Golden West College

INSTRUCTIONAL

PROGRAM REVIEW

Spring 2013

Program Name: Cosmetology
Division Name: CTE

Overview of Program:

This program has been in existence at Golden West College for over 40 years, and the program's reputation is highly recognized in the salon industry throughout Southern California. The program is designed to develop the knowledge, skills and techniques necessary to prepare for the state licensure examination and successful initial employment. Golden West college Cosmetology students maintain a high pass/fail ratio for the state licensing test. Students who achieve a "C" grade or better for the entire program can receive a Certificate of Specialization in Cosmetology.

Cosmetology is a 1600-hour program, consisting of five sessions and takes approximately one year to complete. The program offers full time day classes only, Monday through Friday-8:00 am to 4:30 pm. New sessions begin August, October, January, March, and May. To begin, you are required to register for COSM G021 (Cosmetology, Level 1, 11 units).

Forty Six (46) units are earned with completion of the five sessions of Cosmetology. You may begin your training at any of the sessions, but you must complete all of them consecutively. Enrollment in the program requires continuous attendance for the total number of program hours to become eligible for the Board of Barbering and Cosmetology examination. Students who complete this course can apply the 46 units toward an Associates of Arts degree. We recommend that you meet with a counselor to assist you in obtaining your degree.

Program Contact Information:
Program Contact Name Edward Reyna   Phone #   58118   E-mail prefix: ereyna

Program Manager: Edward Reyna   Title: Coordinator/ Dept. Chair   Salary Sched/Column   Phone # 58118   Office Location Cosmetology 101   E-mail prefix: 58118

Classified Staff: Terry Dietrichson   Title: Facilitator   Salary Sched EE-48-05/Column   Phone #58739   Office Location : Cosmetology 101   E-mail tdietrichson   prefix: 58739

Full-Time Faculty: Edward Reyna   Phone # 58118   Office Location: Cosmetology 101   E-mail: ereyna

Current State of the Program

1. What noteworthy trends do you notice in your data tables?

There was a decline in student completion in the prescribed time. Student withdrawal

2. What are your analyses of the causes or reasons for those trends?

The decline in the economy affected students' ability to maintain regular attendance.

3. What does your program do well?
- One year program with no prerequisites
- 95-100% passing rate of State Board Exam
- Retention rate is greater 76%
- 45 years of Department success
- Provides low cost services to community

4. What are the challenges to your program.

Within your program's control
- Replacement of full and part-time faculty
- Maintain continuity and consistency with curriculum and policies
- Adequate teaching supplies: cabinets in classrooms for teaching staff

Beyond your program's control
- Instructional Budget
- Need for new facility and equipment
- Better location for clients
- Better parking spaces and locations for clients

5. What are the opportunities for your program
- Creating a rotating program with two cohorts per session
- Offer State Board Review Classes
- Growth and expansion of the Esthetics program
- Evening Classes: Barber Crossover Course
- Advanced training in Spa Skin Care
- Evening teacher training to create pipeline for qualified train instructors

6. Identified areas in need of improvement
- Better advertising signs
- Better access to location
- Larger lecture room with digital media and adequate seating

Program-Level Student Learning Outcomes (pSLOs) Assessed During 2010-12

Complete a separate page for each major and/or certificate you assessed.

Program Name: Cosmetology

Program Type:
( ) Transfer Major
(X) Certificate of Achievement
( ) Basic Skills Sequence
( ) Area of Emphasis
( ) Gen Ed Area

Semester Assessed:
( ) Fall   ( ) Spring   **Year:12**
X Winter   ( ) Summer

Step 1	**Define the Expected Program Student Learning Outcome (pSLO).**	Complete the program in the prescribed time of 2 semesters and 1 summer session and pass the course with 75% or above average. Prepared for industry and work field.
Step 2	**What method did you use to assess the SLO?**	Assessment as mandated by Consumer Affairs of California Board of Barbering and Cosmetology and enforced thru NIC National Testing of Cosmetology. 75% or above is passing for licensing.
Step 3	**Describe the results of your assessment.**	The 260 students completed course and took exam from January 2010 – December 2012. Students scheduled to take exam passed with 92% overall average.
Step 4	**Describe your analysis of the data.**	From the Board of Barbering and Cosmetology School Pass/Fail Rate Data Sheets as described: Using the data information (provided by State Board), there are 6 annual reports per year making 12 reports total with pass rates. Taking the averages of each report added up to 1107% for both years. Taking the 1107 overall averages and dividing by the 12 of the quarterly report averages equaled 92.25% for 2010-2012. (1107÷12=92.25%)
Step 5	**What planning and changes will or have occurred, as a result of assessment and analysis of data, to improve student learning?**	Will encourage and maintain State Board testing more frequently during session 5. Will implement Level 4 students may now attend Level/Session 5 State Board Classes with Instructor approval. Students will have ability to gain more preparedness in promoting more confidence and continuity to pass exam

Program-Level Student Learning Outcomes (pSLOs) Assessed During 2010-12
Complete a separate page for each major and/or certificate you assessed.

