



Program Review

Golden West College

General Information

Important Information

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- Please type your information into a Word document then paste the information here.
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Submitter's First Name:

Submitter's Last Name:

Submitter's Email:

Submitter's ID:

Submitter's Phone Number:

Type of review? Administrative
 Instruction (Please note: Library and Counseling should submit individual Program Reviews: One for Instruction and one for Student Services)
 Student Services

Who is your Dean/Supervisor? Robyn Brammer
 Joseph Dowling
 Rick Hicks
 Janet Houlihan
 Danny Johnson
 Claudia Lee
 Alice Martanegara
 Carla Martinez
 Alex Miranda
 Kay Nguyen
 Meredith Randall
 Christina Ryan Rodriguez
 Matthew Valerius
 Tim Vu
 Chris Whiteside

Are you the Department Chair? Yes
 No
 Not applicable

Who is your Vice President? Lee, Claudia
 Houlihan, Janet
 Randall, Meridith

If you experience any technical difficulties completing this form, please contact [Damien Jordan](#).

Program Review Purpose

“Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices” –Academic Senate for California Community Colleges, 2009-

Program Review Data Driven Decision Making

- Continual improvement
- Evaluation of program resource needs
- Fiscal stewardship and transparency
- Culture of evidence

Program Review Reporting Cycle

1. Program Review will be conducted every two years beginning Fall semester 2021.
2. Department Chair/Originator will be given feedback at each step in the process.
3. Data provided by ORPIE, including statewide data for success given to departments the first week of October (October 8, 2021).
Originator: The originator owns this information (usually the Department Chair). The document is "locked" unless sent back.(October 22, 2021).
4. Department Chair: If the Department Chair did not submit the document, it will go to the Department Chair for general feedback (November 1, 2021).
5. Dean/Supervisor: The Dean/Supervisor provides feedback in a single text box. The Dean/Supervisor may send back to the Department Chair if something needs to be changed. (November 8, 2021).
6. IEC: IEC provides feedback for a technical review. (November 15, 2021).
7. CCD: provides feedback on curriculum or instruction section. (November 22, 2021).
8. Vice President: The identified VP provides feedback and can send the document back for edits (December 1, 2021).
9. Review: The Department Chair incorporates the feedback and resubmits. The Dean/Supervisor can send back if there is still something missing (January 31, 2022).
10. Submission: Once the originator (Department Chair) submits the document, it will be locked (February 11, 2022).
11. Committee Reviews: Requests for funding will be sent to committees for their review (February 11, 2022). Reviews by committees must be submitted to Planning and Budget by March 15, 2022.
12. Hiring Deadline: Approved requests for faculty positions will be provided by the Executive Team (February 25, 2022).
13. Hiring Deadline: Ratings for classified professional positions will be provided to the Executive Team by April 22, 2022.
14. Funding Deadline: Planning and Budget will make determinations on Categorically funded requests (April 22, 2022).
15. General Funds and Classified positions: Items funded through general funds and available Classified Professional Positions will be determined (October 7, 2022).

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Program Information

Name of Program (Academic Programs should be listed per discipline)

*Cosmetology

Please provide a brief description and any significant change in your program since the last program review cycle.

We are in PVR, we were put back into it to see how we can improve our department with the updates and modifications for the betterment.

We have lost full-time faculty due to retirement as well as classified staff, due to unanticipated death and has not been filled. We also due to budget cuts lost two of our hourly staff.

We lowered the number of levels offered and discontinued a summer start, which brought up our enrollment.

Before Covid-19 we had so many new students on our waitlist we made simultaneously two Level I class starts that ran successfully until the pandemic

We were forced to put the Esthetics program on hiatus until spring 2022 due to Coved-19.

Cosmetology building has had a needed updating with the inside facilities, which should be up and running by spring 2022.

What are your program's strengths?

Cosmetology has well-qualified Instructors with extensive knowledge in the industry.

We have a stellar reputation within the Industry.

We have produced excellent stylists.

