



# Barstow Community College INSTRUCTIONAL PROGRAM REVIEW

(Refer to the [Program Review Handbook](#) when completing this form)

PROGRAM:

Academic Year:  FULL PROGRAM REVIEW Date Submitted:

Academic Year:  ANNUAL UPDATE #1 Date Submitted:

Academic Year:  ANNUAL UPDATE #2 Date Submitted:

**By:**

Faculty Lead:

Members:

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[Annual Update #1](#)

[Annual Update #2](#)

## 1. Program Mission and Vision

### A. Program Mission

The Cosmetology Department in sync with the mission of Barstow Community College provides the highest quality academic, occupational, cultural, and socially responsible environment for students in the community. The mission of the cosmetology department is to safeguard and protect the health, and general welfare of the consumer establish by the California Board of Barbering and Cosmetology. The cosmetology program strives to develop strategies for success, in order, to bridge the skill gap between school and work; developing confidence, skill proficiencies, professionalism, and the understanding of diversity.

The cosmetology program strives to give students the finest training and experience available to prepare him or her to qualify to take the State Board of Cosmetology examination for licensure as cosmetologist. The program will continue to do what is best to improve and maintain the highest quality and standards for our student's education.

### B. Program Vision (*Where would you like the Program to be three years from now?*)

Barstow Community College recognized as the jewel of the community; the cosmetology department is viewed as an essential technical resource for the students and its community. The cosmetology department's learning standards seeks to develop the whole person where the individual is greater than the sum of his or her independent educational experiences, a person who will understand the world within and the world without.

### C. Describe how mission and vision align with and contribute to the College's Mission and Vision

The Cosmetology Department has aligned its mission to be synonymous with Barstow Community College committed to providing students, community, and military population with the highest quality educational tools to achieve their personal goals, occupational aims, and professional growth. The Cosmetology promote leadership, and career opportunities.

Upon completion of the State Board mandate hours, students may apply for licensing, but can pursue additional courses to complete educational goals; a Certificate of Achievement and/or Associate of Science, which allows them to strive in a changing global society. The Cosmetology program is committed to creating an exceptional teaching and learning environment that cultivates student success, embraces diversity, and prepares students for the 21<sup>st</sup> century workforce.

## 2. Program Description and Overview

Assume the reader does not know anything about the Program. Describe the Program, including—but not limited to—the following:

**A. Organization, including staffing and structure**

The Cosmetology program introduces fundamentals of cosmetology practice. The concepts introduced include four core competencies, communication skills, critical-thinking, global awareness, professional role, standards of practice and performance in cosmetology. The cosmetology program goals are to serve the community as an affordable, learning-centered program committed to the development and delivery of innovative, successful learners prepared for the beauty industry.

There are three pathways to completion of the program: 1600 clock hours for licensing, Certificate of Achievement and Associate of Science degree.

Courses	1600 clock hours	Associate Degree	Certificate of Achievement	Units
COSM 50A, 50B, 50C, 51A, 51B 51C, & 52	√			42
Natural Science		√		3
Social and Behavioral Science		√		3
Humanities		√		3
Activity		√		2-4
American Institutions		√		3
Communication		√		3
Computer Literacy		√	√	1
English		√	√	3
Mathematics		√	√	3-4
Orientation/Administration		√	√	3
1600 Clock hours for State licensing	42			42
Certificate of Achievement	42		12	54
Associate of Science	42	27		69

Employed are two full-time cosmetology faculty that provide professional experience in current cosmetology practices, and incorporates technology in the instruction of Cosmetology. In all seven cosmetology courses ranging from Beginning, Intermediate, and Advanced courses, Learners develop theoretical and practical competencies that prepare them with employable skills, learners develop theoretical and practical competencies that prepare them with employable skills. Learner's ages range from 18 to 60 coupled with diverse backgrounds and experiences, these elements will develop communities of learning and contributions to the field of cosmetology.

**B. Who do you service (including demographics)?**

The college serves the communities of Barstow, Lenwood, Newberry springs, Daggett, Yermo, Hinkley, Ludlow, Victorville Hesperia, Apple valley, Phelan, Adelanto, and Big Bear. The college also provides on-site programs to military personnel at the U.S. Army National Training Center, Ft. Irwin and to distance education students through its large online program.

- The population in the immediate Barstow area is estimated to change from 30,563 to 31,237 resulting in a growth of 2.2 percent between the years 2014 to 2019.
- Over the same five-year period, the population in the United States is estimated to grow by only 6 percent

2016 Population	5-Mile Radius	15-Mile Radius`	20Mile Radius
Total Population	30.563	35.987	38,153
Workforce (Ages 25-64)	48.32%	48.74%	48.84%
Civilian Employed (16+)	49%	46.04%	43.97%
Median Age	32.6	33.2	33.9

**2016 Education attainment**

Total	Percent
Less than 9 <sup>th</sup> Grade	7%
9 <sup>th</sup> -12 <sup>th</sup> Grade, No Diploma	13%
High School Graduate	33%
Some College, No Degree	27%
Associate’s Degree	9%
Bachelor’s Degree	6 %
Master’s/Prof/Doctorate Degree	4%

Retrieved 9/30/2017 from: <http://www.barstowca.org/city-hall-city-departments-community-development/economic-development-demographics-population>

**C. What kind of services does your unit provide?**

Barstow Community College Cosmetology department has been providing client services on campus since 2007, when it relocated from an offsite facility. The department delivers an important twofold function: Giving students an opportunity for advanced training; and bringing students, faculty, and community members to the department, which allows students to demonstrate their expertise.

