Skyline College
Cosmetology Department
Program Review
Executive Summary

Short Summary of Findings

The Cosmetology department continues to keep with the mission and goals of the San Mateo Community College District by responding to the needs of the community from which our students emerge. Learner-centered education in a learner-centered environment continues to be the goal of the department. Training continues to be employment-oriented, current and appropriate for the diverse group of students enrolled in the program. After completion of the specific courses (cosmetology – 1600 hours; and esthetics – 600 hours) students are prepared for examination by the Board of Barbering and Cosmetology with a 85-95 percent passing rate. The cosmetology courses at Skyline serve the community by offering day and evening classes. The program continues to display outstanding student success and excellent retention rates over the past twenty-five years.

Three Strengths of the Program

- One of the department's largest strengths is its retention statistics that continues from year to year. Courses are based on student needs as well as the needs of the beauty industry. The department's ongoing goal is to provide all facets of training, both theoretical and practical to ensure success of the students who finish the program.

- We continue to enjoy continuous support for our programs through our unique advisory board who are selected from the beauty industry in the areas of owning and/or managing their own salons. The board members continue to supply the cosmetology students with educational expertise, donated supplies and most importantly job opportunities within their businesses.

- The Skyline instructors are the highest ranking employees of all the surrounding colleges and private beauty schools. Instructors continue to teach students through a well-balanced educational program. All instructors consistently attend outside classes, seminars and trade shows to keep current with rapidly changing trends in the beauty industry.

Three Suggestions for Improvement

- The impending move to building 4 – with high- tech, "smart" classrooms will alleviate the disastrous conditions of our existing classrooms at Pacific Heights. We have endured over the past few years deplorable and unacceptable conditions in the "swing space" of Pacific Heights. There are continuing safety issues relating to the health of staff and students. Leaking roofs and moldy conditions exist although many efforts have been made by maintenance staff on campus to alleviate the problems. The department is scheduled to move prior to summer classes and the existing problems will continue until the move happens.

- Cosmetology Department has undergone a tremendous loss of staff over the past several years with replacement in the form of temporary, short-term employees. There are a number of health issues that continue to hamper the ability of staff to teach at their full capacity. Without consistent and healthy aides to assist in monitoring and interacting with students, the risk of injury and unlearned subjects is extremely high. Instructors are overloaded with extra teaching assignments because of lack of adequate personnel to take on the extra classes that need to be added. Additional faculty and staff are needed to meet the growing needs of the growing cosmetology program.

Full-Time Faculty Signatures

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**Submitted on:** Highlight this text & type in date

- Space continues to be our top priority. Our existing facility is sorely inadequate. Although the department will be relocated to the new building at the end of spring semester 2011, it is expected that high standards of training will still be executed by existing staff to continue the reputation of "5-Star" training that we now enjoy.

Full-Time Faculty Signatures

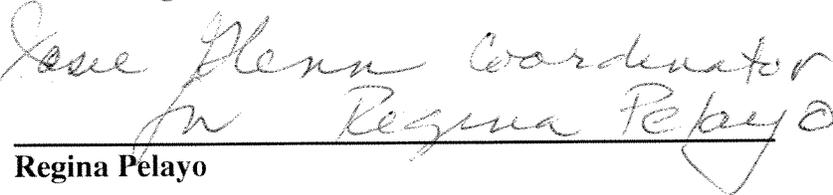|		
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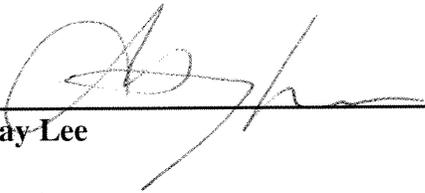**Submitted on:** Highlight this text & type in date
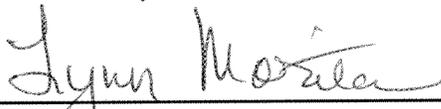
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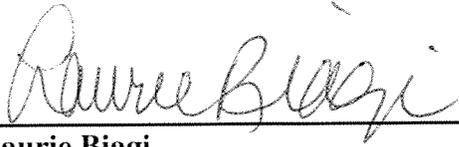
Laurie Biagi

Regina Pelayo

May Lee

Lynn Morita

Submitted on : March 30, 2011

SKYLINE COLLEGE
PROGRAM REVIEW SELF STUDY

PART A: Mission Effectiveness

Overview

1. State the goals/ focus of this program and how the program contributes to the mission and priorities of the College and District.

Cosmetology department continues to keep with the mission and goals of the San Mateo Community College District by responding to the needs of the community from which our students emerge from. We continue to provide a learner-centered environment that enables our students to realize their individual potentials. Students are prepared for professional careers in the field of cosmetology through the California Board of Barbering and Cosmetology licensing department. Students continue to be trained to demonstrate skill mastery in cosmetology related activities and are taught to demonstrate analytical thinking in all pertinent classes in the program. Additional courses are offered for instructor preparation, introduction to cosmetology, esthetician training, advanced cosmetology concepts, brush-up classes, and Spa technician training. Transfer options are available with an Associate in Science Degree with cosmetology major upon completion of the program.

2. Discuss how this program coordinates, impacts, and/or interacts with other programs in the College.

Cosmetology students participate in college activities through its 100% club membership while fund-raising for specific outside training activities. They provide make-up and hair designs working with student production teams for Skyline, CSM and Canada College fashion departments. Services are provided to the parents of the Child Development Center. Students interact with city of South San Francisco, the local fire and police departments and various feeder high schools in the area. Cosmetology students participate in a number of campus events such as providing hand massages for the annual health fair on campus. A large number of career workshops are provided which bring community businesses onto the campus to create job opportunities for cosmetology students.

3. Explain how this program meets the needs of our diverse community.

Skyline cosmetology places no restrictions in enrollment that would negate any student from being a part of our diverse and culturally-rich population. We are totally committed to providing quality education for all students regardless of level of academic preparation, socio-economic status, cultural, religious or ethnic background or disability. Students serve clients in the salon from an equally diverse community as a regular key portion of their training. The program continues to display outstanding student success and retention rates as well as Board of Barbering and Cosmetology licenses obtained by cosmetology and esthetician students.

4. If the program has completed a previous self-study, evaluate the progress made toward previous goals.

Cosmetology goals continue to be student centered. Our most important factor continues to be success and well-being of our cosmetology students. Training continues to be current and appropriate for the diverse group of students attending our day and evening programs.

