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**

Data Driven Decision Making

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

Reporting Cycle

Program Review will be conducted every two years beginning Fall semester 2021.

Reporting Cycle Activities	Timeline
Program Review forms posted on the Program Review website:	August 22, 2023
Data is available on the ORPIE website:	
• Instructional Program Review Dashboard	Available now
• Student Services Program Review Dashboard	*Coming August 28, 2023*
• State comparison data may be found on Data Mart or Cal-Pass Plus	Available now
Program Review Office Hours and Data Support offered in a hybrid format in the Language Arts (LA) Room 115 and by zoom.	See the Program Review website schedule information.
Program Review draft due via Dynamic Forms.	Friday, October 6, 2023
Review and Feedback Steps to Finalize Program Review:	
• Step 1a: *Technical Review* by IEC (for all) and Academic Senate (for any that include a faculty request). • See the technical review rubrics.	Friday, October 6, 2023
• Step 1b: *Content Review* by Deans/Director. Feedback due to author.	Friday, October 6, 2023
• Step 2: *Completed Revisions* submitted by author for final approvals by Deans/Manager and Vice Presidents. Final draft will address technical and content review feedback.	Friday, November 3, 2023
• Step 3: **Final Program Review Approvals** by Deans/ Manager, Vice Presidents, and IEC. ORPIE will post final draft to the website.	Friday, December 1, 2023
• Step 4: Funding Requests proceed through governance structure.	
• Depending on the request either the Vice President or the IEC will assign the Program Review to the appropriate committee(s), including Planning Council for prioritization.	Friday, December 1, 2023
• Committees forward recommendations to the Budget Committee	Friday, December 1, 2023

• Faculty Hiring timeline:	
• Academic Senate Q&A	Tuesday, November 14, 2023
• Senator Ratings due	Friday, November 17, 2023
• Academic Senate – Special Meeting to Review Rankings	Tuesday, November 28, 2023
• Prioritized requests for faculty positions will be provided by the Academic Senate to the Executive Team	Wednesday, November 29, 2023
▪ President makes final faculty decisions and reports to Senate at Special Meeting. ▪ Based on approved faculty positions, faculty submit search committee membership and supplemental questions to HR and the Academic Senate.	Tuesday, December 5, 2023
• Hiring committee participants appointed by the Academic Senate.	Tuesday, December 12, 2023
• The Budget Committee forwards all recommended non-faculty requests to the Executive Committee	Tuesday, December 12, 2023
• President announces all funded recommendations campus-wide	Monday, April 1, 2024

AUTHOR INFORMATION

Employee ID (E# or C#): `C02165548`   First Name `Jon`   Last Name `Holland`

Wing `Instruction ▾`   Email Address `jholland@gwc.cccd.edu`   Office Phone `_____`

Dean/Manager First Name `Dorsie`   Last Name `Brooks`   Email `Brooks, Dorsie = dbro ▾`

Vice President First Name `Kay`   Last Name `Nguyen`   Email `Nguyen, Kay = kvngu ▾`

Program Review - Draft
*23-24 Program-Review-Cosmo-Esthetics.docx

Program Review - Final Submission
*23-24 Program-Review-Cosmo-Esthetics (1).docx

This Program Review includes the following:* `-- Please Select -- ▾`
Pick all that apply.

Faculty Request `-- Choose -- ▾`

Facilities, Technology, Equipment Request `-- Choose -- ▾`

Classified Request `-- Choose -- ▾`

This Program Review includes the following:* `Yes ▾`
Pick all that apply.

If the answer was "Yes" but one of the following is not picked it will affect the form's workflow and you will have to resubmit.

Faculty Request `-- Choose -- ▾`

Facilities, Technology, Equipment Request `Yes ▾`

Classified Request `Yes ▾`

Faculty Requests (up to 3)
One upload per request

Faculty Upload1 Program-Review-Request-for-Funding-2023-24-Facilities-Equipment-Technology-Other-Funding Cosmo.docx

Faculty Upload2
 Program-Review-Request-for-Funding-2023-24-Facilities,-Equipment,-Technology,-Other-Funding (1) Chambliss (1).docx

Faculty Upload3

Faculty Requests (up to 3)
One upload per request

Faculty Upload1

Faculty Upload2

Faculty Upload3

Facilities, Technology or Equipment Draft Requests (up to 5)	Facilities, Technology or Equipment Update Requests (up to 5)
FTE Upload1	FTE Upload1 Program-Review-Request-for-Funding-2023-24-Classified-Personnel (1) Chambliss (2).docx
FTE Upload2	FTE Upload2 Program-Review-Request-for-Funding-2023-24-Facilities,-Equipment,-Technology,-Other-Funding (1) Chambliss (1).docx
FTE Upload3	FTE Upload3 Program-Review-Request-for-Funding-2023-24-Facilities-Equipment-Technology-Other-Funding Cosmo.docx
FTE Upload4	FTE Upload4
FTE Upload5	FTE Upload5