The community learns about the college, and can receive a myriad of services performed by aspiring cosmetologist, at an affordable price. Intermediate and Advanced level students who are nearing completion of course work get an opportunity to be exposed to real-life salon activity. Experiential learning prepares students for state licensing and the workforce.

**D. How do you provide them?**

According Barbering Cosmetology Regulations article 950.12.

Working on paying Patrons: students enrolled in a comitology program cannot work on patrons until he or she has completed training in the service being provided.

Client services are performed by intermediate and advanced level cosmetology students, these students have been train and completed their coursework with proficiency, which enables them

to practice on the consumer. These students are nearing completion of course work get an opportunity to be exposed to the salon occupation.

**E. Does the program have a degree or certificate?**

List any new courses or program changes since the last program review. Be sure to include any newly approved prerequisites or corequisites.

Total number of courses in program (*break down by discipline if appropriate and helpful*)

**Course - Number & Title**

COSM 50A BEGINNING COSMETOLOGY

Introductory course pertaining to theory and practical application of rules and regulations, sanitation, professional bacteriology, hairstyling and fundamentals of various salon industry techniques.

COSM 50B BEGINNING COSMETOLOGY

Introductory course pertaining to theory and practical application of rules and regulations, sanitation, haircutting, draping, shampooing, thermal styling, and hair augmentation.

COSM 50C BEGINNING COSMETOLOGY

Introductory course pertaining to theory and practical application of rules and regulations, sanitation, chemical wave curl-reforming, chemical relaxing, hair-coloring, and highlighting.

COSM 51A INTERMEDIATE COSMETOLOGY

Introductory course pertaining to theory and practical application of rules and regulations, sanitation, manicuring, pedicuring, nail wraps, tips, and acrylic enhancements.

COSM 51B INTERMEDIATE COSMETOLOGY

Introductory course pertaining to theory and practical application of rules and regulations, sanitation, basic facial, makeup, eyelash application, and massage movements.

COSM 51C INTERMEDIATE COSMETOLOGY

Introductory course pertaining to theory of salon management, soft skills, ethics, business laws and principles, interviewing, and preparing for the workplace.

COSM 52 ADVANCE COSMETOLOGY

This course reviews the Board of Cosmetology Performance Criteria and rules & regulations. This course encompasses of the theoretical and practical competencies that are required to successfully pass licensing for the Board of Cosmetology.

1. Prerequisites - 90%

2. Co-requisites - 0%

3. Advisory- Applicable

The total units for completion of program is 42 units, Certificate of Achievement (12) and/or Associate Degree (27) are attainable with additional courses

Courses	1600 Clock hours	Associate Degree	Certificate of Achievement	Units
Cosmetology Program	√			42
Natural Science		√		3
Social and Behavioral Science		√		3
Humanities		√		3
Activity 2-		√		2-4
American Institutions Communication		√		3

Computer Literacy		√	√	3	
English		√	√	1	
Mathematics		√	√	3-4	
Orientation/Administration		√	√	3	
<b>Cosmetology Requirements</b>					
1600 Clock hours for State Licensing	42			42	
Associate Degree	42	27		69	
Certificate of Achievement	42			54	

### 3. Program Data

#### A. PERFORMANCE DATA

Discuss the program’s performance on the specific data items listed below:

##### 1) Full-time/Part-Time Faculty Ratio

There are two full time faculty assigned to the program. The data below specifies the completion, success/retention, WSCH/FTEF and fill rate. There are no online courses given presently, all courses are traditional. A drop in enrollment has led to reduction in staffing. In order to increase enrollment and student retention each semester, a two-year plan has been established. Therefore, offering Beginning Cosmetology 50 A once a semester will elevate student enrollment and not saturate the program with low class enrollment. The two-year plan has had a positive impact on enrollment, classroom sizes have enrolled courses, thus, greater enrollment each sequence of the program.