During the spring 2005 semester prior to submitting the self-study and program review, the cosmetology department was presented with two options: (1) Swing to Pacific Heights building and move from there back to a "remodeled, retrofitted" space in building 8 with no chance for increased space or future expansion; or (2) swing to Pacific Heights with an opportunity for a brand new facility built with money from a bond supplemented by college money. Choice (2) was chosen, and endured many safety and health issues for the last five (5) years at Pacific Heights. The Pacific Heights "swing space" did not meet the needs of our department and the upcoming move to a new facility in the brand new building will be extremely welcomed by students, staff and clients.

PART B: Student Learning Programs and Services

Overview

1. If the program utilizes advisory boards and/or professional organizations, describe their roles.

The cosmetology department continues to enjoy a unique relationship with its advisory board members who have been carefully chosen from the industry itself. They regularly interact with student body in providing them with rich expertise garnered from their years of experience in the field. They continue to share knowledge and techniques of the trade to students while providing staff with guidance on cutting edge technology in the field, identifying future trends and evaluating present trends taught to students. The advisory board is key in keeping the staff abreast of rapid changes in the field of cosmetology. The board members are a viable strong force for our program. Graduating students are constantly sought out by board members to fill positions within their salons.

Curriculum

1. Describe how the courses offered in the program meet the needs of the discipline(s) and the students. (This may be answered through descriptive narrative evaluation or quantitative research).

Re-did curriculum to meet needs of students. Freshman section now 16 weeks. Application of intense subject matter needed more practice time. Students were not ready for client base.

2. State how the program has remained current in the discipline(s).

Starting apprenticeship program with salon owners for future interaction employment needs of student environment. Added 6 hours option for students that need to go to work earlier; take care of children; self study time; homework time; catch-up on extra curriculum stuff; club duties; commuting issues - Bart, driving from San Jose, El Cerrito, Oakland, etc.

3. If the student population has changed, state how the program is addressing these changes.

Skyline cosmetology student population remains the same. The diversity mix is pretty constant.

4. All courses in this program should be reviewed for currency and modified every six years. If this has not occurred, please list the courses and explain.

Our courses are uniquely geared toward the requirements of the California Board of Barbering and Cosmetology so that students become licensed cosmetologists and estheticians. Mandatory requirements for becoming licensed are satisfactorily met by cosmetology applicants as reflected in the continuous rate of success in passing the exams given by the Board.

5. *If external accreditation or certification is required, please state the certifying agency and status of the program.*

The Board of Barbering & Cosmetology of the Department of Consumer Affairs regulate the professions of barbering, cosmetology (including skin & nail care) and electrology in California. Anyone who provides the following services for compensation must be licensed by the Board: hairdressing and styling, haircutting, manicuring, removing unwanted hair, skin care, or applying cosmetics. In order to qualify to take the examination, individuals must complete 1600 hours (cosmetology) or 600 hours (esthetician) of course work and practical training.

Skyline cosmetology students consistently pass these rigorous exams at a rate of better than 85 percent.

Student Learning Outcomes & Assessment

1. *Where on the continuum do you believe your department is on the SLOAC Initiative?*

Emergents	Novices	Practitioners	Mentors
• Learning and discovering • Gathering information • Attending workshops	• Beginning a dialogue • Drafting SLOs • Drafting assessment plans • Taking inventory of assessments • Creating instruments for assessment	• Engaging in widespread dialogue • Implementing assessment plans • Refining SLOs • Reviewing outcome data and discussing implications	• Facilitating discussions and generating new dialogue • Conducting workshops • Lending assistance

Mark an X on the continuum and briefly comment.

| Emergents | Novices | Practitioners | Mentors |
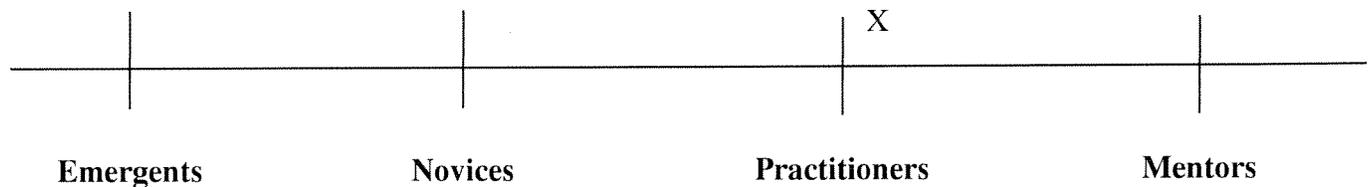
2. *Highlight any major findings and resulting course or program modifications.*

Our passing scores for Board of Barbering & Cosmetology have dropped 10% (see attchment 2).

3. *What additional resources are needed to implement the plan?*

We need additional instructors to provide students extra review prior to going for licensing.

PART C: Resources

Faculty and Staff

1. *List major development activities completed by faculty and staff in this program in the last six years and state what development is needed or proposed by faculty in this program.*

Skyline Cosmetology instructors continue to actively participate in outreach activities involving senior centers and feeder high schools. In addition, instructors participate in many outreach activities at career day events in high schools, on campus and become involved in other events outlining the importance of pursuing a career as well as having the opportunity to matriculate onto a 4-year college. The cosmetology program offers other programs such as the Spa Technician classes, wellness courses, advanced cosmetology courses geared toward updating and expanding the knowledge and skills of licensed cosmetologists and students.

Skyline Cosmetology students regularly enter and win competitions at trade shows and within the last six (6) years many trophies were won in the area of make-up, hair styling and nail art.

Instructors attend many trade and technical shows held throughout California and as far away as Nevada on a continuing basis.

2. *Describe the orientation process for new faculty and staff (include student workers such as tutors and aides).*

Training for new faculty and staff has been sporatic or minimally performed. Instructors are encouraged to attend the ongoing instructor preparation classes where department teaching methods are routinely reviewed. In addition, the instructor preparation classes are not offered at any other instutition of cosmetology at this time.

3. *If recruitment of new and/or diverse faculty is needed, suggest recruitment techniques.*

The cosmetology program is sorely in need of new faculty to replace those who have retired or are planning retirement in the near future. A viable recruitment technique that we use taps into the pool of teacher trainees after attending classes at Skyline.