Our pass-fail rate has always been above 75%, the 2018 pass rate was 97%, 2019 pass rate 88%, and 2020 no students went to state board due to Covid-19

What are the challenges for your program? (If there are regulations or requirements for your program that require additional support, please note those here.)

We are regulated by the California State Board of Barbering and Cosmetology as well as the Department of Education and each has competing requirements which make meeting SLO's and course objectives difficult.

Recent changes due to legislation will take effect in 2022. the impact will significantly alter our course outline of records as well as minimum requirements for completion. These changes require an overhaul of our existing Cosmetology and Esthetics programs.

INSTRUCTIONAL PROGRAMS

Do any of the courses in your program have a CTE TOP code?

- Yes
- No

What was the date of your last advisory committee meeting? * 10/12/2020

What type of awards does your program offer?

- Certificates
- AA/AS Degree
- Associate Degree for Transfer

Please provide the information for the number awards for Associate Degrees (CCI-approved), Associate Degrees for Transfer (State-approved), and Certificates of Achievement for this program. Please put N/A if an area is not applicable for your program.

| | 3-years ago | 2-years ago | 1-year ago |
|--------------------------------|-------------|-------------|------------|
| Certificates | * 100 | * 121 | * 62 |
| Associate Degrees | * 12 | * 16 | * 27 |
| Associate Degrees for Transfer | * NA | * NA | * NA |

Please comment on the trends for the number of awards. You may then comment on any other relevant information provided by the Office of Research, Planning, and Institutional Effectiveness (ORPIE).

* NA

For the below questions, please provide your FTES (full-time-equivalent students, resident) divided by your FTEF (full-time-equivalent faculty). Please submit your rates from four years ago, two years ago, and this year.

Please note: For programs with earned credit, please use FTESr/FTEF. For non-credit or the International Students Program, please use FTESm/FTEF.

FTES/FTEF ratio from 3 years ago

* 23

FTES/FTEF ratio from 2 years ago * 28

FTES/FTEF ratio from last year * 34

Outside of hiring new faculty (which should be included in your program goals, if needed), please discuss this trend and your plan for improving efficiency

Our trend is moving in a positive direction and we have been able to schedule course offerings to increase overall efficiency.

Built scheduling blocks for the next 5 years to position us for growth delivered in the most efficient way possible.

Running multiple tracks per session.

Using the data received from Office of Research, Planning, and Institutional Effectiveness (ORPIE), what strategies has your department implemented over the past two years to be more inclusive of the distinct student populations you serve?

* Faculty have participated in different functions and training such as Puente Club, LGBTQ+ Equity, and

Intercultural Program events on campus.

Going forward we will partner with the office of Student Support and Success and invite them to train on inclusive language for Syllabi and instruction.

Identify challenges and successes with respect to mode of delivery and/or technology. For instructional programs, address any differences between on-campus and distance education.

The challenges that Cosmetology faced during the pandemic was that we had to modify a program that is designed to be hands-on face to face for optimum learning, to a different modality online Zoom face to face. Regardless of the faculty's background or training with this modality style of teaching.

Program Review Curriculum

After a thorough review of your courses, provided by CCI...

Do you have any courses that have not been updated to CCI within the required timeframe (6 or more years for a transfer-level-course; 3 or more years for a CTE course)?

- Yes
 No

Do any of your SLOs use the exact wording as the course objectives?

(SLOs should be written to reflect and encompass the course objectives while not using the exact same language as the course objectives)

- Yes
 No

SLOs must use different wording than the Course objectives. SLOs should reflect the objectives without mirroring the language. You indicated that one or more of your courses needs to have a revision submitted to CCI within the next two academic years.

- I understand

Are there courses in your Program (Degree/Certificate) that have not been successfully offered since the last Program Review? (Please note, classes that were cancelled, they were not successfully offered).

- Yes
 No

CCI will be providing a list of all courses not successfully offered within 2 years. These classes should be suspended or retired through CCI prior to the next Program Review. If there are extenuating circumstances, please provide those here.

Esthetics Department was not offered due to Covi-19.