Program Name: Cosmetology

Program Type:
( ) Transfer Major
X) Certificate of Achievement
( ) Basic Skills Sequence
( ) Area of Emphasis
( ) Gen Ed Area

Semester Assessed:
( ) Fall   ( ) Spring
X Winter ( ) Summer

Year:12

Step 1	**Define the Expected Program Student Learning Outcome (pSLO).**	To Perform, Practice, and demonstrate all areas in Cosmetology while observing safety and sanitation rules governed by California Board of Barbering and Cosmetology. Pass State exam for licensure.
Step 2	**What method did you use to assess the SLO?**	75% pass rate mandated by the California State Board of Barbering and Cosmetology.
Step 3	**Describe the results of your assessment.**	260 students took exam from January 2010 – December 2012. Overall averages for the 2 years equaled 92.25%. There are 6 Pass/Fail reports annually per year equaling 12 for 2 years.
Step 4	**Describe your analysis of the data.**	Adding averages for both years = 1107% Dividing the 12 reports $\div$ 12 = 92.25%
Step 5	**What planning and changes will or have occurred, as a result of assessment and analysis of data, to improve student learning?**	Will motivate and encourage more State Board practicing and exam taking to build up confidence and continuity for passing State exam for licensure. Promote further education to get AA degree.

Program-Level Student Learning Outcomes (pSLOs) Assessed During 2010-12
Complete a separate page for each major and/or certificate you assessed.

Program Name: Esthetics

Program Type:
( ) Transfer Major
(X) Certificate of Achievement
( ) Basic Skills Sequence
( ) Area of Emphasis
( ) Gen Ed Area

Semester Assessed:
( ) Fall   ( ) Spring
X Winter   ( ) Summer

Year12:

Step 1	**Define the Expected Program Student Learning Outcome (pSLO).**	To preform, practice, and demonstrate all areas in Esthetics while observing safety and sanitation rules governed by California Board of Barbering and Cosmetology. Pass State exam for licensure.
Step 2	**What method did you use to assess the SLO?**	75% mandated by Consumer Affairs Board of Barbering and Cosmetology.
Step 3	**Describe the results of your assessment.**	102 students took the exam from 2010-2012. Overall averages for these 2 years equaled 99.5%. There were 4 quarterly reports per year that equal 8 total. Total averages for 2 years equaled 796%.
Step 4	**Describe your analysis of the data.**	Total averages for both years = 796% Divide percentage and reports ÷ 8 Gives you overall average 99.5%
Step 5	**What planning and changes will or have occurred, as a result of assessment and analysis of data, to improve student learning?**	Will motivate and encourage State Board Practice as it relates to exams for licensing. This will continue to build confidence and continuity for licensure.

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Program-Level Student Learning Outcomes for 2012-14

(List the 3-5 most important expected student learning outcomes to be assessed over the next two years.
Complete a separate page for each major and/or certificate you did not complete the assessment for the last 2 years.

Program Name: Cosmetology

Program Type:
( ) Transfer Major
X Certificate of Achievement
( ) Basic Skills Sequence
( ) Area of Emphasis
( ) Gen Ed Area

Semester to be Assessed:
( ) Fall   ( ) Spring
X Winter   ( ) Summer

Year:14

Step 1	**Define the Expected Program Student Learning Outcome (pSLO).**	To raise the current pass rate of 92.5% to a higher percentage. To build up confidence of student. Make students more aware of industry. Promote or seek higher education pertaining to trade.
Step 2	**What method did you plan to use to assess the SLO?**	Will use the Board of Barbering and Cosmetology School Pass/Fail rate percentages provided by the State of California.
Step 3	**When is the assessment going to be done and who is going to conduct it?**	Will assess students in winter session of 2013. Will make alternations if not meeting higher percentages. Level 5 instructor (currently Mr. Edward Reyna) will continue to asses.

Program Name: Esthetics

Program Type:
( ) Transfer Major
X Certificate of Achievement
( ) Basic Skills Sequence
( ) Area of Emphasis
( ) Gen Ed Area

Semester to be Assessed:
( ) Fall   ( ) Spring
X Winter   ( ) Summer

Year:14

Step 1	**Define the Expected Program Student Learning Outcome (pSLO).**	To raise current percentage passing rate of 99.5 to 100%. To build confidence in students. Promote higher education pertaining to trade.
Step 2	**What method did you plan to use to assess the SLO?**	Will use the Board of Barbering and Cosmetology School Pass/Fail race percentages provided by the State of California.
Step 3	**When is the assessment going to be done and who is going to conduct it?**	Will Assess students in winter session of 2013. Will make alternations if not meeting higher percentages. Lead Instructor, Ms. Jane Smith, will continue to asses.