Classified Personnel Draft Requests (up to 3) *One upload per request*	Classified Personnel Updated Requests (up to 3) *One upload per request*
Classified Upload1 Program-Review-Request-for-Funding-2023-24-Classified-Personnel Esthetics- dept request.pdf	Classified Upload1
Classified Upload2	Classified Upload2
Classified Upload3	Classified Upload3

Supporting Materials (Optional)	Supporting Materials (Optional)
Upload1	Upload1
Upload2	Upload2
Upload3	Upload3

...3232383336

Jon Holland
Author - Draft Signature

10/06/2023
Date

...3634323630

Jon Holland
Author - Final Signature

12/05/2023
Date

Dean/Manager Draft Feedback

PR-
1.Might be helpful to bullet point both the strengths and challenges.
2. Would like a further developed explanation for supporting equity- the Esthetics hybrid program is a good example.
3.On Completions- add that Esthetics is back post pandemic and that has increased awards- also additionally consistent level 1 starts every 9 weeks except for summer.
4.Need information about how to serve more students- Updating rules and regs to increase retention, adding an additional 2 seats to Level 1 knowing there will be no shows day 1.
5. Please give an example of how SLO evaluation has led to a change in the SLO.
6. ADD a deadline to Goal 1- By Spring 2024...

Requests-
1. Please elaborate on the Goal for the technology requests

2. Hybrid Project- would like to see a further developed workplan- in collaboration with the new Regional Cosmetology project. Additional discussion regarding how to schedule is also needed. It may also require some curriculum revisions that may need to be completed prior to offering

3. I believe there is a request missing- It also needs additional development of a workplan and discussion among the department and college. A full release position has not been discussed with the Dean by any faculty and is a significant monetary investment. A full job description with attached outcomes and schedules would also need to be completed prior to any conversations with the Union for the creation of an MOU.
4. I would suggest requesting an additional faculty member through the Academic Senate's revised timeline.

FileUpload2

IEC Feedback

A few notes:
Q: "How does program support DEIA goals?" A: "Faculty engagement with student services." Unsure what this means.

Under "Awards", needs to have "N/A" in the fields asking how many Associate Degrees for Transfer. It was left blank.

Under "FTES" "Discuss data trends and plans for serving more students. Was left blank. If program is already at capacity, should this be stated?

Missing submitter signature on page 8.

Request for Funding - missing Vision 2030

FileUpload4

Program Review Rubric Upload

Academic Senate Executive Board Feedback

FileUpload1

Program Review Rubric Upload

Dean/Manager Final Feedback

FileUpload2

...3936343530

Dorsie Brooks _____ 12/15/2023 _____
Dean/Manager Signature   Date

Vice President Feedback

FileUpload3

_____   _____
Vice President Signature   Date

Downloaded to the following Committee Teams folder on: -- Choose -- ▼   [   ]

_____   _____
IEC Signature   Date

_____   _____
Academic Senate Signature   Date

Dean/Manager - Feedback Signature   Electronically signed by Dorsie Brooks on 10/18/2023 4:58:02 PM

Academic Senate: Technical Review Signature   Electronic Signature Pending

Vice President Signature	Electronic Signature Pending
Academic Senate Signature	Electronic Signature Pending
IEC: Technical Review Signature	Electronically signed by Kristen Hill on 10/17/2023 4:27:46 PM
IEC Signature	Electronic Signature Pending

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

SUBMITTER INFORMATION

First Name:	Jon
Last Name:	Holland
Email:	jholland@gwc.cccd.edu
ID:	
Phone Number:	(714) 895-8354
Who is your Dean/Supervisor?	Dorsie Brooks
Are you the Department Chair?	Yes

GENERAL PROGRAM QUESTIONS

Name of Program (Academic Programs should be listed per discipline):
Cosmetology & Esthetics

Please provide a brief description and any significant change in your program since the last Program Review cycle.
New 1000 Curriculum for Cosmo- Program successfully launched legislative mandate to reduce hours of the program from 1600 to 1000
New Curriculum for Esthetics- Program successfully updated curriculum to include new topics for instruction
Barbering Retirement- Was retired due to lack of resources at this point in time- the college/department may wish to revive at a later date.
Return to campus, no clients yet
Hybrid Course in Esthetics
Esthetics move - The Esthetics program will move to a new updated location to modernize the facilities layout for the betterment of the program to create a more condusive learning environment
Guest Vision - We have enstalled a modern electronic clock-in clock-out method for record keeping.
Remodel- The Cosmetology Department was remodeled during Covid closure for much needed updates to enhance the aesthetic of the department.