Do you have active courses that are not part of a degree or certificate?

- Yes
 No

Please indicate the name of the course(s) and the name(s) of the certificate(s) or degree(s) you intend to connect it to when you submit your revision to CCI.

Once we finalize the above, we will make multiple options available for faculty to complete.

How are you using your Program SAOs/SLOs to improve your program outcomes? (If you are not actively using SAOs/SLOs to improve program outcomes, discuss how you plan to do so in this coming Program Review Cycle.)

We use SLO's to improve our program and student outcomes. We should probably review the SLO's for our program to make sure none are also used for Course Objectives.

Program Review Goals and Requests for Funding

Requests – If you are requesting any of the following, they *MUST* be addressed within your Department goals.

- Faculty
- Equipment, Facilities, Technology
- Support Staff

(When you click that you need any of the above (Faculty, Equipment, Facilities, Technology or Support Staff) you will be provided the appropriate form on subsequent pages of this document)

Vision 2030 Goals Legend

1. **Enrollment:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.
2. **Equity and Success:** GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.
3. **Completion:** GWC will ensure students' timely completion of degrees and certificates by providing high quality academic programs and student services.
4. **Workforce Preparation:** GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.
5. **Facilities:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.
6. **Professional Development:** GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

Goals from Previous Program Review Cycle

Please refer back to the goals from your previous Program Review cycle and summarize all outcomes for each goal.

Summary and Outcomes of Previous Goals (from the last Program Review), including resource requests and if they were funded or not.

Developed new curriculum for Esthetics GO71 and GO72.

Goals for Current Program Review Cycle

Current goals should be connected to Vision 2030.

Goal 1 (Required)

Description of Program's Goal

Both the Cosmetology and Esthetics program's schedules were revised with the input of faculty and staff to improve the program's viability long-term for the college.

The Cosmetology program has seen a decline in overall enrollments, approximately 100 students per term up to 2016 to 80 students per term in 2017. The track initiating in the summer term was consistently low enrolled and due to attrition became unsustainable. The average enrollment for the start of the summer track was fifteen students and decreased in the summer of 2016 and 2017 to less than eight students. It is important to note once a track is initiated the college commits to offering all five courses in the track, as a result, the program was offering less than eight students five courses totaling just over 1600 hours of instruction.

To increase the viability of the Cosmetology program a new schedule layout was proposed with the following key features; no tracks initiating in the summer term, a titration of the five tracks to two that initiate at the first term of the fall and spring semester capable of serving at a minimum of sixty students, and higher utilization of full-time faculty to meet the demands of the program. The proposed schedule also allows for the opportunity based on demand to add back two tracks one at the second term in fall and one at the second term in spring.

The Esthetics program schedule was also adjusted to accommodate the student's and colleges' needs by eliminating the counterintuitive rotating schedule and providing a predictable offering of the program. This schedule features two esthetic programs a year each contained within the Fall and Spring semesters in a predictable manner.

With the above schedule proposals and current implementation, program efficiency has increased and the department is well-positioned for sustained growth based on demand with additional options for non-credit and credit weekday, weekend, and evening offerings.

What actions will the program take to accomplish this goal?

Review current GWC cosmetology curriculum offerings and other campuses to identify scheduling and curriculum changes. Implement the Master Calendar and evaluate its effectiveness after first-year implementation.

What metric will you use to measure your goal?

Student enrollment

Which of the College's missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

Please note: Indicating one of the following will create a form to appear on a subsequent page.

- Faculty
- Facilities
- Technology
- Equipment
- Professional Development (funding request)
- Support Staff (permanent classified)
- None of the above

Goal 2 (Required)

Description of Program's Goal

Implement the new cash handling procedure and evaluate after the first year of implementation to determine where the new procedure meets the auditor's recommendation.

What actions will the program take to accomplish this goal?