Facilities, Equipment, Materials and Maintenance

1. *Discuss the effectiveness of the facilities, equipment, equipment maintenance, and materials for the program to meet its goals and focus. Include if they impact success and if they are accessible to all students.*

There is continuous growth in the cosmetology program and as the trend continues, the job market will flourish through the 22nd century. New courses are being added on a regular basis. The evening cosmetology and esthetics programs have created a space problem in our existing Pacific Heights "swing" space. Cosmetology has literally outgrown the Pacific Heights "swing" facility. All attempts at remodeling and improving air quality and eliminating moldy conditions has not happened in spite of the numerous complaints from students and staff of health issues related to the facility. The cleanliness of the department is questionable as funds dry up for maintaining an adequate cleaning crew. The appearance and deplorable state of the educational facility has had a tremendous negative effect on the

success of the cosmetology students, staff and clients. However, the proposed move to the new facility is still a few months away.

2. *List projected needs.*

The upcoming move to the new building will definitely alleviate some of the problems identified above. The addition of "smart" classrooms, automated time and attendence system for students and airy, open spaces will definitely improve morale across the board.

3. *Describe the use of technology in the program and discuss if technology is current and comparable to other college and business or industry.*

Little or no state of the art technology is used in the existing facility. Therefore, it is not current and not comparable to other colleges or businesses.

4. *If appropriate, describe the support the program receives from industry. If the support is not adequate, what is necessary to improve that support?*

Skyline Cosmetology "industry" is currently the Advisory Board members who provide products, technical knowledge and some funding.

Budget Request

1. *What resources (staff, facilities, equipment and/or supplies) will be needed in the next six years?*

If the cosmetology/esthetics programs are to expand as it is expected, at least two (2) more certificated staff will be needed and at least three (3) instructor aides. When the program moves to the new building, we will have adequate space for expansion. For the next few months, conditions will probably not change. There continues to be a ventilation problem in Pacific Heights "swing" building. The ceilings continue to leak with rusted tiles falling from the ceiling. Repairs have been inadequate for many months. There is a continuous bad smell in the bathrooms and no amount of repairs seem to fix the problems.

2. *If appropriate, discuss methods the program could share resources with other programs in the College and District.*

Not appropriate at this time.

PART D: Leadership and Governance

1. *What leadership roles do the faculty and staff of your program hold in the college?*

The cosmetology programs are either full time (8 hours per day; 5 days per week) or part-time (4 hours per evening; 4 days per week and all day Saturday). There is a very limited amount of time available for staff to participate in leadership roles at Skyline College.

2. *How do the faculty and staff in your program participate in the governance processes of the college/district?*

Regina Pelayo - SLOAC
Laurie Biagi - PEDAC
Lynn Morita - Academic Senate
Josie Glenn - Health & Safety
Nancy Lam - Classified Council, Secretary 2010-2011

3. *How do the faculty and staff in your program exercise initiative/leadership in improving practices and services related to the program?*

Develop new curriculum - Intro to Cosm; 6 hour program; Cosm program; Teacher Trainee; Apprenticeship program

Fashion shows; community centers; school productions

PART E: Action Plan

1. Describe the program's plan for addressing areas of improvement.

The cosmetology program will wait for the move to the new facility. That's when we can expect improvement to take place. After the move to the new building we will re-connect with campus activities; library; student center; bookstore; and our students servicing student body and staff.

Cosmetology Department Student Characteristics
2005/06 through 2009/10

Unique Headcount by Term

FA05	FA06	FA07	FA08	FA09	SP06	SP07	SP08	SP09	SP10	SU05	SU06	SU07	SU08	SU09
192	151	153	208	252	143	126	131	223	205	107	83	91	109	123

Unique Headcount by Gender

	2005/06		2006/07		2007/08		2008/09		2009/10		Change 08/09-09/10	5 Year Row Total & Average	
Female	211	91%	174	91%	206	92%	322	88%	355	91%	10%	1,268	90%
Male	17	8%	15	8%	15	7%	31	10%	35	7%	13%	113	8%
Unreported	4	2%	1	1%	2	1%	9	3%	8	2%	-11%	24	2%
Column Total	232	100%	190	100%	223	100%	362	100%	398	100%	10%	1,405	100%

Unique Headcount by Ethnicity

	2005/06		2006/07		2007/08		2008/09		2009/10		Change 08/09-09/10	5 Year Row Total & Average	
African American	9	4%	8	4%	5	2%	16	6%	23	7%	44%	61	5%
Asian	42	17%	34	17%	53	19%	83	23%	81	23%	-2%	293	21%
Filipino	19	8%	17	10%	17	10%	39	11%	31	9%	-21%	123	10%
Hispanic	44	19%	49	23%	60	29%	87	24%	77	16%	-11%	317	22%
White	79	34%	62	33%	60	24%	85	20%	118	28%	39%	404	27%
Other	21	10%	12	6%	6	3%	4	1%	4	0%	0%	47	3%
Unknown	18	9%	8	5%	25	13%	48	16%	65	17%	35%	164	13%
Column Total	232	100%	190	100%	226	100%	362	100%	399	100%	10%	1,409	100%

Unqiue Headcount by Age

	2005/06		2006/07		2007/08		2008/09		2009/10		Change 08/09-09/10	5 Year Row Total & Average	
Under 18	4	2%	3	1%	2	1%	40	11%	18	5%	-55%	67	5%
Age 18-22	92	42%	83	47%	87	46%	112	41%	125	41%	12%	499	43%
Age 23-28	65	29%	56	30%	67	31%	73	20%	78	21%	7%	339	25%
Age 29-39	51	18%	39	17%	42	13%	62	16%	83	18%	34%	277	17%
Age 40-49	18	6%	12	3%	20	4%	42	7%	55	9%	31%	147	7%
Age 50-59	9	3%	6	2%	14	5%	34	4%	36	4%	6%	99	4%
Age 60+	1	0%	1	0%	1	0%	8	0%	12	2%	50%	23	1%
Column Total	240	100%	200	100%	233	100%	371	100%	407	100%	10%	1,451	100%

Source: SMCCCD Data Warehouse

*Note: Counts and percents are based on census figures.
**Note: The variations in total numbers each year within the demographic segments are due to missing data points, and, in the
case of age, also due to students crossing a category threshold during a year (18-22 in Fall, 23-28 in Spring).