##### 2) Course Completion Rate

TRADITIONAL		ONLINE
CRN	Course Title	
40529	COSM 50A	Not applicable
20614	COSM 50A	
41010	COSM 50A	
40528	COSM 50B	
20616	COSM 50B	
41009	COSM 50B	
40527	COSM 50C	
20617	COSM 50C	
41012	COSM 50C	
40530	COSM 51A	
20615	COSM 51A	
41011	COSM 51A	
40692	COSM 51B	
20621	COSM 51B	
41008	COSM51B	
40526	COSM 51C	
20619	COSM 51C	
41014	COSM 51C	
40525	COSM 52	
20620	COSM 52	
41013	COSM 52	

##### 3) Course Success/Retention Rate

TRADITIONAL		ONLINE
CRN	Course Title	
40529	COSM 50A	NOT APPLICABLE
20614	COSM 50A	
40528	COSM 50B	
20616	COSM 50B	
40527	COSM 50C	
20617	COSM 50C	
41012	COSM 50C	
40530	COSM 51A	
20615	COSM 51A	
41011	COSM 51A	
40692	COSM 51B	
20621	COSM 51B	
41008	COSM51B	
40526	COSM 51C	
20619	COSM 51C	
41014	COSM 51C	

40525	COSM 52
20620	COSM 52
41013	COSM 52

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4) WSCH/FTEF Ratio

CRN	Course Title
40529	COSM 50A
20614	COSM 50A
41010	COSM 50A
40528	COSM 50B
20616	COSM 50B
41009	COSM 50B
40527	COSM 50C
20617	COSM 50C
41012	COSM 50C
40530	COSM 51A
20615	COSM 51A
41011	COSM 51A
40692	COSM 51B
20621	COSM 51B
41008	COSM51B
40526	COSM 51C
20619	COSM 51C
41014	COSM 51C
40525	COSM 52
20620	COSM 52
41013	COSM 52

Full-time:

NOT APPLICABLE
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Part-time:	41010	COSM 50A
	41009	COSM 50B

NOT APPLICABLE
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5) Fill Rate

48.33%
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NOT APPLICABLE
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Reflect on the data above:

This data above is a collection of entries prepared by the Research Department for the Program Review. The data does not convey the same information submitted to the SLOAC coordinator, it is not synonymous with the reported data. The data collected is summarized in the course-level outcomes and assessments section below #3

**B. PROGRESS ON PROGRAM LEVEL OUTCOMES (PLOS) AND STUDENT LEARNING OUTCOMES (SLOS)**

1) List your Program Level Outcomes (PLOs).

- Upon completion of the Cosmetology Program, the student will be able to do the following:
1. Demonstrate proficiency in State Board regulation in sanitation and safety; perform appropriate cosmetology procedures with emphasis in all aspects of hair, skin, and nails.
  2. Demonstrate logic and critical thinking when presented with difficult situations such as color correction, customer service, handling difficult clients and/or contraindications.
  3. Demonstrate a commitment to their education and understanding the value of advancement of education: students will assess by participation level.
  4. Enter the job market with clear knowledge of current trends, standard and technology.



**2) Summarize the progress you have made on Program Level Outcomes.**

PLO#1 – The cosmetology faculty have focused on the organization and development of an effective cosmetology program. The outcomes have been reported by the Board of Barbering and Cosmetology pass and fail rates results by schools on the [http://www.barbercosmo.ca.gov/schools/schls\\_rslts.shtml](http://www.barbercosmo.ca.gov/schools/schls_rslts.shtml).

The cosmetology program has an 92%

PLO#2-Within the Barstow community competent licensed cosmetologist are gainfully employed demonstrating critical thinking, keen customer service skills, and diplomacy with the consumer.

PLO#3-The cosmetology department has acknowledged and recorded the program learning out comes within the framework of the program review for the certificate and degree levels. We have completed four cycles of the assessment process for Program Level Outcomes. All cosmetology courses have identified their Student Learning Outcomes along with assessment methods.

PLO#4-The desired outcomes for the cosmetology program are licensed cosmetology professionals and establishing a learning environment that encourages advancing educational goals to pursue certificates and degrees, which is critical to meet the challenges of the 21<sup>st</sup> century workforce.

3) Summarize the progress made on course-level outcomes and assessments; use specific data, if possible.

The Barstow Community College SLOAC group developed a process to report course-level student learning outcomes assessment information. Upon completion of each course the submission of results is summarize and reported to give an overview of measuring student success and retention in the course.

**Beginning Cosmetology 50A**

1. Perform the Board of Barbering and Cosmetology approved customer safety and general disinfection/sanitation procedures in the workplace.
2. Practice effective communication skills, professional appearance, and proper grooming
3. Perform basic manipulative skills in the subject of hairstyling and shaping.

CRN	YEAR	Student Success rate	Student Retention rate	SLOs
40529	2016			
20614	2017			

**Beginning Cosmetology 50B**

1. Student will demonstrate sufficient proficiency of cosmetology technical operations, manipulative and fundamental skills of haircutting to pass the State of California cosmetology licensing examination
2. Student will demonstrate sufficient knowledge and competency in understanding hair analysis, hair structure, hair texture, proper shampooing, and different types of hair loss and causes.
3. Student will be able to communicate factors relevant in a client consultation.

CRN	YEAR	Student Success Rate	Student Retention Rate	SLOs
40528	2016			
20616	2017			

**Beginning Cosmetology 50C**

1. Student will demonstrate sufficient knowledge and competency in Chemical Services, Chemistry of products and selection of products to pass the State of California cosmetology licensing examination.
2. Students will analyze and interpret hair coloring procedures according to the client’s need. Students will demonstrate proficiency in hair color and procedure as outline from the Board of Barbering in Cosmetology Performance Criteria for licensing.
3. Students will successfully determine their client’s hair coloring needs sing salon terminology, and communicating with diplomacy customer service skills.

