priorities of the College and District. Address how the program meets the current year's strategic priorities. (200 word limit)

The Skyline College Cosmetology Program is designed to: provide current, State-mandated, quality, professional education and training for careers in the field of Cosmetology; to prepare students for State Licensing examinations in Cosmetology and Esthetics; to provide continuing and upgrade education and training for existing and practicing Cosmetologists and potential instructors of Cosmetology; to provide instruction to high school students and members of the community in the basic concepts of the industry to stimulate interest in career pursuit and general understanding.

The Cosmetology Programs provide affordable, accessible education and career pathways for high demand, lucrative professions in the Beauty Industry, at a state-of-the-art, modern facility for the Bay Area community.

These goals are in keeping with the College strategic priorities of providing superior vocational training and professional education to enhance employment opportunities to the local citizenry.

4. Program/Service Area: Student Learning Outcomes and Program Data

A. Summarize recent course and/or program SLO assessment, identify trends and discuss areas in need of improvement. Please attach summary Tracdat reports with assessment and analysis for SLOs evaluated during the year (prior to submission deadline of April 1st)
Tool: https://sanmateo.tracdat.com/tracdat/

Cosmetology courses during the 2010/11 and 2011/12 school years involve data from multiple sections of the same class. This subdivision of the curriculum, while initially conceived to improve FTE numbers, and the corresponding decrease in tenured faculty in the classroom (due to disability and retirement and no immediate permanent replacements) resulted in some degradation in SLO achievement. Replacement for these teaching positions was in the form of temporary, short-term employees, as reflected in our Program Personnel figures. The ability to teach comprehensive subject matter was restricted because the substitute teachers had limited classroom teaching experience, no professional development in teaching pedagogy, and were plugged into positions on an ad hoc basis. Our remaining tenured faculty professors became overloaded with teaching requirements and additional coordination requirements to assist in managing the temporary employees. After the first year under these conditions, some normalcy was regained. Hiring is in progress to replace these lost permanent instructors, and with it, SLO achievement and student success rates are expected to recover to previous high levels (consistently > 85%). Additionally, curriculum revisions are underway to revert back to the previous discrete course-per-subject area design (discussed further in Action Plan section).

B. Analyze evidence of Program performance. Review and analyze productivity, student characteristics and outcomes.
Tool: http://www.skylinecollege.edu/prie/programdata.php

The Cosmetology Program SLOs center on completion of the California State-mandated 1600-hour Cosmetology and 600-hour Esthetics training courses to prepare students for successfully passing the California State Board of Barbering and Cosmetology and Esthetics written examinations and applied clinical examinations for licensure. State Board performance data demonstrates Skyline Cosmetology and Esthetics students superior pass rates (85-97%) which far exceed the College goal of 75% or higher.

Holistic analysis of the academic process indicates that the previous Cosmetology Program curriculum design, coupled with recent College admissions and financial aid procedural changes, noted trends in educational challenges for Cosmetology students, and the decreased department instructional staffing, is more effective for our select student body. Therefore, we have initiated a change in the curriculum to be effective in Spring 2014, and are in the hiring process for two new permanent instructors and a permanent instructional aide. To address the educational challenges of our students, we have contracted to create a Cosmetology Student Handbook for Fall 2013 that should establish the structure necessary in the department and College to help remedy student behavior, discipline, and enforcement issues.

C. Explain how other information may impact the Program (examples are business and employment needs, new technology, new transfer requirements etc.)

Despite changes in the California State Board of Barbering and Cosmetology Examination to align with the national standards or for general purposes (e.g. changes in licensing requirements, change to manikin head practical testing, changes in Rules and Regulations and enforcement trends, etc.), the existing curriculum is comprehensive and rigorous enough to endure the changes in the external industry influences. The real challenge for the program is to retain its relevancy to the industry. The program curriculum has to be continuously updated to integrate the current trends and expose students to the changes in techniques, products, and supplies. Most importantly, we have to include the knowledge and skills, and instill the capabilities, for our students to gain and retain employment in the field of Cosmetology. In this regard, the Cosmetology Planning Group has pro-actively postured courses for the program to grow into by setting the conditions and resources to initiate these courses when the time is appropriate for the Department, College, and community. This is how the Skyline College Cosmetology Program will continue to be relevant and valuable to the Beauty Industry and the community we serve.

5. Curricular Offerings

Tools: CurricUNET http://www.curricunet.com/smcccd; https://sanmateo.tracdat.com/tracdat/

A. Program Curriculum and Courses. If your program does not offer curriculum please state "N/A".

Respond to the following:

- What new courses (excluding individual Selected Topics [665] topics and Experimental [680/880] courses) have you added to your program curriculum in the past academic year? List by Department, Course Number and Course Title.
- If you have not done so already, please email the TracDat Coordinator to request that these courses to be added to TracDat.
- Have you uploaded SLO's for your new courses in TracDat?
- Have you mapped course-level SLOs to PSLOs and ISLOs?
- Have you uploaded an assessment method (need not be specific) for each course?

The Cosmetology Externship course was added this past academic year, 2011-12, to the Cosmetology curriculum. This course is listed in the Cooperative Education Department as COOP 670-OV.

SLOs for this new course have not been developed because this is a pilot program under the supervision of the California State Board of Barbering and Cosmetology.

B. Identify Patterns of Curriculum Offerings

Respond to the following:

- What is the planning group's 2-year curriculum cycle of course offerings by certificates and degrees?
- What is the ideal curriculum cycle?
- Discuss any issues.