New Color Line

Kits/lottery/Supplies

CIMA- Esthetics Learning platform

What are your program's strengths? (Answers could include but not limited to KPI data)

High demand- The program has always had a significant number of waitlisted students. This has held steady through the return to campus in the last year.

GWC faculty are experts in their field of teaching all bringing different methods of teaching from the vast field experience.

Good Reputation in industry - the program has always had an outstanding reputation and has been ranked in the top 50 programs nation wide.

With the legislated reduction in required hours from 1600 to 1000, students are now able to move through quicker allowing for students to start industry career earlier than in the past.

pass rate at State Board- We have always had a strong pass fail rate above passing percentages.

Serving adult learners- this is a strong program designed to put students in the workforce in a lucrative career in a timely manner.

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

Recent lower State Board results- Due to Covid restrictions and moving to a completely online modality made it very challenging to teach a hands-on program.

COVID Restrictions- Did not allow a teaching enviornment condusive to the students needs for classroom face to face learning.

No clients yet- It is very challenging for students to not have clientele to work on for soft skills and client interaction along with performing industry related work. Ie. Actual color,haircutting etc.

Lack of faculty- substitute pool- The department lacks enough full-time faculty for consistancy in teaching due to restrictions on part time LHE requirnments. Lack of substitutes based on having lower substitute pay scale in comparisun to competing districts.

Evening assistance for Hybrid program- The evening program lacks proper assistance with classified assistance for program needs.

Front desk assistance for Cosmetology- The program needs assistance with helping clientele booking appointments, greeting and charging patrons for their services, along with many other services our one classified n the department can not manage along with their dispensary duties on the clinic floor.

Spacial challenges with classroom size- The classroom sizes are not always large enough to accomidate students in a condisive manner best suited for learning purposes.

Describe any trends and contributing factors related to enrollment, retention, and success for this past cycle.

Covid has continued to present a challenge to students because of the clock hour requirements for each level and the program overall. Because of the attrition rates, the program generally loses about 5-7 students per level due to absences exceeding the allowed amount.

How does your department/program support the goals of diversity, equity, inclusion, and accessibility? (Answers could include but not limited to gaps in success data, modality of course offerings, part/length of term (full-term, non full-term, etc.)
-Kit costs have been lowered using SWP, Lottery. This creates less financial burden on students who are unable to work full time due to being in class 35+ hours per week. -Faculty engagement with Student Services -The Esthetics program as piloted an evenying hybrid program. While the hybrid program has extended the time to completion from one semester to two, it allows students to attend part time, only 20 hours per week instead of 40. This means that students with outside of school respnsibilities can attend and be successful.

How does your department/program collaborate with other areas on campus to advance student success?
The Cosmetology and Esthetics faculty and staff work with various student services programs including, EOPS/NEXT Up/CAL Works, Umoja, and the Ally center to try to support students as they progress in the program. The faculty also attend various equity focussed professional development opportunities.

How does your department/program utilize technology to support student success?
Canvas tools, chromebooks in classroom to support test taking skills and additional video supports. The Hybrid program has allowed students to attend 50% of the class on Zoom in a LiveOnline format.

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

AWARDS

What type of awards does your program offer?

☒ Certificates

☒ Associate Degree

☐ Associate Dress for Transfer

Please provide the information for the number of 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	62	45	105
Associate Degrees	27	10	28

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 and Planning, and Institutional Effectiveness (ORPIE).
Increased on ground classes after COVID which has allowed us to increase the number of students completing the program. Additionally, Esthetics returned to campus in 22-23, which increased the numbers of students served and completers.

The program as begun to increase the seat cap for Level 1 cohorts to 30 (from 28) knowing that there will be some no-shows and/or drops in week one. This increase allows the program to maintain a healthy number in the cohort throughout all four levels. |

FTES and FTEF

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 three years ago, two years ago, and this past year.

Please note: *For programs with earned credit please use FTES (Res)/FTEF. For non-credit, please use FTES (Total)/FTEF.*

	3 years ago	2 years ago	1 year ago (this past year)
FTES/FTEF Ratio:	30	28	28

Outside of hiring new faculty or staff, please discuss the data trends above, and your plans for serving more students.
The program is currently not able to increase capacity due to space and safety limitations.

CURRICULUM

After a thorough review of your courses in CurricUnet, with the assistance of your CCI representative, answer the following questions.
If you do not currently have a representative on CCI, you may contact either:
Gary Kirby: gkirbyjr@gwc.cccd.edu
Monica Jovanovich: mjovanovich@gwc.cccd.edu

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 years or more for a CTE course)?