CRN	YEAR	Student Success Rate	Student retention Rate	SLOs
40527	2016			
20617	2017			

**Intermediate Cosmetology 51A**

1. Students will demonstrate the ability to render nail services in a safe environment, including identifying structure and composition of nail and growth cycle.
2. Students will demonstrate knowledge of a manicure table preparation, basic manicure, pedicure, hand arm, foot and leg massage displaying proficiency in the procedures as outline from the Board of Barbering and Cosmetology Performance Criteria for licensing.

3. Students will illustrate and understanding and competency in acrylic (Methacrylate) nail application.

CRN	YEAR	Student Success Rate	Student retention Rate	SLOs
40530	2016			
20615	2017			

**Intermediate Cosmetology 51B**

1. Students will identify the structure, composition of skin, and function of skin. The student will demonstrate the ability to provide skin care services in a safe environment and take measures to use universal precautions to prevent the spread of disease.
2. Students will identify various types of hair removal methods, cosmetics uses, products for facials, massage manipulations and their effects; define and demonstrate skin care terminology/procedures.
3. Students will orally explain the components involved in client consultation.

CRN	YEAR	Student Success Rate	Student Retention Rate	SLOs
40692	2016			
20621	2017			

**Intermediate Cosmetology 51C**

1. Upon successful completion of this course students will have achieved sufficient proficiency of cosmetology operations to pass the board of barbering and cosmetology licensing state examination.
2. Students will dramatize interviewing techniques to complete an effective interview in preparing for employment, resume development, and demonstrate an understanding of the necessary skills needed for professional development in the workforce.
3. Students will be able to communicate how to build and expand the client base.

CRN	YEAR	Student Success Rate	Student Retention Rate	SLOs
40526	2016			
20619	2017			

**Advanced Cosmetology 52**

1. Upon successful completion of this course students will have achieved sufficient proficiency of cosmology operations to pass the board of barbering and cosmetology licensing state examination.
2. Upon completion of this course student will have knowledge of cosmetology theoretical principles, rules & regulations, and Performance Criteria to pass a Board of Barbering and Cosmetology licensing state examination.
3. Upon completion of this course students will have learned theory, manipulative and analytical skills to obtain receipt of licensure, thus, employment in entry-level positions in cosmetology or a related career field.

CRN	YEAR	Student Success Rate	Student Retention Rate	SLOs
40525	2016			
20620	2017			

4) Describe any program, course, and/or instructional changes made by your program as a result of the outcomes assessment process.

The Board of Barbering and Cosmetology began administering the National-Interstate Council of State boards of Cosmetology Inc., (NIC) practical examination in October 2015. With these new changes, new rubrics reflect the new requirements. Instructors use techniques moving students in the direction of embracing positive learning outcomes and shared learning goals. All instructors

comply with the same method of assessment instruments, therefore, uniformity exists without confusing the learner. The presence of varying degree of practicum in cosmetology performance assessments have proven to be successful and illustrate are replication of the Cosmetology State Board examinations

5) Reflecting on the responses for #2 and #3 above, what will you implement for the next assessment cycle?

Achievement assessment at the end of instruction is for certifying mastery of cosmetology practical application will continue to be part of the assessment cycle. Assessment outcomes are tools for increasing student retention because the likelihood for students for students to remain in the course is greater if the instructor provides reinforce practice in the skills that need to be develop. When students reflect of learned skills, it promotes the process of transformative learning, and targets learned skills along with self-confidence.

C. SUPPORTING ASSESSMENT DATA *(See Handbook for additional information)*

1) Provide a list of any additional measures that you have chosen to gauge your program's effectiveness

The cosmetology program has seven courses aligned with the Board of Barbering and Cosmetology Performance Criteria and the National Cosmetology Practical Examination. These courses are also included in the degree pathways for Certificate of Achievement and Associate of Science degree. A large population of cosmetology learners completes their required 1600 clock hours mandated for licensing. Recorded by the California Board of Cosmetology examination results, seventy percent of Barstow's graduates of the Cosmetology program have acquired licensing since 2007. Cosmetology learners engage in specific assignments design to prepare them for the workforce; students must complete resumes and cover letters. Career-portfolios support their knowledge in the cosmetology field.

Degree attainment is not the only definitive measure of student success. In Career and Technical Education, there are other indicators of student success and institutional effectiveness. Adult learners enroll in the cosmetology program for certification, so that they may rapidly integrate into the workforce. Completing the 1600 clock hour's certification allows adult learners to become eligible for licensing for the State of California and gain speedy employment. Therefore, two-year institutions have a range of goals that allow adult learners to acquire associate degrees. Transfer to four-year universities, obtain or upgrade job-related skills, complete certificate programs and change careers.

The cosmetology Club Facebook provides a means of networking with program graduates; therefore, communicates job placements and openings in the beauty industry for the Barstow graduates. This social network is used as an exchange to keep in contact with former graduates' work placement, career and educational progress.

