



Instructional Program Review Update

Directions: Enter your narrative responses after the questions. Upload report(s) that you reference in each narrative.

Submitter: Cassidy Ryan-White

Submission Date: 11/15/2021

DIVISION: Business, Education, and Professional Programs PROGRAM NAME: Cosmetology & Esthetics

1.A. STATUS OF PRIOR GOAL – Goal # 1

Complete the section of questions for each goal, for instance 1.A. for the first goal, 1.B. for the second, and so on. If there are more than five goals, please contact the [Office of Planning, Research, and Institutional Effectiveness \(PRIE\)](#) to add sections.

GOAL, YEAR INITIATED, AND MEASURE OF SUCCESS IF NOT REFERENCED IN GOAL

Fill Staff & Faculty Voids (Initiated 2018)

STATUS: Ongoing Revised for this cycle New Completed Discontinued

SUPPORTING NARRATIVE FOR EACH GOAL'S STATUS (*Recommend length: not to exceed 250 words*)

- Ongoing
 - a) Roughly how much of the goal has been implemented – 25/50/75%?
 - b) What has been accomplished thus far?
 - c) What has been the impact of resources that were provided? Not Applicable
 - d) What are challenges not already documented? Not Applicable
- Revised – Explain how and why the goal has been revised: implementation plan? timelines? measures of success?
- New – Briefly explain the need for the goal, and how it aligns with the College Values.
- Completed – Note the accomplishments and to what extent the measure of success was met.
- Discontinued – Explain why.

The Cosmetology department was granted a faculty position during the 2020/21 cycle and hired a full time faculty for Fall 2021. This was an enormous help to balance the load of FTEs and courses.

The storekeeper position was also increased from .48 to .75 and will be listed for hire in Spring of 2022. However, the department is still in need of at least 1.25 classified staff. The Cosmetology program is in need of a full time aide and the storekeeper position would function best at .1. With the campus returning at pre-Covid capacity classrooms, the workload for the storekeeper will increase exponentially as well as the need for aides in the classroom.

Also, with the department's projected growth and addition of programs, additional instructional aides and classified support staff will be necessary. Goal is considered 75% completed and will be revised for this cycle to remove the request for faculty.



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IMPLEMENTATION STEP(S) AND TIMELINE – FOR ONLY *ONGOING, REVISED, & NEW GOAL(S)*

List *remaining and/or new* implementation steps and timelines for ongoing and/or revised goals.

List implementation step(s) to achieve new goals, which can include intended changes, professional development, and/or further inquiry.

The department plans to revisit position descriptions. With the changes prompted by Covid-19 some positions have had a change in workload/duties. We will work to balance the workload within the current descriptions. We will also continue to request classified positions and decrease or slow down growth of the program as to not overload current faculty and staff.

GOAL ALIGNMENT WITH COLLEGE VALUE(S) – FOR ONLY *NEW GOAL(S)*

- Social Justice
- Campus Climate
- Open Access
- Student Success and Equity
- Academic Excellence
- Community Partnership
- Participatory Governance
- Sustainability

RESOURCE REQUEST RATIONALES FOR *ONGOING, REVISED, & NEW GOALS*

(Recommended length: not to exceed 150 words for each goal)

- No Resource Request Needed

Which additional resources are needed (e.g., services from or partnerships with other areas of campus, instructional equipment, facilities, personnel, etc.)? How will they help to support the goal?

Note: Referencing the goal and implementation step(s), submit the request(s) that require funding to your dean by November 15.