☐ Yes

☒ No

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

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.
Click or tap here to enter text.

STUDENT LEARNING OUTCOMES

Do any of your SLOs use the exact wording as the course objectives?
(SLOs should be written to reflect the course objectives while not using the exact same language as the course objectives).

☐ Yes

☒ No

How has your department/program utilized SLO (Student Learning Outcome) results to make changes or improvements to your Program?
The department reviews SLOs when meeting at the end of each Level cycle and discusses any changes needed. Faculty are still assessing the new curriculum that began in Fall 2022 while also waiting for State Board pass rates to post.

GOALS AND REQUESTS FOR FUNDING

Requests – If you are requesting any of the following, they MUST be addressed within your Department goals. These forms must be submitted separately from the Program Review.

- Faculty
- Facilities, Equipment, Technology & Other
- Classified Personnel

GWC Strategic Plan Goals Legend

Program Review Request

Instruction

      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 the College Goals.

7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

GOALS FROM PREVIOUS PROGRAM REVIEW CYCLE

Please refer to 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.
Since the last program review cycle, the department has bene foccused on brining the curriculum and program into compliance with new legislation, which was successfully completed in Spring 2022 and launched in Fall 2023. Additionally, a large facelift was completed in the building using Strong Workforce Funds.

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

Current goals should be connected to GWC's Strategic Plan Goals.

==GOAL 1 (Required)==

Description of goal:
Evaluate program rules and regulations for department and student needs. Some of the rules and regulations are outdated and need to be readdressed to meet student and programmatic needs.

What actions will be taken to accomplish the goal?
Department will work as a team to provide input and update rules and regulations.

What metric will you use to measure your goal?
Retention- focus on keeping students in the program

Which of the College's missions and goals does this goal support? (check all that apply)

☐ Enrollment

☒ Equity and Success

☒ Completion

☒ Workforce Preparation

☐ Facilities

☐ Professional Development

☐ Communication

GOAL 2 (Required)

Description of goal:
Reestablish receiving clients in the program.

What actions will be taken to accomplish the goal?
1. Complete facilities improvements including reception area/ front desk.
2. Incorporate cashless money system
3. Move the esthetics program to new facility (Fall 2024)

What metric will you use to measure your goal?
The goal is to have customers by Spring 2024.

Which of the College's missions and goals does this goal support? (check all that apply)

☐ Enrollment

☐ Equity and Success

☐ Completion

☒ Workforce Preparation

☒ Facilities

☐ Professional Development

☐ Communication

GOAL 3 (Required)

Description of goal:
Explore opportunities in Noncredit for the program.

What actions will be taken to accomplish the goal?

1. Labor Market Demand

2. Advisory meeting- for validation that it would not negatively impact students

3. Consult with College stakeholders on any unforeseen repercussions

4. Establish and articulation or Credit for Prior learning process for students who wish to pursue a degree.

5. Follow Curriculum Process

What metric will you use to measure your goal?

This is something that needs extensive research and discussion.

Which of the College's missions and goals does this goal support? (check all that apply)

☒ Enrollment

☒ Equity and Success

☒ Completion

☒ Workforce Preparation

☐ Facilities

☐ Professional Development

☐ Communication

OTHER INFORMATION

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

Click or tap here to enter text.

Submitter's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Supervisor's Review

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

☐ No concerns

☐ I have concerns

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	**Tasha**
Submitter's Last Name:	**Chambliss**
Submitter's Email:	**TChambliss@gwc.ccccd.edu**
Submitter's Phone Number:	Click or tap here to enter text.
Who is your Dean/Supervisor?	**Dorsie Brooks**
Are you the Department Chair?	**No**
Who is your Vice President?	**Kay Nugyen**
Program/Department:	**Cosmetology**

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- ☒ Instruction
- ☐ Student Services
- ☐ Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):
The goal is to increase student success and pass rates, for the Board of Barbering and Cosmetology computer-based Licensure Exam. The percentage goal is 80% or above.

Data to support the Program's Goal (if necessary/desired) **Data Dashboards** **If additional data is necessary/desired, fill out a Research Request - May take up to 4 weeks**
https://www.barbercosmo.ca.gov/schools/schls_rslts.shtml. The written exam passing percentage from 2016 through 2022 has had a high of 88% and a low of 38%. January 1-2023 through June 30, 2023, Passed 15, 94% and Failed 1, 6% April 1-2023 through June 30-2023, Passed 11,73%, Failed 4, 27%

What actions will the program take to accomplish this goal?
1. Updating and implementing current academic and educational resources technology and technological resources. 2. Separate large theory/main theory by creating a separate CRN and using a hybrid model that focuses on all theory subjects. 3. Student technology training