1a) If this is a CTE program ending with a certificate or degree, include data on employment opportunities, compliance with advisory recommendations, and fiscal viability of program. *(Include labor market and demand information using resources in CTE and the PR Handbook.)*

2) Summarize the results of the measures listed in #1 above:

After completion of the master content of cosmetology, the performance of the cosmetology learners is reflected through state licensing certification. The academic years listed below are the number of learners who successful pass the Board of Barbering and Cosmetology licensing

Jan – Dec 2016 / 2017				
Enrolled	Completed	Pass	Completion rate	Success rate
204	188	177	92.16%	86.76%

3) What did you learn from your evaluation of these measures, and what improvements have you implemented, or do you *plan* to implement, as a result of your analysis of these measures? (\*List any resources required for planned implementation in #10: Resources.)

Student practical operations and assessments are a key element in measuring cosmetology competencies because it provides the opportunity to observe learners’ skills and validates what the student is learning in their coursework. Assessing skills and knowledge of course content by the application of formative and summative processes is vital.

The overall objective for the cosmetology educator is to incorporate teaching strategies that promotes successful student learning outcomes. The general program goal is to format a learning environment the encourages student-centered classrooms. When students are introduced a learning activity, it is the expectation facilitator for the student to skillfully master the competencies mandated for the profession.

Continuity reduces student anxiety; it is important that instructors are synonymous with coursework expectations and provide concrete foundation for students. Using rubrics and assignments for the courses within the framework of the designated textbook standardizes the delivery of course content for all faculty teaching the coursework.

**D. TWO YEAR SCHEDULING PLAN**

1) What is the program’s Two-Year Scheduling Plan?

We have developed a two-year cycle for cosmetology courses

Fall (Odd Years)	Spring (Even Years)
Traditional delivery	Traditional delivery
COSM 50 A	COSM 50 A
COSM 50 B	COSM 50 B
COSM 50 C	COSM 50 C
COSM 51 A	COSM 51 A
COSM 51 B	COSM 51 B
COSM 51 C	COSM 51 C
COSM 52	COSM 52

Fall (even Years)	Spring ( Odd)
Traditional delivery	Traditional delivery
COSM 50 A	COSM 50 A
COSM 50 B	COSM 50 B
COSM 50 C	COSM 50 C
COSM 51 A	COSM 51 A

COSM 51 B	COSM 51 B
COSM 51 C	COSM 51 C
COSM 52	COSM 52

All of the Program Level Outcomes / Student Learning Outcomes are linked to the CORE competencies of the college: Communication, Critical Thinking, Personal Development, and Global Awareness.

**2) What changes, if any, have been made since the last Program Review?**

**3) How effective has the Two-Year Scheduling Plan been in meeting student needs and educational goals? If this is a degree or certificate pathway, can students complete in two years?**

The Two-Year Scheduling Plan has been a road map for instructors to collaboratively practice team-teaching. Faculty development, and a valuable assessment instruments that encourage learners progress from novice to mastery of cosmetology skills needed to successfully pass the licensing examination. Research national and internationally found that technical graduates are lacking employability skills. As employability skills are crucial in outcome-based education, the main goal of the cosmetology program is to develop an employability skill assessment tool to help produce competent graduates in employability skills needed by the industry.

**4) Reflecting on the responses above, what are the goals for the next program review cycle?**

The Cosmetology program is performance-oriented, based on a theoretical and practical application of instruction. Students must complete 1600 clock hours along with all required academic courses and laboratory operations. Focusing on the cosmetology student's ability to perform specific job-related assignments has been central, but needed attention in advancing educational levels should be considered. Instruction of the course of study is based on realistic salon situations and work problems. Promoting a substantive goal to achieve higher levels of education surpassing the completion of the 1600 clock hours is vital

## 4. Curriculum

**A. List any new courses or program changes since the last program review. Be sure to include if any new courses have approved prerequisites or corequisites.**

Total number of courses in program

**Course-Number & Title**

COSM 50A BEGINNING COSMTOLOGY

Introductory course pertaining to theory and practical application of rules and regulations, sanitation, professional image, bacteriology, hairstyling and fundamentals of various salon industry techniques.

COSM 50B BEGINNING COSMETOLOGY



Introductory course pertaining to theory and practical application of rules and regulations, sanitation, haircutting, draping, shampooing, Thermal styling, and hair augmentation.

**COSM 50C BEGINNING COSMETOLOGY**

Introductory course pertaining to theory and practical application of rules and regulations. Sanitation, Chemical waving, curl-reforming, chemical relaxing, hair coloring, and highlighting.

**COSM 51A INTERMEDIATE COSMETOLOGY**

Introductory course pertaining to theory and practical application of rules and regulations, sanitation, manicuring pedicuring, nail wraps, tips, and acrylic enhancements.

**COSM 51B INTERMEDIATE COSMETOLOGY**

Introductory course pertaining to theory and practical application of rules and regulations, sanitation, basic facial, makeup, eyelash application, and massage movements.

**COSM 51 c intermediate cosmetology**

Introductory course pertaining to theory of salon management, soft skills, ethics, business laws and principles, interviewing, and preparing for the workplace.