Unique Headcount by Status

	2005/06		2006/07		2007/08		2008/09		2009/10		Change 08/09-09/10	5 Year Row Total & Average	
Continuing	190	79%	154	78%	173	70%	211	59%	270	67%	28%	998	68%
Currently K-12							43	12%	17	4%	-60%	60	4%
First-Time	36	9%	22	8%	21	8%	36	9%	24	6%	-33%	139	8%
First-Time Transfer	21	5%	18	6%	34	15%	47	12%	55	13%	17%	175	11%
Returning	21	4%	24	6%	37	5%	52	5%	51	6%	-2%	185	5%
Returning Transfer	12	2%	14	2%	13	2%	30	3%	41	4%	37%	110	3%
Column Total	**280**	**100%**	**232**	**100%**	**278**	**100%**	**419**	**100%**	**458**	**100%**	**9%**	**1,667**	**100%**

Unique Headcount by Course-Taking Pattern (Fall and Spring only)

	2005/06		2006/07		2007/08		2008/09		2009/10		Change 08/09-09/10	5 Year Row Total & Average	
Day	133	58%	109	62%	100	50%	162	51%	162	52%	0%	666	53%
Day and Evening	6	1%	2	1%	18	5%	19	4%	7	1%	-63%	52	2%
Evening	101	41%	81	38%	124	45%	204	45%	244	47%	20%	754	44%
Column Total	**240**	**100%**	**192**	**100%**	**242**	**100%**	**385**	**100%**	**413**	**100%**	**7%**	**1,472**	**100%**

Unique Headcount by Educational Goal

	2005/06		2006/07		2007/08		2008/09		2009/10		Change 08/09-09/10	5 Year Row Total & Average	
Transfer	70	26%	86	40%	55	25%	52	17%	72	18%	38%	335	23%
AA/AS w/o Transfer	15	6%	16	8%	17	7%	18	3%	20	4%	11%	86	5%
Certificate w/o Transfer	71	30%	34	19%	43	21%	48	17%	51	17%	6%	247	20%
Acquire/Update Job Skills	61	24%	48	20%	38	14%	59	12%	70	15%	19%	276	16%
Complete HS Credits	1	0%	1	1%			40	11%	13	3%	-68%	55	4%
Educational Development	10	4%	5	1%	9	3%	32	5%	27	5%	-16%	83	4%
Formulate Career Plans/Gc					5	2%	9	2%	11	2%	22%	25	2%
Improve Basic Skills					2	0%	10	1%	8	1%	-20%	20	1%
Maintain Certificate/License	4	1%	1	1%	22	10%	41	13%	48	17%	17%	116	10%
Undecided/Unreported	27	10%	23	11%	51	19%	61	18%	82	18%	34%	244	16%
Column Total	**259**	**100%**	**214**	**100%**	**242**	**100%**	**370**	**100%**	**402**	**100%**	**9%**	**1,487**	**100%**

Source: SMCCCD Data Warehouse

*Note: Counts and percents are based on census figures for summer, fall and spring.
**Note: The variations in total numbers each year within the Status, Course-Taking, and Educational Goal tables are due to missing data points and also due to students changing Status, Pattern, or Educational Goal wtihin a given year - e.g. "First Time Student" in Fall and "Continuing Student" in Spring.

Unique Headcount by Gender
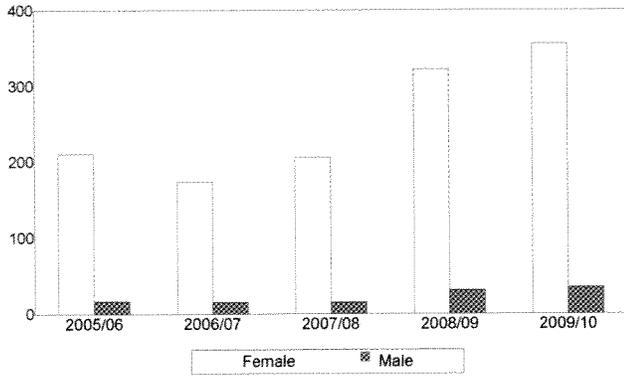
Unique Headcount by Ethnicity
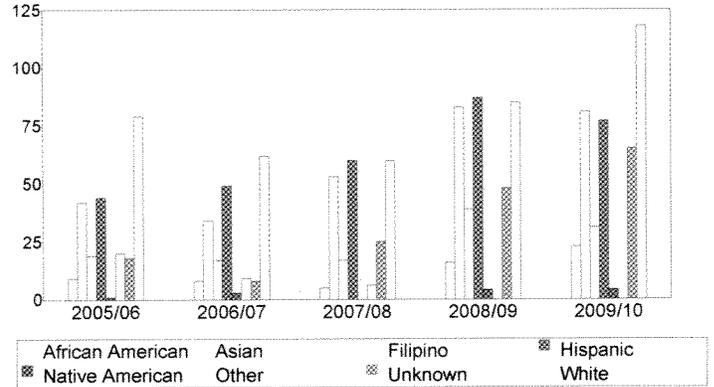
Unique Headcount by Student Age
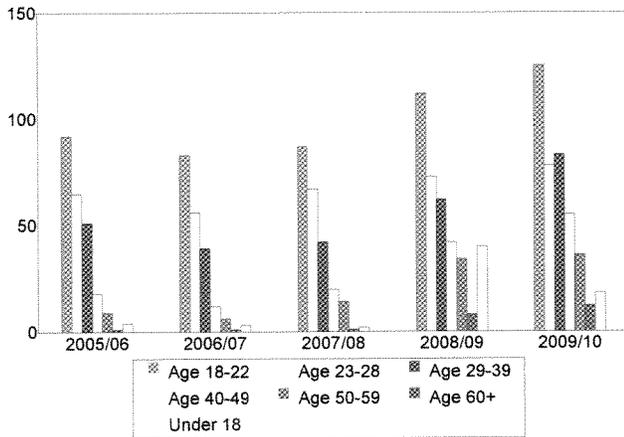
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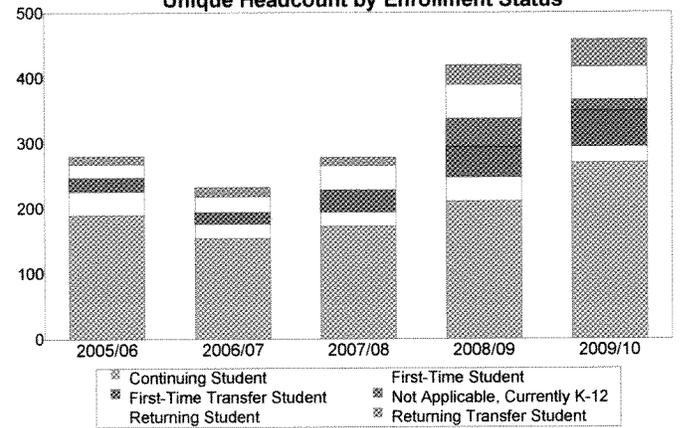
Unique Headcount by Course-Taking Pattern
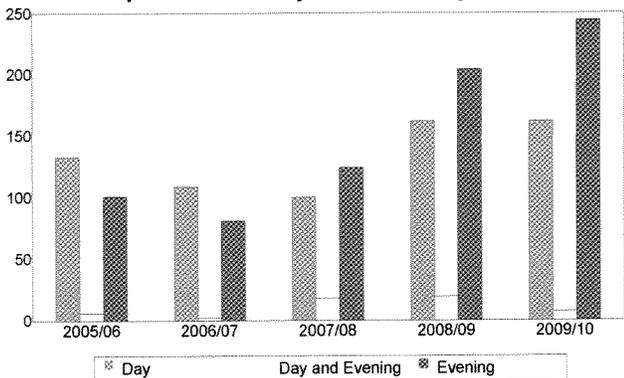
Source: SMCCCD Data Warehouse