4. Pilot for 1 year(starting at level 1)
5. Instructor knowledgeable and comfortable with technology. Instructors have completed level 3 canvas certificate training from Golden West College

What metric will you use to measure this goal?
The metric that is being used is the success metric. Successful passing of licensure exam

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

Please describe how this goal supports the College's missions and goals (Vision 2030).
Improvement of student learning, and innovation through technology and programming. Increase the success certificate completion and licensure in career and technical education.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

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

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
Stipend for instructor to build. To include course content, canvas shells,	$3000.00
Pivot Point technical training	Free

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

Online instructor training (accessibility, content, intellectual property)	$2500.00
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.
N/A

Will there be an on-going cost for this request? What is the total cost of ownership?
N/A

Supervisor's Review
As the supervisor of this program, I have reviewed this request. ☐ No concerns ☐ I have concerns about this recommendation ☐ I believe department or wing funds exist to cover this request: ☐ partial ☐ full payment
Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

☐ Funding recommended

☐ Funding not recommended

President's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	**Jon**
Submitter's Last Name:	**Holland**
Submitter's Email:	**jholland@gwc.cccd.edu**
Submitter's Phone Number:	**(714) 895-8354**
Who is your Dean/Supervisor?	**Dorsie Brooks**
Are you the Department Chair?	**Yes**
Who is your Vice President?	**Kay Nguyen**
Program/Department:	**Cosmetology**

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

☒ Instruction

☒ Student Services

☐ Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):
Increase accessibility of technology in the classroom.

Data to support the Program's Goal (if necessary/desired) **Data Dashboards** **If additional data is necessary/desired, fill out a Research Request - May take up to 4 weeks**
Click or tap here to enter text.

What actions will the program take to accomplish this goal?
1. Purchase items and train faculty on uses

What metric will you use to measure this goal?
Retention efforts

Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

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

Please describe how this goal supports the College's missions and goals (Vision 2030).
Click or tap here to enter text.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

☐ Facilities (e.g. improvements/repairs to classrooms, offices and buildings)

☒ Technology

☒ Equipment

☐ Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
3 Work stations – Guest Vision time card log in stations	$4000.00
3 podiums and chairs- updating classroom instructor stations	$4500.00
2 AV Monitors	$30.000.00
New Facial Steamers Esthetics	$50.000.00
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.
Strong Workforce

Will there be an on-going cost for this request? What is the total cost of ownership?
No

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

Supervisor's Review
As the supervisor of this program, I have reviewed this request.
☐ No concerns
☐ I have concerns about this recommendation
☐ I believe department or wing funds exist to cover this request: ☐ partial ☐ full payment
Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.　　　**Date:** Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.　　　**Date:** Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

☐ Funding recommended

☐ Funding not recommended

President's Signature: Click or tap here to enter text.　　　**Date:** Click or tap to enter a date.

CLASSIFIED REQUEST

Submitter's First Name:	Tasha
Submitter's Last Name:	Chambliss
Submitter's Email:	Tchambliss@gwc.cccd.edu
Submitter's Phone Number:	Click or tap here to enter text.
Who is your Dean/Supervisor?	Dorsie Brooks
Are you the Department Chair?	No
Who is your Vice President?	Kay Nugyen
Program/Department:	Cosmo

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

☐ Instruction

☐ Student Services

☒ Administrative

POSITION REQUEST

Please check one of the following:

☐ Replacement Position (Previously funded/ not currently funded)

☒ New Position (Never been funded/newly created)

Please note: that an approved job description from the District office is required in order to complete the request form. You may not proceed with the request without the job description.

If this request is for a replacement, how long has the position been vacant?	This position will be a one-year interim position. This position will be temporary. The Cosmetology Department chair position will be temporarily vacant until the end of the Cosmetology DEI support Coordinator concludes.
Job Title	Cosmetology DEI, Support Coordinator

Salary Information

Salary Schedule Range:	Determined by the internal salary range of the applicant
Annual Salary (Step 1) $:	Determined by the internal salary range of the applicant
Step 5 $:	Determined by the internal salary range of the applicant

Contract (check one):
☒ 100% FTE
☐ Other FTE %:
☒ 12 month
☐ 11 month
☐ 10 month

Job Description Summary

Program Review Request- Classified

Golden West College

☐ **Required**: Attach a copy of the department Organizational Chart showing all positions and highlighting the position requested.

☐ **Required**: Attach a copy of the CCCD Position Description, if available (obtain from Personnel Dept).

