

## 2018-19 Cosmetology Annual Program Plan

### 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Encouraging Department growth- The current Cosmetology program is extremely outdated.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 challenge has been that the Faculty COOP Coordinator has been on medical leave in Fall 2018 and Spring 2019. Mike Fitzgerald is subbing for Steve Cooney's COOP classes and his 20% Coordination. He has done a very good job in coordinating the program and keeping it going. We hired Jose Cartagena as a part-time OAll and he is doing a great job keeping COOP processes and outreach going.

The COOP Department will be participating in redesign meetings working with Andrea Vizenor and Career and Workforce Development in Fall 2019.

**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. Need help? Contact the PRIE Office for further instructions.

#### **Narrative**

See Planning Module.

#### **Associated Objectives**

[822-Department Equipment](#)

[821-Fill staff and faculty voids](#)

[820-Launch Barbering Program](#)

[819-Marketing and Outreach](#)

#### **Enhanced Budget with Objectives and Tasks**

[Enhanced Budget with Objectives of Cosmetology unit](#)