The Department will address the program operations, which are broken down into two components: cash handling and client charges, and program culture. The Dean in consultation with program faculty and staff has addressed challenges around cash handling and client charges and established a description and protocol as to how the department would proceed with cash handling. for the department. In an additional response to understanding service costs was an intensive analysis of the supply costs per service this was last completed over 10 years ago. A new services cost sheet was developed with a defined product usage chart that ensures supply costs are covered and there is a clear understanding between faculty and clients on how the charges are derived. The department will also seek to implement a new payment system in collaboration with fiscal services to help reduce the amount of cash handled by the department to further mitigate cash issues within the department.

What metric will you use to measure your goal?

the college auditors' findings once new cash handling procedures take place.

Which of the College's missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

- Faculty

- Facilities
- Technology
- Equipment
- Professional Development (funding request)
- Support Staff (permanent classified)
- None of the above

Goal 3 (Required)

Description of Program's Goal

The current challenge relating to the Faculty Assignment is the perception that faculty assignments are not balanced. To address the perception, master course calendars, semester assignment planning sheets, and posting of the actual assignments have been developed and implemented to aid in the transparency of faculty assignments.

What actions will the program take to accomplish this goal?

Implement the master course calendar and semester assignment planning sheet and evaluate them after the first year of implementation.

What metric will you use to measure your goal?

Faculty surveys.

Which of the College's missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

- Faculty
- Facilities
- Technology
- Equipment
- Professional Development (funding request)
- Support Staff (permanent classified)
- None of the above

Goal 4 (Optional)

Description of Department's Goal

To enhance the Cosmetology program offerings, it was recommended that the department explores opportunities for non-credit professional development and continued licensure courses. This task is assigned to the department chair who will coordinate with full-time and part-time Cosmetology faculty to determine which aspects of the program would benefit from additional non-credit offerings. Thus far, the department has identified the following areas that could be developed into non-credit courses for continuing education.

Advanced Clipper Cutting Classes?

Graphic Design Hair Cutting Classes?

Beard Trimming and Design Classes?

Braiding and Design Classes?

Up Do Hair Design Classes?

Nail Art and Design Classes?

Makeup Advanced Classes??

Product Knowledge Classes??

What actions will the program take to accomplish this goal?

Finalize non-credit proposal and timeline by end of Calendar year 2022. Identify specific topics from the proposed list for the department to develop the curriculum.

What metric will you use to measure your goal?

Community participation and enrollment in the non-credit classes.

Which of the College's missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development

- Communication

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

- Faculty
- Facilities
- Technology
- Equipment
- Professional Development (funding request)
- Support Staff (permanent classified)
- None of the above

Goal 5 (Optional)

Description of Department's Goal

What actions will the program take to accomplish this goal?

Utilize facilitator to address communication styles and challenges within the department and develop group norms. Seek different funding sources to fund this activity.

What metric will you use to measure your goal?

An additional survey in one year to evaluate if the recommendations of a facilitator worked.

Which of the College's missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

- Faculty
- Facilities
- Technology
- Equipment
- Professional Development (funding request)
- Support Staff (permanent classified)
- None of the above

OTHER INFORMATION

What additional information would you like to share about your program?

Optional file upload (if desired)

Optional file upload (if desired)

Which of the following apply to any of the goals mentioned above? (Skip if none are applicable.)

- Attainment of 9+ credit CTE units or a noncredit workforce milestone (completed a noncredit CTE or workforce preparation course or had 48 or more contact hours in a noncredit career education or workforce preparation course)
- Attainment of CTE degrees/certificates (i.e., AA/AS/AD-T, Chancellor's Office approved certificates, Noncredit certificates of at least 48 contact hours)
- Graduates of your program may be immediately employed in a job related to their field of study (i.e., without needing to transfer for a higher degree)
- Graduates of your program received an immediate increase in their earnings.



Program Review

Academic Senate
Faculty Request

Faculty Hiring Criteria:

The primary sources of information for ranking/rating program/department needs are:

- Faculty Request Form
- Program Review Reports
- Program Vitality Reports (PVR) if applicable
- Data tables summarizing key program measures

All data listed will be provided by the Office of Research, Planning and Institutional Effectiveness (ORPIE).