☐ **CCCD does not have a position description as it is a new position within the district.**

What are the essential duties this position will fulfill?
Purpose: Provide suggestions & recommendations to credit a competitive, appealing, and strong Cosmetology d Goal(s): Updating and implementing current academic and educational resources, technology, and technological resources. Create a new Cosmetology department model. Restructure, re-evaluate, reassess, and retrain based on the needs of the department using equitable and innovative strategies and practices. 1. Evaluation, surveys to collect data 2. Course offerings and Scheduling 3. Transition and Implementation 4. Communication strategies 5. Faculty Manual: Roles and Responsibility, resources 6. Training: Train, schedule training 7. Subject assignment manual 8. Department meetings: schedule, lead 9. Communicate to the department dean as a communication liaison for faculty 10. Communicate with departments on campus for presentations for students 11. Create updated orientation for students

JUSTIFICATION

What is the compelling need for an immediate replacement?
There is a compelling need for immediate implementation to assist students with consistent, effective, innovative, and equitable policies, procedures, and practices. In addition, it provides faculty with a custom model GWC model that focuses on DEI, while providing an innovative structured, teaching environment. This includes procedure sheets, resource manuals, etc. Providing students faculty and staff with support, to focus on the successful completion of the students and a collaborative work space.

What are the consequences if this position is not immediately replaced?
1. Continued low student success rates (Lincensure). 2. Faculty and staff unclear of roles and responsibilities. 3. Subjects and content not being taught due to lack of structure (understanding what needs to be taught) 4. Lack of information and communication for students, faculty, and staff. 3. Structure to encourage positive outcomes in all areas.

If the full-time position is approved, will there be a request for funding for 160-day position during the hiring process?

☐ Yes

☐ No

Position title and Area of Specialization (if applicable)
Cosmetology DEI, Support Coordinator

Needs/Priority Rubric (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 classified position meet the following criteria? *(2 page max.)*
Fully respond to each of the following questions. Your responses will be the basis that Planning Council and the Executive Team members will apply the criteria and rate this request.

#1. Program Needs (1-10 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 to the **program/department** that will result. Please use information from Program Review.
The Cosmetology department is unique in that the State Board of Barbering and Cosmetology provides the practices, laws, and policies that GWC Cosmo must adhere to and abide by.

#2. College-Wide Priority (1-10 points):

How does this request align and directly support the College's Goals? How does this position address stated long-term college priorities identified by College plans? (e.g. Master Plan, Instructional Plan, Student Equity Plan, Facilities Plan) *Please cite the plans and goal(s).*
This request aligns with the college's goals of Equity and Success, Completion, Workforce Preparation, Professional Development, and Communication.

#3. Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?
Communication, and collaboration in assisting and serving students. For example, becoming an EOPS student

#4. Request fills a current position that has been filled by an hourly employee for over one year because there is a demonstrated need. (10 points):

(Determined by the Executive Team)
N/A

Please provide justification why the department wants the position to be permanent.
N/A

Submitter's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Submitter's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

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

☐ I have concerns

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

☐ Hire position

☐ Hire one-year temporary

☐ Not hiring at this time

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	**Jon**
Submitter's Last Name:	**Holland**
Submitter's Email:	**jholland@gwc.cccd.edu**
Submitter's Phone Number:	**(714) 895-8354**
Who is your Dean/Supervisor?	**Dorsie Brooks**
Are you the Department Chair?	**Yes**
Who is your Vice President?	**Kay Nguyen**
Program/Department:	**Cosmetology**

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

☒ Instruction

☒ Student Services

☐ Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):
Increase accessibility of technology in the classroom.

Data to support the Program's Goal (if necessary/desired) **Data Dashboards** **If additional data is necessary/desired, fill out a Research Request - May take up to 4 weeks**
Click or tap here to enter text.

What actions will the program take to accomplish this goal?
1. Purchase items and train faculty on uses

What metric will you use to measure this goal?
Retention efforts

Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

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

Please describe how this goal supports the College's missions and goals (Vision 2030).
Click or tap here to enter text.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

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

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
3 Work stations – Guest Vision time card log in stations	$4000.00
3 podiums and chairs- updating classroom instructor stations	$4500.00
2 AV Monitors	$30.000.00
New Facial Steamers Esthetics	$50.000.00
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.
Strong Workforce

Will there be an on-going cost for this request? What is the total cost of ownership?
No

Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Supervisor's Review
As the supervisor of this program, I have reviewed this request.
☐ No concerns
☐ I have concerns about this recommendation
☐ I believe department or wing funds exist to cover this request: ☐ partial ☐ full payment
Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

☐ Funding recommended

☐ Funding not recommended

President's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

CLASSIFIED REQUEST

Submitter's First Name:	Jon
Submitter's Last Name:	Holland
Submitter's Email:	jholland@gwc.cccd.edu
Submitter's Phone Number:	Click or tap here to enter text.
Who is your Dean/Supervisor?	Dorsie Brooks
Are you the Department Chair?	Yes
Who is your Vice President?	Kay Nguyen
Program/Department:	Cosmetology