N/A

1.B. STATUS OF PRIOR GOAL – Goal # 2

GOAL, YEAR INITIATED, AND MEASURE OF SUCCESS IF NOT REFERENCED IN GOAL

Launch Barbering Program - Intiated 2018



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STATUS: Ongoing Revised for this cycle New Completed Discontinued

SUPPORTING NARRATIVE FOR EACH GOALS' STATUS (*Recommend length: not to exceed 250 words*)

- Ongoing
 - a) Roughly how much of the goal has been implemented – 25/50/75%?
 - b) What has been accomplished thus far?
 - c) What has been the impact of resources that were provided? Not Applicable
 - d) What are challenges not already documented? Not Applicable
- Revised – Explain how and why the goal has been revised: implementation plan? timelines? measures of success?
- New – Briefly explain the need for the goal, and how it aligns with the College Values.
- Completed – Note the accomplishments and to what extent the measure of success was met.
- Discontinued – Explain why.

The Cosmetology & Esthetics Department continues to make an effort to launch the Barbering program. During the 2020/21 cycle the facilities team met with an architecture firm to explore the option of creating a barbering lab separate from the current cosmetology lab. The bid was returned at 1.2 million and was deemed un-achievable. The department believes it would still be possible to launch a program using the current salon space. There would need to be a change in equipment and salon update (see goal 3). A current change is the recent legislation (SB803) reducing the hours necessary for Barbering from 1500 to 1000. The program will need to go through curriculum modifications and be resubmitted to the state for accreditation approval. This work has already begun being implemented.

A Barbering program would be an excellent addition to Skyline College, as it creates new career opportunities and education for a traditionally underserved community. The department will continue to work with administration to launch the Barbering program during the 2022/23 school year.

IMPLEMENTATION STEP(S) AND TIMELINE

1. Submit curriculum and gain approval
2. Submit curriculum for state approval
3. Replace equipment in current salon lab to meet Barbering standards
4. Market and Enroll for new program start. (Fall 2022 or Spring 2023)

GOAL ALIGNMENT WITH COLLEGE VALUE(S) – FOR ONLY NEW GOAL(S)

- Social Justice
- Campus Climate



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- Open Access
- Student Success and Equity
- Academic Excellence
- Community Partnership
- Participatory Governance
- Sustainability

RESOURCE REQUEST RATIONALES FOR ONGOING, REVISED, & NEW GOALS

(Recommended length: not to exceed 150 words for each goal)

- No Resource Request Needed

Which additional resources are needed (e.g., services from or partnerships with other areas of campus, instructional equipment, facilities, personnel, etc.)? How will they help to support the goal?

Note: Referencing the goal and implementation step(s), submit the request(s) that require funding to your dean by November 15.

The resource request for this goal will be noted in goal 3 for equipment requests.

1.C. STATUS OF PRIOR GOAL – Goal # 3

GOAL, YEAR INITIATED, AND MEASURE OF SUCCESS IF NOT REFERENCED IN GOAL

Equipment Requests

STATUS: Ongoing Revised for this cycle New Completed Discontinued

SUPPORTING NARRATIVE FOR EACH GOALS' STATUS *(Recommend length: not to exceed 250 words)*

- Ongoing
 - a) Roughly how much of the goal has been implemented – 25/50/75%?
 - b) What has been accomplished thus far?
 - c) What has been the impact of resources that were provided? Not Applicable
 - d) What are challenges not already documented? Not Applicable
- Revised – Explain how and why the goal has been revised: implementation plan? timelines? measures of success?
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Department equipment requests are an ongoing goal. The department maintains expensive equipment that has a rather short lifespan. As the salon and spa enter their 8th year of use, equipment is in need of updates or replacement. The department maintains active inventory lists and is working with the dean to ensure equipment is being replaced or fixed in a timely manner.

With the projected growth and program development of the department there will be a large request for new equipment. The Barbering program would require approximately 24 of the current stations to be updated at a cost of around \$1,500 per station. The department is also seeing an increasing need to open more Esthetics sections and would like to do so in the current massage therapy space. The massage therapy program will be closing in May of 2022. In order to create a second spa for more sections the department would need to provide equipment for 20 stations at a cost around \$4000 - \$5000 per station.

Skyline would see an enormous increased value from adding both of these programs as they would continue to serve the public as well as increase the number of certificates and degrees.