NOTE: All analysis of data is trend over the past 4 to 6 years (3 PR cycles = 1 SP cycle)

PROGRAM NAME & CONTACT

Program Review Unit/Department:

Cosmetology

How many faculty requests would you like to submit?

- 0
- 1
- 2
- 3
- 4

First Faculty Request - Position Information

Position title and area of specialization (if applicable).

Instructor of Cosmetology

Please post your job description (or upload below)

If desired, please upload your job description

Program Classification (Check all that apply).

- Instructor (Transfer-level classes)
- Instructor (CTE classes)
- Instructor (ELL/ESL or Non-Credit)
- Counselor
- Librarian
- Other

Does this faculty request meet the criteria for **Extenuating Circumstances** beyond the department/program control since the last 2 PR cycles? (Check all that apply and describe or leave all blank if none apply)

- Untimely death or loss of faculty member due to health conditions
- Sudden unexpected retirement or resignation
- Failed Search since last PR cycle (i.e., the position was approved by the executive but not filled for any reason).
- Loss of Tenure-track faculty
- Legal/Mandatory requirements

Please describe what you checked above.

We had 3 instructors retire in the last 6 years due to early incentive and years of service

Respond fully to each of the following two prompts. Your responses to the listed criteria and data parameters are the basis from which Senators apply the criteria to determine the rating/ranking of this request. Be as specific as possible in your responses.

PROGRAM/DEPARTMENT NEEDS (1 – 10 points)

- 1 - 4 points: Little or no contribution or impact
- 5 - 7 points: Some contribution or impact
- 8 - 10 points: Significant contribution or impact

How does this request for a faculty position meet the following criteria?

Important considerations in this prioritization process are conditions unique to the program/department which support the need for additional full-time faculty, such as: (Check all that apply and describe)

- Programs/departments with no or few full-time faculty to teach high demand area or for maintaining on-going (sequential) majors or certificates.
- Programs/departments with no or few full-time faculty
- Negative impact created by the loss of full-time faculty due to retirement or non-replacement of full-time positions.

- There is not sufficient full-time faculty to develop and maintain current curriculum for the program/department.
- The program/department cannot maintain a stable core of FT to PT ratio to provide a quality program or program growth.
- There are substantial problems of coordination/supervision of the program's/department's PT faculty.
(There are not enough FT faculty to coordinate, train, and supervise the PT faculty.)
- There is difficulty in finding and keeping qualified PT faculty.
- Relevant, necessary courses are not taught or are cancelled because of the absence of qualified full or part-time faculty.
- New developments and/or trends in the service area that would influence a determination of need for the position.
- Supervision is required to reduce health and safety hazards.
- Preparation for careers/employment in fields with strong current and future prospects.

Please describe what you checked above.

What program/department conditions (such as cutbacks, lack of offerings, no replacements, facilities, coordination of part-time faculty, new program requirements, etc.) support the need for additional full-time faculty?

In the past 6 years, we have had 3 full-time faculty retire, with no replacements. The previous president had guaranteed to maintain 8 full-time faculty due to the workload of 5 running levels, multiple Cosmetology and Esthetics programs, and their related lass schedules. Cosmetology classes run from 8:00 am to 4:30 pm Monday through Friday. The written contractual agreement solidifying the number of Full-time faculty has not been enforced since President Bryan retired. Since then, we have lost 3 full-time faculty with the most recent being in 2020.

COLLEGE-WIDE NEEDS (1 – 10 points)

- 1 - 4 points: Little or no contribution or impact
- 5 - 7 points: Some contribution or impact
- 8 - 10 points: Significant contribution or impact

How does this request for a faculty position meet the following criteria?

Where other considerations are relatively equal, does the request for this position contribute/impact the operations of other college programs such as: (Check all that apply and describe)?

- Coursework required or recommended for several degree/certificate programs.
- Significant general education requirements
- Serve substantial numbers of the student population
- Serve a special population of students not served by other programs
- Application to Statewide Community College Goals of serving students in Transfer, Degree and CTE programs
- New programs the college wants to develop and support through resources, facilities
- Contributions to college and district goals including student equity
- Negative fiscal impact to college created by the lack of full-time faculty due to retirement or non-replacement of full-time positions

Please describe what you checked above.