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

☒ Instruction

☐ Student Services

☐ Administrative

POSITION REQUEST

Please check one of the following:

☐ Replacement Position (Previously funded/ not currently funded)

☒ New Position (Never been funded/newly created)

Please note: that an approved job description from the District office is required in order to complete the request form. *You may not proceed with the request without the job description.*

If this request is for a replacement, how long has the position been vacant?	NA
Job Title	Dispensary Technician- 47.5%

Salary Information

Salary Schedule Range:	113
Annual Salary (Step 1) $:	$47,232
Step 5 $:	$57,411

Contract (check one):

☐ 100% FTE

☐ Other FTE %:

☐ 12 month

☒ 11 month

☐ 10 month

Job Description Summary

☒ **Required**: Attach a copy of the department Organizational Chart showing all positions and highlighting the position requested.

☒ **Required**: Attach a copy of the CCCD Position Description, if available (obtain from Personnel Dept).

☐ **CCCD does not have a position description as it is a new position within the district.**

What are the essential duties this position will fulfill?
The Esthetics program has offered an Evening Hybrid Program. This program needs classified dispensary technician support in order to support the evening students and faculty in the same capacity as the day time students.

JUSTIFICATION

What is the compelling need for an immediate replacement?
Click or tap here to enter text.

What are the consequences if this position is not immediately replaced?
The evening program may not be able to be offered if we cannot provide instructional support, resulting in loss of possible FTES and an innovative program.

If the full-time position is approved, will there be a request for funding for 160-day position during the hiring process?

☐ Yes

☒ No

Position title and Area of Specialization (if applicable)
Cosmetology Dispensary Technician

Needs/Priority Rubric (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 classified position meet the following criteria? *(2 page max.)*
Fully respond to each of the following questions. Your responses will be the basis that Planning Council and the Executive Team members will apply the criteria and rate this request.

#1. Program Needs (1-10 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 to the **program/department** that will result. Please use information from Program Review.
The daytime program has a full time Dispensary Technician to support faculty and stuents with product and lab set up. This position will help provide that same support to the evening program.

#2. College-Wide Priority (1-10 points):

How does this request align and directly support the College's Goals? How does this position address stated long-term college priorities identified by College plans? (e.g. Master Plan, Instructional Plan, Student Equity Plan, Facilities Plan) *Please cite the plans and goal(s).*
The Esthetics program is a high demand-high wage field that results in Living wage jobs in our community with 600 hours of training. This program always has a waitlist and we could fill additional classes.

#3. Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?
Click or tap here to enter text.

#4. Request fills a current position that has been filled by an hourly employee for over one year because there is a demonstrated need. (10 points):

(Determined by the Executive Team)
Click or tap here to enter text.

Please provide justification why the department wants the position to be permanent.
As long as the college offers an evening program, we should support it in the same way as the day time program.

Submitter's Signature: Click or tap here to enter text.　　**Date:** Click or tap to enter a date.

Submitter's Signature: Click or tap here to enter text.　　**Date:** Click or tap to enter a date.

Supervisor's Review
As the supervisor of this program, I have reviewed this request. ☐ No concerns ☐ I have concerns
Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.　　**Date:** Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.　　**Date:** Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

☐ Hire position

☐ Hire one-year temporary

☐ Not hiring at this time

President's Signature: Click or tap here to enter text.

Program Review Request- Classified

Golden West College

Date: Click or tap to enter a date.

	Position Description
Classification: Cosmetology Dispensary Technician	Specification Number: 65098
Board of Trustees' approval date: 10/23/19	Salary Grade: 113

Summary

Provides technical and instructional assistance to students involved in cosmetology and esthetics curriculum that includes customer service-oriented classroom and laboratory settings designed to further their knowledge and physical skill. Oversees the custody, care and preparation and dispensing of products and equipment in accordance with the State Board of Cosmetology and Occupational Safety and Health Association.

Distinguishing Career Features

The Cosmetology Dispensary Technician is part of an instruction support career ladder. The position requires qualifications for, and the ability to dispense beauty products requiring mixing of chemicals and coloring/blending agents and dyes. Advancement potential exists to Lab Associate based on need and the ability to work with groups actively supporting the curriculum with demonstrations.

Essential Duties and Responsibilities

Specific duties may vary among departments, divisions and jobs. Incumbents typically perform a substantial portion or all of the following kinds of duties, as assigned:

1. Coordinates, prepares, and dispenses equipment, chemicals, and products required for class instruction. May blend chemicals to customer needs.

2. Ensures that all equipment and supplies used daily are operational, properly cleaned and sanitized in the cosmetology and the esthetician program.