**COSM 52 advance cosmetology**

This course reviews the Board of Cosmetology Performance Criteria and rules & regulations. This course encompasses all of theoretical and practical competencies that are required to successfully pass licensing for the Board of Cosmetology

1. Prerequisites – 90%
2. Co-requisites – 0%
3. Advisory – Applicable

**B. Verify currency of curriculum: Other than above, what changes have been made in the curriculum since the last full program review? (*Updates, delivery mode changes, archives, deletions, revisions, etc.*)**

**1) CURRICULUM CURRENCY: Verify that all Transfer Level Courses are current and aligned for transfer. (May require reviewing ASSIST or meeting with Articulation Officer.)**

**2) CURRICULUM DEVELOPMENT: Verify that all textbooks on Course Outlines of Record (COR) are up to date. Normally, textbook editions should be within five years for articulation. (Contact Articulation Officer for additional information.)**

**C. List any courses not in full compliance with appropriate guidelines, including ASSIST, C-ID, Curriculum Committee, prerequisite validation, etc. (NOTE: Any courses that have not been updated in the past six years may not be in compliance. See Curriculum Manual or Articulation Officer for additional information, if necessary.)**

Due to the Chancellor's Office new requirement for Methods of Instruction, none of our courses are in full compliance. We recently reviewed SLOs objectives, and pre-requisites for the courses. Methods of instruction will be submitted for all courses to curriculum. We should be in full compliance by

fall 2013.

**D. Curriculum Development: What is the plan for maintaining the currency and viability of your curriculum (including all modes of delivery)?**

We are keeping the current curriculum the same. We are working on incorporating a barbering curriculum. We are getting it on the agenda for November 3, 2017 or December 1, 2017 to be available by Fall 2018. We would like to start classes Spring 2019.

**5. Internal Factors** (see Handbook for additional information)

**A. Strengths:** Current aspects of the program or department that serve it and its future well. These aspects include what it does well, what it's known for, what it takes pride in, and so forth. Strengths represent competencies or characteristics that the department or program may wish to enhance or preserve actively, even aggressively.

The program review evaluation committee conducted by Joann Garcia and Kyri Freeman revealed the following strengths from our program review:

- Comprehensive evaluation of strengths
- Comprehensive evaluation of weaknesses
- Extensive evaluation of progress since last evaluation    Scored:4

The program has revamped the beginning enrollment to only occur once in the Fall and Spring, which allows greater enrolment numbers. The program recognizes to retain student enrollment it must address changing expectations associated with the quality of the learning experience. The program continues to engage in the traditional approach of learning, because experiential learning in the cosmetology trade is essential to prepare the cosmetology learners for the 21<sup>st</sup> century work environment. The cosmetology department is proactive in teaching with current industry trends and standards as the measurement for student success.

The reputation of the program has been noted in the college's Career Focus periodical, which reaches the high desert residents giving them information about the education and services offered at their community college. The cosmetology program continues to adapt to the ongoing changes of the State board of Barbering and Cosmetology, to ensure student success. Representation of student success is incorporating former students as guest speakers who are currently working in the industry, contributes to the enrichment of the curriculum. Students have an opportunity to engage with former students and share their educational experience.

The data collected from the Board of Barbering and Cosmetology examination results by schools reflect from January 2016 through June 2017 show 56 candidates successfully passing the written and practical examinations obtaining their licensing.

**B. Weaknesses:** The program or department's *internal* vulnerabilities. These are areas that, if not addressed, could become liabilities, or could contribute to an erosion of the department's capacities and future growth. They represent areas where the organization needs to improve if it is to be successful for the long term.

Barstow Community College needs to develop a marketing strategy to showcase the various programs offered at the college. The college is participating in direct-marketing by sending periodicals Career Focus to advertise the college's program, but development of additional strategies are necessary. Often, customers arrive at the program for services and state, "I didn't know there is a cosmetology program here". The program can improve the dialogue between the high desert communities to inform them of the various programs offered at the institution.

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**6. External Factors** (see Handbook for additional information)

**A. Opportunities:** Current trends and events occurring *outside* the department that, if taken advantage of, are likely to have a positive effect on its long-term success. Examples may include: realistic training opportunities; industry trends; revenue-generation opportunities; development of new tools or technology to help manage workload.

**Hairdressers, Hairstylists, and Cosmetologists (SOC Code: 39-5012) in California**

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May also apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

Employers are usually looking for candidates with Post-secondary vocational training.

**Occupational Wages**

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25 <sup>th</sup>	Median	75 <sup>th</sup>
California	2015	1st Qtr.	\$13.58	\$9.26	\$11.00	\$15.09

[View Wages for all Areas](#) [About Wages](#)

**Occupational Projections of Employment (also called “Outlook” or “Demand”)**

Area	Estimated Year-Projected Year	Employment		Employment Change		Annual Average Openings
		Estimated	Projected	Number	Percent	
California	2012-2022	40,400	48,500	8,100	20.0	1,750

The median salary for a cosmetologist is around \$10.82 per hour. The Years of experience that you have and the number of clients that you have are two of the key factors that determine your annual salary. Plus, cosmetologists are open to making tips.