Enrollment: An additional full-time faculty member will help us to maintain the high-quality, Theoretical, and practical instruction our Cosmetology Department is known for. This position will also be responsible for the coordination, training, and supervision of part-time faculty, with whom we often team teach throughout the multiple levels of our program. High-quality instruction will attract new students and retain current undergraduates, providing additional needed support with the rigorous demands of our programs.
Equity and Success: An additional full-time faculty member will have the time and longevity to support, enhance, and develop equity-minded instruction that leads to student success in the Cosmetology industry.

Upload additional information (if desired)

If there are any licenses, certificates, or degrees required for this faculty position, please describe them here.

We are required to hold a California State license for Cosmetology and multiple licenses in the industry are desirable.

Advisory board recommendations or requests.

The students are taught more soft skills in relation to interacting with clients in the salon setting. Additional faculty can also keep students updated with the latest trends in the industry.

How does this position address stated long-term college plans and Vision 2030 Goals?

Enrollment: An additional full-time faculty member will help us to maintain the high-quality, Theoretical, and practical instruction our Cosmetology Department is known for. This position will also be responsible for the coordination, training, and supervision of part-time faculty, with whom we often team teach throughout the multiple levels of our program. High-quality instruction will attract new students and retain current undergraduates, providing additional needed support with the rigorous demands of our programs.

Equity and Success: An additional full-time faculty member will have the time and longevity to support, enhance, and develop equity-minded instruction that leads to student success in the Cosmetology industry.
Completion: An additional full-time faculty member will help ensure students' timely completion of certificates by allowing us to maintain our high-quality academic program which is very demanding for our students who are in class 40 hours a week Monday through Friday.

Workforce Preparation: An additional full-time faculty member will ensure will bolster the departments' capacity to teach the needed theoretical and practical skills necessary to be ready for advanced positions in the industry. Our graduates will be immediately marketable to the Cosmetic industry at large and salons and other parlors locally, such as An additional faculty member will ensure that communication between the full-time instructor leading a Cosmetology course and the several part-time faculties instructing in that course is ongoing, collegial, and effective. This full-time faculty member will participate in our department outreach activities such as career day at local high schools and college preview day on campus, communicating the good work done at GWC to the outside community.

You have more than 1 faculty request.

Please rank this request against your others. For example, if you are requesting 3 faculty for this discipline, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request,

please put a "1" here.

1

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments:

I support this request.



Program Review

General Fund
Classified Professional Request

How many Classified Professional Requests would you like to submit?

- 0
- 1
- 2
- 3
- 4

1st Classified Position Request

POSITION REQUESTED

- Replacement Position (Previously funded/ not currently funded)
- New Position (Never been funded/newly created)

Previously Approved Job Description (Please note that an approved job description from our District HR office is required in order to complete the request form. You may not proceed with the request without the job description.)

Office Facilitator

When did this position become vacant (i.e., last day the employee worked)

12/20/2019

Years ago:

1.8

What was the history of this position and how was it funded?

Cosmetology Office Service Assistant/Front Desk Operations

SALARY REQUESTED (Click here to see the [salary schedules](#))

Salary Schedule (e.g., EE) 46,778

Range (e.g., 116) 113

Job Title (should match description below) Office Service Assistant

Please use a mid-level step for salary: 56,595
Salary (e.g., \$50,000)

Contract

- 12 month
- 11 month
- 10 month
- 100% FTE
- Other FTE %

JOB DESCRIPTION SUMMARY

For reference, please see the current [Organizational Chart](#) for the campus.

Please provide the job title and description-URL for your proposed position. You may find a list of approved job descriptions from the [CCCD Position Description portal](#).

For example, Accessible Media Specialist. URL: https://navigator.cccd.edu/district/hr/classification_and_compensation_study/Documents/Classified%20Specifications%20A/Accessible%20Media%20Specialist.pdf

If the job description is not listed above, you may copy and paste your job description here.

