

## 2018 Cosmetology Annual Program Plan

### COSM Cosmetology

#### I.A. Program Profile: Purpose

Describe the program(s) to be reviewed. What is the purpose of the program and how does it contribute to the mission of Skyline College?

#### **Narrative**

The Cosmetology program provides technical training for California state licensure as well as real world salon and spa experience. The Cosmetology department includes two programs, Cosmetology and Esthetics. The course sequence ranges from two to three semesters based on choice of program. These programs contribute to the mission of Skyline College by providing education to a diverse global community of future professionals. The Cosmetology programs provide open access to students and are structured to be affordable, accessible and timely. Students can expect to master skills required for an entry level position in the beauty industry.

**I.B. Program Planning Team**

Annual program planning is intended to be a collaborative process which promotes dialogue and reflection. Please identify all individuals who contributed to or shaped the narrative. Include names and the title or role of each person.

**Narrative**

Cassidy Ryan- Cosmetology Coordinator

Lynsey Hemstreet- Cosmetology Aide

Robyn Ledesma- Program Assistant

Carmen Richardson- Professor

Tammy Calderon- Professor

Regina Mitchell- Professor

## II.A. Analysis: Progress on Prior Program Objectives (Goals) and Activities

Describe the progress made on previously established program objectives (goals) including identification of achievements or areas in which further effort is needed. New programs which have not yet established CPR/APP objectives should discuss progress on program implementation or activities.

### Narrative

During the Comprehensive Program Review in spring of 2018 the Cosmetology department identified multiple areas for improvement that have seen improvement in the last year. Including:

**Outreach and Enrollment-** The department has focused on creating outreach events and focusing on reaching out to students early to discuss the path to success within our program. We have seen four large cohorts since beginning focused outreach and a large growth in students. Currently the Cosmetology and Esthetics courses within the department have 144 students compared to 92 in Spring of 2017.

**Encouraging Department growth-** The current Cosmetology program is extremely outdated. During our comprehensive program review process the need for a new curriculum became glaringly obvious. Since spring of 2017 the entire department has gone through a program overhaul including student and staff focus groups and advisory board feedback. As of Spring of 2018 we have completely re-written the Cosmetology course sequence to include a modernized offering and meet student learning outcomes we were struggling to meet prior. The program also offers more opportunities for students to enter the program earlier, continue with advance classes after completion or choose a specialty path within the industry. The new program will launch Fall 2018 and will cater to a diverse group of lifetime learners. We are expecting higher enrollment numbers from the launch. We have also updated our product lines including retail and back-bar to popular brands that include guest education.

The department continues to make strides towards a modernized program that can complement the beauty industry and create desirable graduates.

**II.B. Analysis: Program Environment**

Describe any recent external or internal changes impacting the program or which are expected to impact the program in the next year. Please include when the specified changes occurred or are expected to occur.

**Narrative**

The biggest change we plan to see impact from is the launch of the new curriculum. Continuing students will have to be brought up to speed to make the transition from current curriculum to the new curriculum. We will also be stretched extremely thin as far as staff is concerned. We have multiple part time positions that need to be full time to meet the growth of our programs as well as aides, and another faculty position.

**II.C. Analysis: Student Learning Outcomes (SLOs and PSLOs)**

(1) Instructional Programs Only: Describe what was learned from the assessment of course SLOs for the current and past year.

(2) Student Service Programs Only: If PSLOs are being assessed this year (3-year cycle), describe what was learned. If no assessment was done because this is an off-cycle year, please state that this item is not applicable.

**Narrative**

During the assessment of SLO's we discovered multiple areas students were excelling as well as areas students were not achieving benchmarks. We found students averaged well above the benchmarks we set in the first five core courses taught in the program, however we did notice negative results coming in the last 3 core courses of the program. We believe this is due to the scope of subjects taught in the later courses. These results are what prompted us to create the new curriculum to create a more balanced learning experience for the student.