3. Provides students with assistance and training in the operation of equipment and mixing of solution and chemicals.

4. Orders supplies as needed. Assures adequate inventory and accounting for all supplies and equipment on hand.

5. Assists the department implementing of State Board rules and health and safety regulations, keeping in compliance with State Board of Cosmetology and OSHA.

6. Maintains control and documentation of hazardous chemicals and arranges for removal of bio-hazard materials.

7. Performs general clerical support to the Cosmetology program. Provides support to program faculty, prepares handouts and instructions, maintains records of inventory, vendor information, purchase orders, and organizes related files.

8. Maintains up-to-date knowledge of trends and requirements within the cosmetology field and as required by licensing agencies.

9. Run front desk, answer phones, confirm appointments, book clients, check in/out clients daily, rebook appointments. Take money for client and retail sales daily, as well as daily deposits.

10. Book tours for students and answer all questions regarding Esthetician Program. Gathers data and prepares reports containing information with student retention, petitioners, yearly sales in client and retail sales.

11. Performs other related duties as assigned that support the objective of the position.

12. Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics.

Qualifications

- **Knowledge and Skills**

1. The position requires working knowledge of the concepts, learning strategies, and activities in the field of Cosmetology and Esthetics.

2. Requires knowledge of and skill in describing the current trends and styles in grooming and fashion.

3. Requires working knowledge of proper chemical mixtures and combinations.

4. Requires working knowledge of laboratory procedures, organization, equipment, test, experiments, and simulations.

5. Requires sufficient math skills to calculate quantities and portions.

6. Requires sufficient English language skills to read, analyze, and apply procedural manuals.

7. Requires sufficient human relations skills to facilitate learning with small groups and to convey technical concepts to students.

- **Abilities**

1. Requires the ability to perform the essential responsibilities and functions of the position.

2. Requires the ability to perform a variety of instructional assistance and related support functions within the field of Cosmetology.

3. Requires the ability to perform routine record keeping and report writing duties.

4. Requires the ability to communicate in both formal and informal setting with students, instructors, and outside customers.

5. Requires the ability to coordinate the activities of work-study students.

6. Requires the ability to work collaboratively with faculty, peers, and students in a way that contributes to positive student engagement.

- **Physical Abilities**

1. The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.

2. Essential functions will vary by position.

3. As defined by Title I of the Americans with Disabilities Act ("ADA") and California's Fair Employment and Housing Act ("FEHA"), the District shall engage in a timely, good faith interactive process with employees or employment applicants who are requesting or are in need of reasonable accommodations and, provide reasonable accommodations for employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law.

- **Education and Experience**

  The position requires an Associate's degree in Cosmetology and one year of experience related to Cosmetology. Or, any combination of education and experience which would provide the required equivalent qualifications for the position.

- **Licenses and Certificates**

  May require a valid driver license. Requires valid Cosmetology license issued by the state of California.

- **Working Conditions**
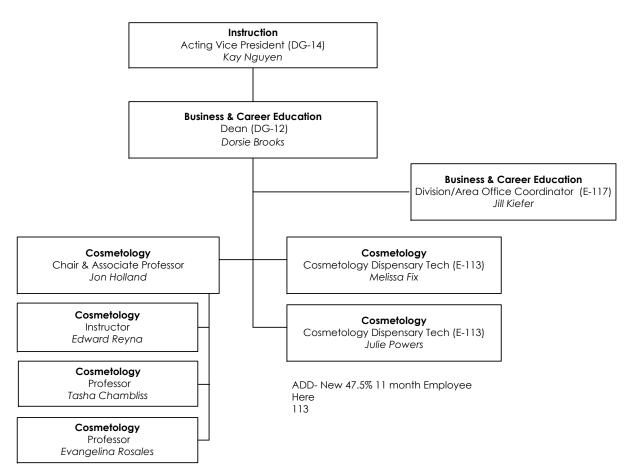
  Work is performed indoors where safety considerations exist from physical labor and use of chemicals.

This job specification describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

GOLDEN WEST COLLEGE
GWC
HUNTINGTON BEACH, CA

August 2023

Instruction
Acting Vice President (DG-14)
Kay Nguyen

Business & Career Education
Dean (DG-12)
Dorsie Brooks

Business & Career Education
Division/Area Office Coordinator (E-117)
Jill Kiefer

Cosmetology
Chair & Associate Professor
Jon Holland

Cosmetology
Cosmetology Dispensary Tech (E-113)
Melissa Fix

Cosmetology
Instructor
Edward Reyna

Cosmetology
Cosmetology Dispensary Tech (E-113)
Julie Powers

Cosmetology
Professor
Tasha Chambliss

ADD- New 47.5% 11 month Employee
Here
113

Cosmetology
Professor
Evangelina Rosales

Cosmetology
2023 - 2024