Provides generalist clerical support connected with the processing of customer service-oriented transactions of enterprise, business, and/or student support nature and performs general clerical support, data entry, and reception to a functional area following well-established policies, procedures, and methods.

What are the essential duties this position will fulfill?

Office support and work front desk.

JUSTIFICATION

What is the compelling need for the position? Please include any consequences if this position is not filled?

Cosmetology Department had Office Facilitator and 2 hourly positions that helped run the front desk. The office facilitator was a necessity to our daily running of the office and helped the coordinator with auditing all timecards and filling out State Board applications. There are only 2 people authorized to fill out paperwork for State Board. One was our Office Facilitator(who passed away) and the other was our Department Coordinator/Instructor. The Coordinator position was also taken away, so the Instructor that signed State Board paperwork has been gracious enough to still do all State Board paperwork, without compensation.

If the full-time position is approved, will there be a request for funding for short-term temporary position during the hiring process?

- Yes
- No

Program Needs (50 points):

Explain the conditions that are unique to the program/department which support the need for additional full-time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences on the program/department that will result. Please use information from program review.

Click here to enter text.

The office facilitator was a necessity to our daily running of the office and helped the coordinator with auditing all timecards and filling out State Board applications. There are only 2 people authorized to fill out paperwork for State Board. One was our Office Facilitator(who passed away) and the other was our Department Coordinator/Instructor

College-Wide Priority (30 points):

How does this request align and directly support the Strategic Plan? How does this position address stated long-term college priorities identified by [Vision 2030](#).

For Cosmetology it will help with the overall expansion of our program.

Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?

Cosmetology is a very respected program at GWC rated #4 in the state of California which will bring students to our campus, which in turn benefits the campus.

You have more than 1 classified professional request.

Please rank this request against your others. For example, if you are requesting 3 classified professionals for this program, you could put a "2" in this box, a "1" in

the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

1

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments:

I support this request.



Program Review

One-Time Funding Request Equipment, Technology, and Professional Development

How many funding requests would you like to submit?

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

1st Equipment/Technology/Facilities/Professional Development Request

TYPE OF FUNDS REQUESTED (Note: This form CANNOT be used for any personnel requests, including faculty, classified, and hourly positions.) Please only select one type of request.

- Equipment (Technology)
- Equipment (Non-Technology)
- Facilities (e.g., improvements/repairs to classrooms, offices, and spaces)
- Other (e.g. conferences, funding for professional development)

Please note that all requests will need the following information:

- Sales tax
- Installation fee
- Training fee
- Service life agreement/maintenance/fee

Approved requests over \$10,000 will need 3 quotes before purchase.

Total dollar amount for this request:

\$ 9,500

Does this request address a clear health and safety issue?

- Yes
- No

Program Needs: What program conditions support the need for the requested funds, and how does this request address those needs? Please provide data to support the need for this request.

Chrome books in the Cosmetology Department for Student learning/success.
The State Board of Barbering and Cosmetology Exam for licensure has changed to computer written exam only. The use of Chrome books in our department will help the overall success of our students.

Support of College Goals: How does this request align and directly support the College's Goals? Please cite the college goal or strategic priority that the requests will support. Please describe how this request (if funded) will lead to the improvement of Key Performance Indicators associated with the College goals.

This request meets the following:

ENROLLMENT
GWC will increase credit enrollment while providing efficient academic programs and student services.

EQUITY AND SUCCESS
GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.

COMPLETION
GWC will ensure students' timely completion of degrees and certificates by providing high-quality academic programs and student services.

WORKFORCE PREPARATION
GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.

Contributions to Other College Operations: Will the item requested benefit and/or serve other departments, programs, or plans? If so, how?

Yes, it will help overall:
Environment Access, Equity, and Inclusiveness Excellence in Teaching and Learning Innovation and Technology Leadership Guided by Collaboration Stewardship and Sustainability.