IMPLEMENTATION STEP(S) AND TIMELINE

1. Determine equipment needs for existing equipment
2. Determine equipment needs for new programming
3. Determine potential funding sources outside of division (SWPD)
4. Purchase and implement equipment (Summer/Fall 2022)

GOAL ALIGNMENT WITH COLLEGE VALUE(S) – FOR ONLY NEW GOAL(S)

- Social Justice
- Campus Climate
- Open Access
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- Community Partnership
- Participatory Governance
- Sustainability

RESOURCE REQUEST RATIONALES FOR ONGOING, REVISED, & NEW GOALS

(Recommended length: not to exceed 150 words for each goal)

- No Resource Request Needed



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Which additional resources are needed (e.g., services from or partnerships with other areas of campus, instructional equipment, facilities, personnel, etc.)? How will they help to support the goal?

Note: Referencing the goal and implementation step(s), submit the request(s) that require funding to your dean by November 15.

We will be submitting an equipment list and request pending approval of new programming.

2. COURSE SLO RESULTS

Upload the relevant [Improve](#) (formerly *Tracdat*) SLO reports with the last three years of course SLO results. If available, note any differences in assessment results by key disaggregations (e.g. modality, learning communities, etc.).

3. INSTITUTIONAL SLO RESULTS

When possible, concurrently assess course SLOs and ISLOs.

Report on the last three years of ISLO results which you'll receive from PRIE. Indicate if the results met the benchmark or were inconclusive. Additional commentary is optional.

ISLO	YEAR(S) ASSESSED	COURSE(S) TO ASSESS THE ISLO	RESULTS
CITIZENSHIP			
CRITICAL THINKING			
EFFECTIVE COMMUNICATION			
INFORMATION LITERACY			
LIFELONG WELLNESS			

Drawing from 2 and 3, what notable conclusions were drawn from the assessment results? If available, note any differences in assessment results by key disaggregations (e.g. modality, learning communities, etc.). What have been the implications for the program? Which course results led to action(s) that were planned or taken, if any? What efforts, if any, have been made to enhance student learning in those courses (e.g., curricular and pedagogical changes to the course; course sequencing, including complementary general education courses; adoption of OER/ZTC texts; assessment design; collaborations with other areas of campus, etc.)? *(Recommended length: not to exceed 250 words).*

The Cosmetology & Esthetics department does not have a currently updated assessment. In fall of 2019 the department launched a new program and therefore a new assessment schedule. However, due to the almost immediate emergency of the Covid-19 pandemic the faculty was

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responsible for shifting the modality of all courses. The department felt assessing during this time would be inappropriate.

Recently, the state of California passed new legislation drastically changing the curricular requirements of the Cosmetology & Esthetician programs. The department is in the process of modifying and re-submitting the existing curriculum for approval at Skyline College as well as at the state level. Once the curriculum is approved the department will create a new three-year assessment schedule and begin assessing the course regularly again.

4. CURRICULUM

Please check the boxes to indicate that the following tasks have been completed:

- Submitted a current assessment calendar with all active courses to the Office of Planning, Research, and Institutional Effectiveness
- Updated *Improve* with new or changed SLOs, and requested from PRIE the addition of new courses in order to input SLOs
 - Not Applicable
- Updated new or changed PSLOs on the program website after they are published in the College Catalog
 - Not Applicable
- Reviewed, updated (as needed), and submitted degree and certificate maps to the Curriculum Committee
 - Not Applicable

5. ADDITIONAL INFORMATION

- Not Applicable

Please note anything else that has not been captured above that is relevant to program accomplishments, challenges, and resource needs. Explain and document your response as needed.

The Cosmetology & Esthetics programs are currently achieving about 95% success rates. We would like to continue to grow and create more opportunity for programming.

APPROVAL AND SIGNATURE

This document has been reviewed and approved by: [Click or tap here to enter text.](#) on [Click or tap to enter a date.](#)