The Cosmetology Department will continue to work to ensure student success in passing the State Board examination by providing a learner-centered environment. The faculty will continue to mentor, instruct, lead and guide students in their new professions. The curriculum for the cosmetology is designed to meet and exceed minimum California State Board of Cosmetology standards.

Job Market – The Cosmetology Advisory committee members consist of salon owners, cosmetology instructors, former graduates, beauty consultants, beauty school administrator, and director of vocational programs. The members have diverse ranges of professional knowledge, expertise, which assists in forecasting future trends in the beauty field. The currency of the curriculum prepares students for licensing with the California State Board of Barbering and Cosmetology.

Total employment is expected to increase by 14 percent from 2010 to 2020; changes in consumer demand, improvements in technology, and many other factors will contribute to the continual changing employment structure of the U.S. economy. Service-providing industries are anticipated to generate nearly 18 million new wage and salary job.



<p><b>B. Threats:</b> Current trends and events occurring <i>outside</i> the department or program that could jeopardize its success represent threats. Examples may include: state, regional, or institutional economic/budget climate; loss of support services; seasonal fluctuations in workload.</p>
<p>Threats to Cosmetology Program include:</p> <ol style="list-style-type: none"><li>1. Retention-High enrollment in the beginning course COSM 50A, and as students pass through sequence courses the enrollment commences to decline to due external factors such as childcare, illness, employment, and relocation.</li><li>2. Lack of community Awareness-Community members have associated Bridges Beauty School located on Main Street to be affiliated with Barstow Community Cosmetology Program. Often clients arrive for services and mention that they didn't know the cosmetology program exists on campus. A marketing strategy needs to be developed allowing greater visibility of the program and services.</li><li>3. Military Students-Often military spouses have to relocate when their spouse receives new orders for a new duty station, disrupting enrollee's program.</li></ol>

**B. Threats:** *Current trends and events occurring outside the department or program that could jeopardize its success represent potential threats. Examples may include: state, regional, or institutional economic/budget climate; loss of support services; seasonal fluctuations in workload.*

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## 7. Continuing Education/Professional Development

**A. What continuing education and/or professional development activities have program/unit members attended during the current cycle?**

<p>Barstow Community College instructors continue to actively participate in outreach activities involving senior centers and homeless shelters. In addition, participation in college career events in high schools, on campus and off campus has contributed to increased enrollment in the cosmetology program. Instructors attend many trade shows and technical workshops to keep still current.</p>
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The Career and Technical Education department has designated numerous Saturday of specific months commencing the Fall 2016 semester, as training for professional development for full-time and adjunct faculty. These activities consist of engaging in staff in the college vision, values, goals, specific policies and procedures, which compromises the overall guidelines and direction for Barstow Community College. In addition, the college has selected the first Tuesday of each month as All-College meetings designed for staff collaboration to raise student achievement, promote the college and enhance student readiness. All-College meetings encourage current and future directions in curriculum, instructional methodology. Technology, student services, and professional growth.

All-Division and Best Practice meetings are scheduled monthly from August 2017- May 2018. The meetings are designed to collectively disseminate and communicate the mission and master plan of the college through collaboration of faculty and administration. Stimulating useful ideas to improve the Institutional Effectiveness, creating a sense of oneness, motivating each other and reinforcing the goal of the organization.

Cosmetology faculty participate in committees ranging from:

- Student Success Committee
- President's Shared Governance
- Curriculum Committee
- Safety Committee
- Academic Senate
- SLO Committee
- Program Review Committee

## B. How did this benefit your department and the College?

The most recent Program Review update for the Cosmetology Program was submitted in October 2015

Goal 1: Provide learning programs and an environment the ensure student success of Objectives

1.1 The cosmetology Program continues to expand and/or revise the curriculum to meet the dynamic needs of students and community. Trends in the field of cosmetology are constantly reviewed and curriculum is updated and revised as changes occur. Student Learning Outcomes are underscored through practicum application to ensure competencies meet the mandates of the State licensing agency.

1.2 The Cosmetology Department at Barstow continues to build a reputable score card for students to successfully passing the California Board of Barbering and Cosmetology licensing examination. The passing rate for Barstow's Cosmetology Program students are over 86% from October 2016 to the present.

Goal 2: Actively support and promote local economic growth and community development objectives

2.1 Faculty remains committed to the educational and training needs of the community. The Fall 2016 issue of Career Focus, Barstow College's publication summarizes the various programs offered at the College's publication summarizes the various programs offered at the College. Cosmetology Faculty participate in community outreach to recruit at High School and middle school for prospective students.

2.2 Through the expertise of talented faculty, students maintain currency in course curriculum and Beauty trends.

2.3 The cosmetology Department is committed to providing quality education for all students regardless of level of academic preparation, socio-economic status, cultural, religious, or ethnic background, or disability.