Demonstrates long-term cost savings or improves program efficiency or effectiveness: If funded, how will this contribute to long-term cost savings for the college or improve program efficiency and effectiveness?

It will support GWC Mission Statment:
Our values are the ideals that guide us in our commitment to student learning and to the vitality of our community.
Welcoming Campus Environment Access, Equity, and Inclusiveness Excellence in Teaching and Learning Innovation and Technology Leadership Guided by Collaboration Stewardship and Sustainability

Please rank this request against your others. For example, if you are requesting 3 equipment/facility/professional development requests for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

1

Supervisor's Review
As the supervisor of this program, I have reviewed this request.
 No concerns
 I have concerns
Comments:
 I support this request.

General Information

You have finished your Program Review! Your supervisor, IEC, and (possibly) CCD will review your submission and provide feedback.

Please note, you will only be able to edit this form again if it is returned to you from your supervisor or your VP. Please stay in touch with your supervisor, if you receive feedback that you wish to incorporate.

Signature _____

Date _____

Review Feedback

Dean/Supervisor: Please provide feedback on this Program Review

Deans/Supervisors - If you would like to return this document to the originator, prior to IEC's review, please DO NOT CLICK NEXT here.

Instead, please click on "Return for Revision" (bottom of page) to send the document to the originator.

If you sign the document, it will go forward to IEC.

You will get another chance to review the document after IEC, CCD (if instructional), and the Vice President have provided comments.

IEC: Please provide feedback on this Program Review

*Missing - Summary of trends in Certificates and AA Degrees.
Limited information provided for previous goals.
Goal 1 - This goal seems like it is an existing or previous Program Review cycle goal.
Goal 2 does not connect to Vision 2030.
Goal 5 is missing a description. "

Dean's Second Review

Superuser final check

CCD Reviewer

1. **Once you click the checkbox button below, scroll to the bottom and**
2. **Click on "Return for Revision" to send the document to the originator. DO NOT CLICK NEXT. When you click on Return for Revision, you will be given a page to provide your feedback.**

I have completed the CCD Review

Vice Presidents - If you would like to return this document to the originator, prior to the Dean's 2nd review, please DO NOT CLICK NEXT here. Instead, please click on "Return for Revision" to send the document to the originator. If you want to see the document again, please remove any comments from this page and add your comments on the email page that appears after you return the document.

If you sign the document, it will go back to the dean for a final review. If the dean forwards

the document without returning it, the document will be locked, and the originator will not be able to incorporate the feedback from the reviewers.

Please provide feedback here. When finished, click on "Return for Revision" at the bottom of this page.

Vice President: Please provide feedback on this Program Review

DEAN'S ASSESSMENT OF POTENTIAL FUNDING METRICS

Which of the following **might** be a potential funding source for any of your requests? (Mark all that apply - or skip if not applicable)

- Equity:** Help disproportionately impacted students outside the classroom to either come to the college (access), stay in college (retention), complete transfer-level math or English, complete their degree/certificate, or transfer to a 4-year institution.
- Higher Education Emergency Relief Fund (HEERF II):**
Assist students impacted by the COVID-19 pandemic
- Lottery:**
Purchase of instructional materials to be used by students in the classroom.
- State Funded Equipment:**
Any equipment considered that will last more than a year and costs more than \$5,000 that is used within the classroom.
- Workforce Development:**
Improve the access, retention, or degree/certificate/career attainment for students in non-credit, Career Education, or career development

Submitter Signature _____ Date: _____

Dean / Supervisor Signature Electronically signed by Rick Hicks on 10/25/2021 5:01:15 PM

IEC Signature Electronically signed by Robyn Brammer on 11/15/2021 10:46:33 AM

Revision Email Sent Monday, February 7, 2022 10:32 AM

From Robyn Brammer
To Jon Holland
Subject Program Review - Revision reminder! CCD notes

1. Increase enrollment: schedule more tracks 2. New method of handling payment for services: research/narrow to 2 merchants 3. Build rapport among faculty: transparency

Please complete this section and resubmit.

[Click here to complete your section of the form.](#)