Unique Headcount by Educational Goal
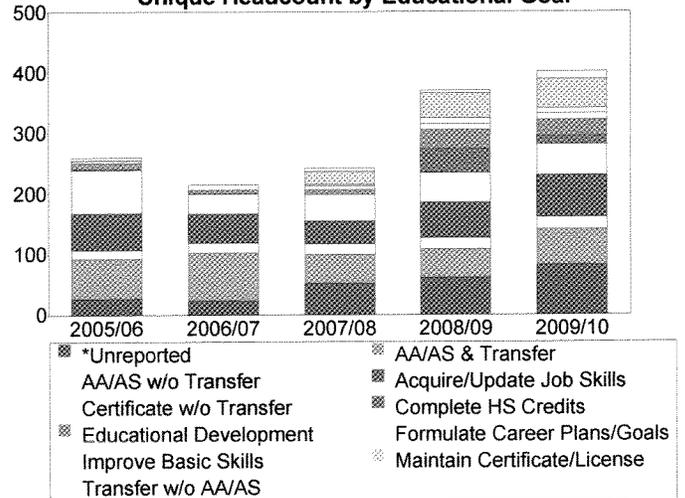
Department Fill Rates by Term

Fill Rates

| Fall 2005 | Fall 2006 | Fall 2007 | Fall 2008 | Fall 2009 |

81% 62% 29% 55% 62%

Fill Rates

| Spring 2006 | Spring 2007 | Spring 2008 | Spring 2009 | Spring 2010 |

77% 61% 20% 58% 87%

Fill Rates

| Summer 2005 | Summer 2006 | Summer 2007 | Summer 2008 | Summer 2009 |

73% 54% 55% 64% 79%
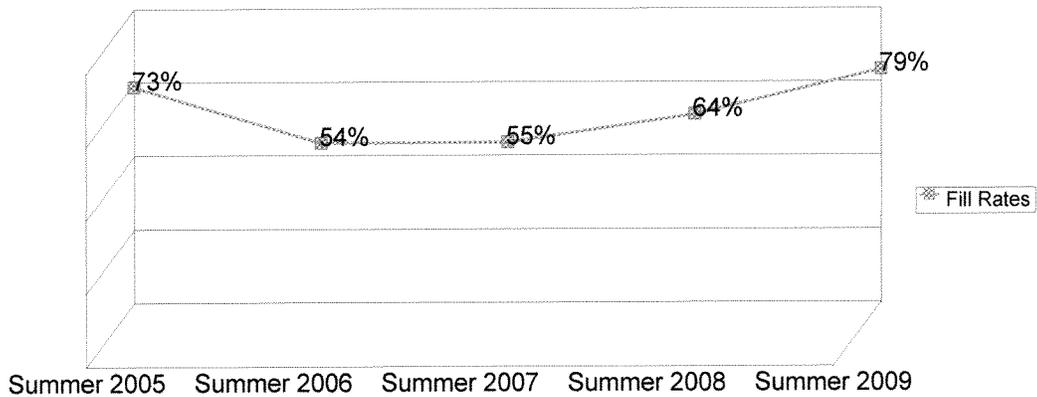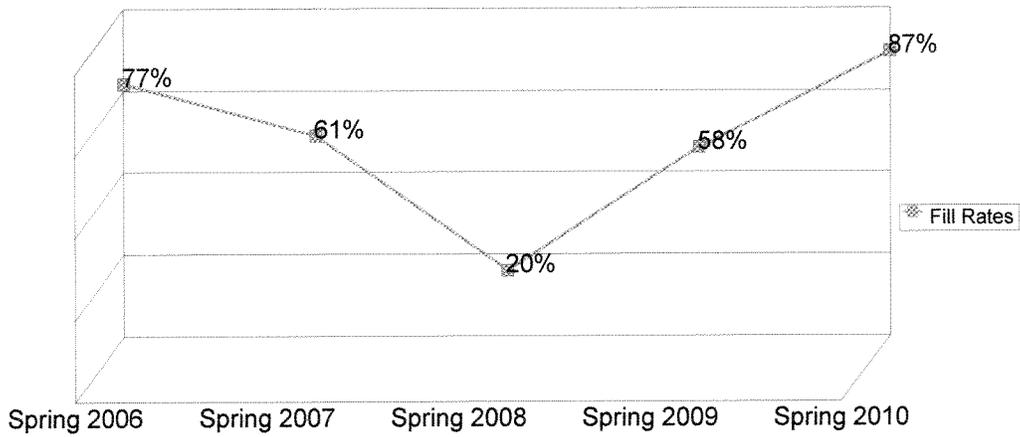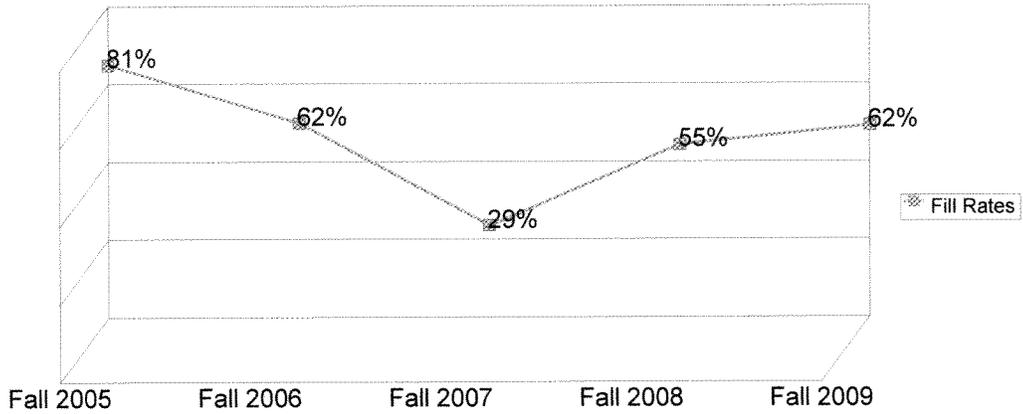
Source: SMCCCD Data Warehouse