### **III.A. Reflection: Considering Key Findings**

Consider the previous analysis of progress achieved, program environment, and course-level SLOs or PSLOs (if applicable). What are the key findings and/or conclusions drawn? Discuss how what was learned can be used to improve the program's effectiveness.

#### **Narrative**

The department has made some great progress in restructuring the curriculum, updating the retail and products offered, and assessing the courses. Some of the main key findings are:

- The need for additional staff and faculty. Our program has grown considerably and we expect it to keep growing. Our faculty is stretched very thin and we do not have the manpower available to cover our needs. Specifically, we are requesting to modify the store keeper and OA position from part time to full time, as well as hire another faculty to cover courses.
- In order to continue growing we will need to continue with outreach, we plan to work with workforce development to achieve this goal and create a pipeline from high school into the program.

### **III.B. Reflection: ISLOs**

If your program participated in assessment of ISLOs this year:

- (1) What are the findings and/or conclusions drawn?
- (2) Does the program intend to make any changes or investigate further based on the findings? If so, briefly describe what the program intends to do.

#### **Narrative**

The program did not participate in ISLO assessment this year.

#### **IV.A. Strategy for Program Enhancement: Continuation/Modification**

Indicate whether the program is continuing implementation of the last CPR strategy or revising the strategy. Please describe the modifications if revisions are intended.

Note: Any new strategies should be linked to Institutional Goals through creation of objectives in the next section. If the program has not yet participated in comprehensive program review, an annual or multi-year strategy can be defined in this item.

##### **Narrative**

The program is continuing with the strategy laid out in the previous CPR. We will be launching the new curriculum and assessing all courses for the first three years. We also plan to move forward with the development of new programs like Barbering and cross over courses for Cosmetology and Esthetics. We have also spent time utilizing professional development opportunities to help our instructors launch their new courses confidently.



#### **IV.B. Strategy for Program Enhancement: Action Plan and Resource Requests**

Based on the most recent CPR and any desired modifications, develop an annual action plan with related resource requests. No narrative response will be entered in this section, but the objectives you create will be printed automatically in the APP report under this item.

(1) To begin, click on PLANNING at the top of the page, then CREATE A NEW OBJECTIVE. To view previously created objectives, click PLANNING at the top of the page, then VIEW MY OBJECTIVE.

(2) IMPORTANT! Make sure to associate each objective to this standard in the APP. Need help? Contact the PRIE Office for further instructions. Institutional Goals.

#### **Narrative**

<b>Associated Objectives</b>
 <a href="#">542-Create Barbering and Crossover programs</a>
 <a href="#">611-Department Equipment</a>
 <a href="#">629-Fill Adjunct Pool</a>
 <a href="#">541-Fill staff and faculty voids</a>
 <a href="#">614-Esthetics Instructional Equipment</a>
 <a href="#">Budget and Objectives of Cosmetology Department</a>

# Objectives of Cosmetology Department

Planning Year: 2018-2019

Planning Year: 2018-2019

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Unit Code	Planning Unit	Unit Manager
2411COSM01	Cosmetology	Ryan, Cassidy

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**Objective Status: New/In Progress**

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541	Fill staff and faculty voids  As mentioned in the key findings we are in desperate need of additional staff specifically full time storekeeper, full time OA, and Full time instructional Aide. The storekeeper and OA positions are currently part-time. Extra staff would assist with front desk coverage, and student dispensary with a growing student body.
542	Create Barbering and Crossover programs  The department will begin the process of hosting an advisory board and hiring a content expert in order to begin the writing process of the barbering and crossover programs. We expect the barbering program to nearly double the size of our department.
611	Department Equipment  Replace and repair broken equipment. Requesting a portable LCD and screen for classrooms to use.
629	Fill Adjunct Pool  Fill adjunct pool for all programs in the Cosmetology/Wellness Department.
645	Esthetics Instructional Equipment  Need 3 Microdemabrasion Units for the Esthetics courses which are consistently waitlisted. We are in need of machines to properly teach this state board required procedure. Currently we have 15.

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