The planning group's 2-year curriculum cycle of course offerings by certificates is annually for Esthetics; COSM 775 and COSM 776 are offered successively each academic year. The curriculum cycle for Cosmetology is COSM 700 the first semester, followed in any order by the next semester or the summer session course work, depending on if the first semester in the program is Fall or Spring, i.e. Fall COSM 700; Spring COSM 740 A, B, Nails, C; COSM 740 Summer; OR Spring COSM 700; COSM 740 Summer; Fall COSM 740 A, B, Nails, C.

The ideal curriculum cycle for all of the course offerings in the Cosmetology Program is:
1. COSM 665 - Introduction to Cosmetology
2. COSM 700, 740 - Cosmetology Concepts and Practice
3. COOP 670 - Cosmetology Externship
4. COSM 775, 776 - Esthetics
5. COSM 750 - Cosmetology Brush Up
6. COSM 760 - Cosmetology Instructor Preparation

An identified issue with program graduates is the lack of post licensure educational opportunities. Cosmetology Planning Group considerations to address this shortcoming include: courses in New Trends, Advanced Esthetics, and Advanced Cosmetology Concepts; a Barbering cross-over course; and, an Entrepreneurship Satellite School.

6. Response to Previous Annual Program Plan & Review

List any recommendations for the program and your responses to these recommendations based on previous Annual Program Plan and/or CTE Professional Accreditation report.

The move to the new building and classroom facilities with state-of-the-art, modern equipment has been a huge success. The educational and healthful learning environment has improved significantly. The ongoing health and safety concerns have been eliminated.

The continued loss of permanent faculty and shuffling around of part time instructor aides to fill teaching roles, and back-filling aide positions with temporary employees to staff clinical operations has diminished the quality of the educational experienced and caused undue stress on the existing faculty and staff. The hiring process to fill three permanent faculty positions is the beginning to correcting the degradation in the department fabric. Appropriate orientation, training, and support by the College to the College and Department are key for the success of these new employees.

A comprehensive Standard Operating Procedure and Rules and Regulations for the Department that nests into the College system for both students and faculty/staff is essential for the development of a healthy organization that consistently promotes and fosters a respectful learning and working environment.

7. Action Plan

Provide your action plan based on the analysis and reflections provided in the previous sections. Note – resource requests should be connected to action plans.

Respond to the following:

- Describe data and assessment results for Program Student Learning Outcomes. Analyze and reflect on assessment results for Program Student Learning Outcomes and other measures of Program performance.
- Analyze and reflect on other evidence described in previous sections. Identify the next steps, including any planned changes to curriculum or pedagogy.
- Identify questions that will serve as a focus of inquiry for next year.

The Cosmetology curriculum reverts back to discrete, subject-based sections, i.e. COSM 700 Freshmen, COSM 710 Facials, COSM 720 Chemical, COSM 730 Nails, COSM 735 Summer, COSM 745 Seniors, in Spring 2014. This curriculum structure improves student educational continuity and course repeatability.

The hiring process is underway for three new permanent positions in the Department, to include a permanent, full time Coordinator/Instructor. The additional personnel, coupled with the streamlined curriculum structure and proposed Cosmetology Student Handbook, should improve the clarity of the Program goals, rules, and procedures and enhance communication and support throughout the organization.

Unambiguous delineation and transparent separation between the Cosmetology and Wellness Programs is essential for efficient communication, accurate accountability, and fair treatment within the Business Division, and the proposed future growth of both programs. The current status of Wellness "under" the Cosmetology "umbrella" does a disservice to all concerned.

The night Cosmetology Program should be reinstated to best serve our diverse community. However, consideration should be made to the completeness and stability of the teaching staff before taking on this additional scheduling and coordination requirement.

8. Resource Identification

A. Professional Development needs

A customer service orientation for staff professional development should be instituted at the earliest opportunity. Customer service and interpersonal relations within the staff and between the staff and faculty, students, and community they serve needs attention.

Institute a formal training and orientation program for new employees, especially new instructors and supervisors, to the College/Division/Department to prepare them for their instructor responsibilities and requirements. This will set them up for success in this complex academic environment and allow them to best serve our students immediately.

B. Office of Planning, Research & Institutional Effectiveness requests

Actions:

- List data requests for the Office of Planning, Research & Institutional Effectiveness.
- Explain how the requests will serve the Student/Program/Division/College needs.

Request English and math placement data for our students. This will allow us to tailor the curriculum and student services support structure for the projected class to better meet their academic needs.

Request California State Licensing Examination results data categorized by college student characteristics (ethnicity, age, gender, etc.). This will allow seamless alignment with the College data collection process and assist in the continued development of our program to meet the needs of our diverse student population and community.

Request a polling of our Cosmetology graduates to assess our success in preparing professionals for the Beauty Industry and career-related employment. This will allow us to adjust the curriculum to meet the evolving trends in the industry and the needs of our maturing community of learners.

C. Faculty and Staff hiring, Instructional Equipment and Facilities Requests
Complete the following table:

Annual Program Planning Resource Needs

Program Cosmetology **Date** April 2013

	What are the needs?	How does this request align with your assessment of student outcomes?	How does this request align with your action plan?	What is the estimated cost for facilities and equipment?
Personnel	1. 1 F/T Faculty to teach Intro to Cosmo (4 hrs/wk) & P/T evening cosmo (24 hrs/wk) 2. 1 F/T Instructional Aide 3.	Enables the Cosmetology Program to provide a comprehensive educational experience for prospective professionals and create an environment to achieve student learning outcomes and student success upon graduation.	Completely aligns with our action plan to meet the needs of our community.	
Equipment	1. Desk top computer 2. Printer 3. 4.		Completely aligns with our action plan to accommodate additional teach staff.	1. $600 - $800 2. $200 - $400
Facilities	1. None required 2. 3. 4.	N/A	N/A	N/A