Fill Rates: The percent a class fills/enrolls based on capacity or enrollment maximum defined in the curriculum (does not include positive attendance or open entry/open exit classes).

		Census Headcount	End of Term Headcount	FTEF	FTES	WSCH	Load	Sections	Max Enroll
	665S Cosmetology Aide Prep Class I	27	24	0.03	1.70	51	1,907	1	30
	665S Cosmetology Aide Prep Class II	24	22	0.13	2.10	63	473	1	30
	665S Cosmetology Competition Prep	16	11	0.03	0.91	27	824	1	30
	690 Special Projects	2	2	0.00	0.23	7	#INF	3	30
	700 Cosm Concepts/Practice I	31	26	1.75	13.40	402	229	3	61
	710 Cosm Concepts/Practice II	27	22	0.72	9.42	283	393	2	50
	720 Cosm Concept/Practice III	14	11	0.37	10.35	310	846	1	35
	Cosm Concepts/Practice III	28	28	0.67	14.15	424	630	2	55
	730 Cosm Concepts/Practice IV	70	64	0.53	7.58	227	426	3	105
	740 Cosm Concepts/Practice V	43	42	0.87	20.14	604	697	3	70
	775 Cosmetician/Esthetician	21	21	0.96	12.96	389	405	1	26
	785 Spa Technician Training	10	9	0.67	2.66	80	118	1	15
Spring 2010	COSM 665S Introduction to Flower Essence	22	21	0.03	0.27	8	247	1	20
	665S Introduction to Aromatherapy	30	30	0.03	0.43	13	386	1	20
	665S Intro Neck & Shoulder Massage	27	27	0.03	0.35	11	316	1	20
	665S Crystal Healing/Gem Elixirs	26	25	0.03	0.38	11	343	1	20
	665 SQ Introduction to Back Massage	25	23	0.03	0.34	10	302	1	20
	690 Special Projects	0	0	0.00				3	30
	700 Cosm Concepts/Practice I	62	59	1.73	39.68	1,190	687	2	60
	740 Cosm Concepts/Practice V	106	103	2.44	66.86	2,006	823	3	100
	776 Esthetician II	39	39	0.93	26.00	780	842	1	45
	785 Spa Technician Training	10	9	0.69	3.89	117	170	1	15
Summer 2005	COSM 690 Special Projects	7	7	0.00	0.38	12	#INF	2	30
	730 Cosm Concepts/Practice IV	74	74	0.65	17.95	539	833	2	90
	775 Esthetician	24	23	0.12	3.66	110	954	1	23
Summer 2006	COSM 690 Special Projects	5	3	0.00	0.70	21	#INF	2	30
	730 Cosm Concepts/Practice IV	65	64	0.65	8.72	261	404	2	90
	740 Cosm Concepts/Practice V	15	15	0.21	2.74	82	386	1	30
	784 Salon Practice	29	29	0.07	2.65	80	1,193	1	60
Summer 2007	COSM 665S Make-Up Application Techniques	28	23	0.07	1.27	38	558	1	25
	690 Special Projects	2	0	0.00	0.00	0		2	30
	730 Cosm Concepts/Practice IV	52	49	0.48	10.45	313	648	2	90
	740 Cosm Concepts/Practice V	11	11	0.05	1.06	32	597	1	30
	784 Salon Practice	19	16	0.21	1.36	41	191	1	60
Summer 2008	COSM 665S Make-Up Application Techniques	26	24	0.07	1.47	44	644	1	25
	665S Introduction to Cosmetology	19	19	0.20	2.32	69	347	1	20
	690 Special Projects	3	1	0.00	0.03	1	#INF	2	30
	730 Cosm Concepts/Practice IV	63	60	0.53	12.05	362	678	2	90
	784 Salon Practice	16	16	0.13	1.29	39	291	1	30
Summer 2009	COSM 665S Make-Up Application Techniques	42	29	0.07	1.78	53	727	1	35
	665S Introduction to Cosmetology	19	17	0.21	2.32	69	326	1	35
	690 Special Projects	8	7	0.00	0.27	8	#INF	2	17
	730 Cosm Concepts/Practice IV	57	55	0.57	11.23	337	588	2	80
	784 Salon Practice	27	17	0.12	1.18	35	295	1	30