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Program Name: _____

Program Type: ( ) Transfer Major

                 ( ) Certificate of Achievement

                 ( ) Basic Skills Sequence

                 ( ) Area of Emphasis

                 ( ) Gen Ed Area

Semester to be Assessed: ( ) Fall ( ) Spring ( ) Winter ( ) Summer

Year:

Step 1	Define the Expected Program Student Learning Outcome (pSLO).	
Step 2	What method did you plan to use to assess the SLO?	
Step 3	When is the assessment going to be done and who is going to conduct it?	

Program Name: _____

Program Type: ( ) Transfer Major

                 ( ) Certificate of Achievement

                 ( ) Basic Skills Sequence

                 ( ) Area of Emphasis

                 ( ) Gen Ed Area

Semester to be Assessed: ( ) Fall ( ) Spring ( ) Winter ( ) Summer

Year:

Step 1	Define the Expected Program Student Learning Outcome (pSLO).	
Step 2	What method did you plan to use to assess the SLO?	
Step 3	When is the assessment going to be done and who is going to conduct it?	

Resource Planning

Staffing What staff changes or additional employees does your program need to function adequately?

> **Faculty: 1 fulltime**
> **Management: None**
> **Classified: 1**
> **Hourly: None**
> Considering your current employees, what staff development/training does your program need? Maintain current in industry as it is constantly changing, have a positive relationship with our Pivot Point educational program. Continue to promote inside training when needed.

Note: Complete all faculty request forms in separate files and submit with your program review report as an attachment.

Technology What improvements, changes or additions in equipment dedicated to your program are needed to function adequately?

> Supplies for instructional use for demonstrations, Closed Caption DVDs, instructional working stations, doll head stand and addition of manicuring tables.

Equipment or Software (e.g., computers, AV, lab equipment): None at this time

Technical Infrastructure (e.g., AV or computer infrastructure, cabling): None at this time

Facilities What improvements or changes to the facilities would you need to function adequately?
> **Physical Concerns** (e.g. electrical, gas, water, foundation, space, ventilation).

> Building is over 40 years old. Electrical wattage in all classrooms does not meet with current electrical equipment needs to include: blow dryers, flat irons, heating ovens, heat lamps, hooded hair dryers. Class space is to confine. Floor coverings are poor. Working stations and their conditions are poor. A large theory room is needed in department. The location and parking long distance. A better phone system would be beneficial.

Health, Safety and Security (e.g.

> Need better ventilation due to using chemicals.
> Need security (not our classified) to drive in clients to and from our facility
> Need training such as CPR or other lifesaving instruction.

Other What changes or other additions need to be made to your program to function adequately?

IUA and Dean Review

Complete this section after reviewing all program review information provided. IUA and Dean are to separately indicate the level of concern for the program that exists regarding the following Program Vitality Review (PVR) criteria. Add comments for any item marked with a 1 or 2. Identify whether the comment is made by the IUA or the Dean.

(Scale: 0 – No concern at all, 1 – Some concern, 2 – Serious Concern)

IUA/Dean

 2 (1)   a. Significant declines in enrollment and/or FTES over multiple years

 2   (1)   b. Significant change in facility and/or availability and cost of required or necessary equipment

 1   (1)   c. Scarcity of qualified faculty

 0   (0)   d. Incongruence of program with college mission and goals, state mandates, etc

 0   (0)   e. Significant decline in labor market

 0   (0)   f. Continued inability to make load for full-time faculty in the program

 0   (0)   g. An over-saturation of similar programs in the district and/or region

( ) ( )   h. Other_____

Program Review Check-list

X   Department Contact Information is up to date: Department Chairs, full-time faculty, classified

( )   Organization Chart: Verify that it is up to date: (q:\college information\org charts) Report necessary changes to the Director of Personnel

( )   Both the Dean and IUA has completed the Dean and IUA Review section.

Signatures, Individual Comments

Department Chair: Ed Reyna   Date: April 5, 2013
Comments:

Division Dean: Claudia Lee   Date: April 30, 2013
Comments:

(X) No further review necessary

( ) We recommend this program for Program Vitality Review

I have read the preceding report and accept the conclusions as an accurate portrayal of the current status of the program. Signatures are on file in the division office. Type the names of the faculty.

FULL TIME INSTRUCTORS
    Ms. Jane Smith   _____

    Ms. Michele Hensman   _____

    Mr. Edward Reyna   _____

    Ms. Tasha Chambliss   ____ _____

    Ms. Joan Christie   _____

    Mr. Jon Holland   _____

    Ms. Evangelina Rosales _____

I have read the preceding report and wish to add signed comments to the appendices.
Signatures are on file in the division office.

Appendices

A. Data Sets
B. Signed Comments
C. Classified Position Requests
D. Faculty Position Requests
E. General Fund One-Time Funds Requests
F. Curriculum Inventory
G. SLO Inventory