				Census Headcount	End of Term Headcount	FTEF	FTES	WSCH	Load	Sections	Max Enroll
		665S	Introduction to Foot Massage	22	22	0.03	0.27	8	247	1	20
		665S	Crystal Healing/Gem Elixirs	21	21	0.03	0.29	9	261	1	20
		665S	Introduction to Back Massage	33	33	0.03	0.47	14	426	1	20
		690	Special Projects	8	8	0.00	0.30	9	#INF	4	40
		700	Cosm Concepts/Practice I	74	70	1.71	47.16	1,415	826	2	74
		710	Cosm Concepts/Practice II	12	12	0.33	5.67	170	510	1	30
			Cosmetology Concepts II	7	7	0.00	4.67	140	#INF	1	30
		720	Cosm Concepts/Practice III	14	14	0.32	6.61	198	620	1	30
		730	Cosm Concepts/Practice IV	35	32	0.39	4.77	143	364	2	60
		740	Cosm Concepts/Practice V	66	63	1.41	34.73	1,042	741	3	95
		750	Cosmetology Brush-up	0	0	0.17	0.00	0	0	1	30
		775	Esthetician	41	40	1.32	27.33	820	621	1	30
		785	Spa Technician Training	11	11	0.65	4.40	132	202	1	15
Spring 2006	COSM	690	Special Projects	1	0	0.00	0.07	2	#INF	2	10
		700	Cosm Concepts/Practice I	27	27	1.63	17.69	531	325	2	35
		710	Cosm Concepts/Practice II	44	42	1.03	23.30	699	676	3	50
		720	Cosm Concept/Practice III	17	17	0.34	9.07	272	800	1	35
			Cosm Concepts/Practice III	12	12	0.34	6.22	187	549	1	35
		730	Cosm Concepts/Practice IV	73	70	0.84	11.82	355	422	3	104
		740	Cosm Concepts/Practice V	66	66	0.79	41.77	1,253	1,593	3	65
		775	Cosmetician/Esthetician	19	19	0.93	12.67	380	407	1	0
		785	Spa Technician Training	10	10	0.65	4.00	120	184	1	15
Spring 2007	COSM	690	Special Projects	1	0	0.00	0.00	0		2	10
		700	Cosm Concepts/Practice I	28	27	1.67	15.85	475	285	3	50
		710	Cosm Concepts/Practice II	26	25	0.70	13.49	405	578	2	50
		720	Cosm Concept/Practice III	15	14	0.30	8.00	240	800	1	35
			Cosm Concepts/Practice III	11	11	0.30	5.87	176	587	1	35
		730	Cosm Concepts/Practice IV	54	51	0.37	7.41	222	595	2	80
		740	Cosm Concepts/Practice V	62	62	0.72	42.99	1,290	1,783	3	80
		775	Cosmetician/Esthetician	25	22	0.73	16.67	500	688	1	26
		785	Spa Technician Training	11	8	0.65	4.40	132	202	1	15
Spring 2008	COSM	690	Special Projects	5	5	0.00	0.43	13	#INF	3	25
		700	Cosm Concepts/Practice I	29	25	2.84	16.16	485	171	3	55
		710	Cosm Concepts/Practice II	29	28	0.69	16.59	498	718	2	50
		720	Cosm Concept/Practice III	16	14	0.33	8.67	260	781	1	35
			Cosm Concepts/Practice III	26	23	0.70	14.50	435	621	2	55
		730	Cosm Concepts/Practice IV	71	66	0.54	8.52	256	473	3	104
		740	Cosm Concepts/Practice V	42	42	0.46	21.44	643	1,398	2	50
		775	Cosmetician/Esthetician	25	25	0.64	14.38	431	674	1	26
		784	Salon Practice	15	14	0.00	0.76	23	#INF	1	25
		785	Spa Technician Training	11	11	0.70	2.86	86	122	1	15
Spring 2009	COSM	665S	Introduction to Flower Essence	15	14	0.03	0.15	5	137	1	20
		665S	Introduction to Aromatherapy	19	17	0.03	0.26	8	233	1	20
		665S	Intro to Hand and Foot Massage	23	23	0.03	0.30	9	275	1	20
		665S	Intro Neck & Shoulder Massage	22	19	0.03	0.18	5	165	1	20
		665S	Healing Tools for Wellness Pro	20	19	0.03	0.20	6	178	1	20
		665S	Face & Decollete Massage	20	20	0.03	0.27	8	247	1	20
		665S	Creating Infused Massage Oils	18	18	0.03	0.21	6	192	1	20

Department Productivity: Term by Course

				Census Headcount	End of Term Headcount	FTEF	FTES	WSCH	Load	Sections	Max Enroll
Fall 2005	COSM	690	Special Projects	8	5	0.00	0.27	8	#INF	4	40
		700	Cosm Concepts/Practice I	57	52	2.65	41.17	1,235	465	3	55
		710	Cosm Concepts/Practice II	32	31	0.69	16.09	483	703	2	44
			Cosmetology Concepts II	16	16	0.00	9.75	293	#INF	1	20
		720	Cosm Concepts/Practice III	28	26	0.61	14.08	422	689	2	44
		730	Cosm Concepts/Practice IV	74	70	0.71	14.14	424	600	3	70
		740	Cosm Concepts/Practice V	63	63	0.37	40.32	1,210	3,300	2	65
		775	Esthetician	44	43	1.82	28.04	841	462	2	60
		785	Spa Technician Training	13	10	0.65	5.20	156	241	1	15
Fall 2006	COSM	690	Special Projects	2	2	0.00	0.28	9	#INF	4	40
		700	Cosm Concepts/Practice I	33	33	1.63	20.88	626	383	2	42
		710	Cosm Concepts/Practice II	25	25	0.69	12.57	377	549	2	60
		720	Cosm Concepts/Practice III	39	37	1.01	19.79	594	590	3	80
		730	Cosm Concepts/Practice IV	66	65	0.56	9.00	270	482	3	70
		740	Cosm Concepts/Practice V	66	66	0.79	40.64	1,219	1,550	3	90
		775	Esthetician	27	25	0.79	18.00	540	686	1	26
		785	Spa Technician Training	12	11	0.65	4.80	144	223	1	25
Fall 2007	COSM	690	Special Projects	0	0	0.00				3	35
		700	Cosm Concepts/Practice I	51	50	2.81	29.35	880	313	3	65
		710	Cosm Concepts/Practice II	20	20	0.67	10.41	312	464	2	60
		720	Cosm Concepts/Practice III	22	21	0.60	10.56	317	528	2	60
		730	Cosm Concepts/Practice IV	50	47	0.37	5.95	178	478	3	70
		740	Cosm Concepts/Practice V	51	50	0.44	26.70	801	1,820	3	90
		775	Esthetician	27	25	0.66	14.22	427	647	1	26
		782	Advanced Cosmetology Concepts	17	14	0.12	1.30	39	324	1	30
		785	Spa Technician Training	14	12	0.67	2.12	64	95	1	25
Fall 2008	COSM	665S	Introduction to Cosmetology	30	26	0.13	3.89	117	875	1	30
		665S	Introduction to Flower Essence	14	14	0.03	0.21	6	192	1	20
		665S	Introduction to Aromatherapy	15	15	0.03	0.23	7	206	1	20
		665S	Intro to Hand and Foot Massage	13	12	0.03	0.18	5	165	1	20
		665S	Intro Neck & Shoulder Massage	18	18	0.03	0.27	8	247	1	20
		690	Special Projects	6	3	0.00	0.43	13	#INF	3	35
		700	Cosm Concepts/Practice I	47	44	2.56	28.43	853	333	3	65
		710	Cosm Concepts/Practice II	16	15	0.70	6.05	181	261	2	60
			Cosmetology Concepts II	20	18	0.37	9.01	270	737	1	20
		720	Cosm Concepts/Practice III	17	15	0.68	8.24	247	364	2	60
		730	Cosm Concepts/Practice IV	50	44	0.54	5.48	164	303	3	70
		740	Cosm Concepts/Practice V	52	52	0.37	27.10	813	2,178	2	60
		775	Esthetician	26	23	0.53	13.07	392	734	1	26
		785	Spa Technician Training	12	8	0.68	2.71	81	119	1	25
Fall 2009	COSM	665S	Introduction to Flower Essence	18	18	0.03	0.20	6	178	1	20
		665S	Introduction to Aromatherapy	22	22	0.03	0.30	9	275	1	20
		665S	Intro Neck & Shoulder Massage	28	28	0.03	0.38	11	343	1	20
		665S	Self-Help Stress Reduction	18	18	0.03	0.21	6	192	1	20
		665S	Face & Decollete Massage	28	28	0.03	0.34	10	302	1	20
		665S	Creating Infused Massage Oils	22	22	0.03	0.30	9	275	1	20
		665S	Introduction to Hand Massage	19	19	0.03	0.26	8	233	1	20

Cosmetology Department Productivity: By Year and By Term
2005/06 through 2009/10

	Census Headcount	End of Term Headcount	FTEF	FTES	WSCH	Load	Sections	Max Enroll
2005/06	709	683	14.81	317.65	9,529	643	42	905
2006/07	617	595	12.48	255.45	7,664	614	41	1,024
2007/08	633	591	14.07	219.04	6,571	467	45	1,136
2008/09	913	839	14.61	219.66	6,590	451	59	1,403
2009/10	999	949	13.57	293.64	8,809	649	49	1,181

	Census Headcount	End of Term Headcount	FTEF	FTES	WSCH	Load	Sections	Max Enroll
Fall 2005	335	316	7.49	169.06	5,072	677	20	413
Fall 2006	270	264	6.11	125.97	3,779	619	19	433
Fall 2007	252	239	6.35	100.60	3,018	476	19	461
Fall 2008	336	307	6.70	105.31	3,159	472	23	531
Fall 2009	499	488	6.64	138.67	4,160	627	27	634
Spring 2006	269	263	6.56	126.60	3,798	579	17	349
Spring 2007	233	220	5.44	114.67	3,440	632	16	381
Spring 2008	269	253	6.91	104.31	3,129	453	19	440
Spring 2009	450	412	6.97	97.19	2,916	418	29	677
Spring 2010	347	336	5.95	138.20	4,146	697	15	350
Summer 2005	105	104	0.76	21.99	660	866	5	143
Summer 2006	114	111	0.93	14.81	444	480	6	210
Summer 2007	112	99	0.82	14.13	424	518	7	235
Summer 2008	127	120	0.94	17.16	515	551	7	195
Summer 2009	153	125	0.98	16.77	503	513	7	197

Source: SMCCCD Data Warehouse

Census Headcount: Number of duplicated headcount at final census.
End of Term Headcount: Number of duplicated headcount at the end of the term.
FTEF: Total number of full time equivalent faculty assigned.
FTES: Total number of full time equivalent students enrolled at first census.
WSCH: Weekly student contact hours generated by census enrollments.
Load: The ratio of WSCH to FTEF, used to measure productivity.
Sections: Total number of sections offered per semester.
Max Enroll: The enrollment capacity or maximum enrollment as defined in curriculum.

California State Board Examination Statistics

	2010 1st Qtr.	2010 2nd Qtr.	2010 3rd Qtr.	2010 4th Qtr.	Year Tot./Av.
Cosmetology Total Number Exam:- Practical	13	9	5	18	45
Average Score	247.23	242.44	248.00	251.17	247.21
Written	14	10	5	18	47
Average Score	77.57	79.70	79.40	82.94	79.90
Passed:- Practical	12	8	4	16	40
Percent	92%	89%	80%	89%	87.5%
Passed:- Written	10	10	4	16	40
Percent	71%	100%	80%	89%	85%
Average Passed Percent for Cosmetology	81.5%	94.5%	80%	89%	86.3%
Failed:- Practical	1	1	1	2	5
Percent	8%	11%	20%	11%	12.5%
Failed:- Written	4	0	1	2	7
Percent	29%	0%	20%	11%	20%
Average Failed Percent for Cosmetology	18.5%	11%	20%	11%	15.1%
Esthetician Total Number Exam:- Practical	0	36	4	1	41
Average Score	0	260.50	249.50	235.00	248.33
Written	0	36	4	0	40
Average Score	0	83.00	70.00	0	76.5
Passed:- Practical	0	32	3	1	36
Percent	0%	89%	75%	100%	88%
Passed:- Written	0	34	3	0	37
Percent	0%	94%	75%	0%	84.5%
Average Passed Percent for Esthetician	0%	91.5%	75%	100%	88.8%
Failed:- Practical	0	4	1	0	5
Percent	0%	11%	25%	0%	18%
Failed:- Written	0	2	1	0	3
Percent	0%	6%	25%	0%	15.5%
Average Failed Percent for Esthetician	0%	8.5%	25%	0%	16.8%
School Total Percent					
Passed	81.5%	93%	77.5%	94.5%	86.6%
Failed	18.5%	9.8%	22.5%	11%	15.5%

Completion of 1600 hours in the
Cosmetology Program.

☐	Successfully pass the California State Board Cosmetology written exam.
☐	Successfully pass the California State Board Cosmetology practical exam.
☐	Identify career and continuing educational options in the field of Cosmetology and plan the action toward achieving goals and objectives.
☐	Apply theories, principles, and concepts to address skills learned that would apply to the Cosmetology field.
☐	Exhibit strong and effective written and oral communication skills.
☐	Critically consider, analyze and research special issues in Cosmetology and their effects on society.
☐	Recognize the importance of and practice ethical behavior in a professional work setting, both within the work force and within the community.