Goal 3: Promote CTE programs that meet educational and training needs of local employer's objectives

- a. Actively support an Advisory Board Committee with members consisting of salon owners, former Graduates, full and part time faculty with diverse range of industry skills.
- b. Continue to encourage and promote professional knowledge, and expertise to keep the program in tune with the needs of employers in the beauty industry. An element of the Cosmetology Program is to teach students how to think effectively. As the student completes the master content of the program, the student learns analyzing, critical thinking communication and synthesizing.
- c. Determine the effectiveness of CTE education and training provided. A cosmetology education will provide students with knowledge and skills that will enable them to earn a lucrative earning and contribute to society's production.
- d. Provide career exploration opportunities to college and high school students.

**C. What are the plans for continuing education and/or professional development in the upcoming cycle?**

The Career and Technical department will continue their workshops in 2016-2017 the first Saturday of the month in September 2017- May 2018; as training for professional development for full-time and adjunct. The All-College Division and best Practice meetings will continue from August 2017-May 2018 The cosmetology department to provide collaborative opportunities to enhance the goals of the department will continue to provide collaborative opportunities to enhance the goals of the department, and aspire learners to pursue their educational goals successfully.

Faculty will participate in selected conferences designated by the Dean of workforce and Development. Cosmetology faculty stay current on industry trends by membership of the professional Beauty Association, Association of cosmetology Salon Professionals, International Salon Spa Business network, and National Accrediting Commission of Career Arts & Sciences.

**8. Prior Goals/Objectives**

- Briefly summarize the progress your program has made in meeting the goals and objectives identified in the most recent Program Review or Annual Update. *(Include measurements of progress or assessment methods.)*
- If the program does not have prior goals and objectives, please explain.

The most recent Program Review update for the Cosmetology Program was submitted in October 2015

Goal 1: Provide learning programs and an environment the ensure student success of Objectives

1.3 The cosmetology Program continues to expand and/or revise the curriculum to meet the dynamic needs of students and community. Trends in the field of cosmetology are constantly reviewed and curriculum is updated and revised as changes occur. Student Learning Outcomes are underscored through practicum application to ensure competencies meet the mandates of the State licensing agency.

1.4 The Cosmetology Department at Barstow continues to build a reputable score card for students to successfully passing the California Board of Barbering and Cosmetology licensing examination. The passing rate for Barstow's Cosmetology Program students are over 86% from October 2016 to the present.

Goal 2: Actively support and promote local economic growth and community development objectives

2.1 Faculty remains committed to the educational and training needs of the community. The Fall 2016 issue of Career Focus, Barstow College's publication summarizes the various programs offered at the College's publication summarizes the various programs offered at the College. Cosmetology Faculty participate in community outreach to recruit at High School and middle school for prospective students.

2.2 Through the expertise of talented faculty, students maintain currency in course curriculum and Beauty trends.



2.3 The cosmetology Department is committed to providing quality education for all students regardless of level of academic preparation, socio-economic status, cultural, religious, or ethnic background, or disability.

Goal 3: Promote CTE programs that meet educational and training needs of local employer’s objectives

- e. Actively support an Advisory Board Committee with members consisting of salon owners, former Graduates, full and part time faculty with diverse range of industry skills.
- f. Continue to encourage and promote professional knowledge, and expertise to keep the program in tune with the needs of employers in the beauty industry. An element of the Cosmetology Program is to teach students how to think effectively. As the student completes the master content of the program, the student learns analyzing, critical thinking communication and synthesizing.
- g. Determine the effectiveness of CTE education and training provided. A cosmetology education will provide students with knowledge and skills that will enable them to earn a lucrative earning and contribute to society’s production.
- h. Provide career exploration opportunities to college and high school students.

Row Labels	Count of SFRSTCR_PIDM
Associate Degree	1
Certificate of CA HS Profic.	1
Enrolled Adult School	1
Foreign 2ndr Diploma/Cert Grad	2
GED/HS Cert Equiv/Completion	6
Not graduate/not enrolled HS	6
Received High School Diploma	53
Unknown	1
Recvd HS Diploma	14
Recvd HS Prof/Cert	1
<b>Grand Total</b>	<b>86</b>

## 9. Goals/Objectives/Actions (ACTION PLAN)

- A. **GOALS:** Formulate Program Goals to maintain or enhance program strengths, or to address identified weaknesses.
- B. **ALIGNMENT:** Indicate how each Goal is aligned with the College’s Strategic Priorities.
- C. **OBJECTIVES:** Define Objectives for reaching each Goal.
- D. **ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE:** Create a coherent set of specific steps (Actions/Tasks) that must be taken to achieve each Objective.
- E. **OUTCOMES:** State intended Outcomes and list appropriate measures and assessment methods for each Outcome.
- F. **ADDITIONAL INFORMATION:** This area provides for the additional communication of information necessary to further “close the loop” on the goal or action plan, as it relates to Institutional Planning. This may include references to other institutional documents, such as governing or compliance documents (i.e. Board Policy, Administrative Procedures, Title V), institutional planning documents (i.e. Strategic Plan, Educational Master Plan, Facilities Plan, Technology Plan), or Board, Presidential, Supervisory or Departmental recommendations or goals, etc. (*See Handbook for additional examples.*)

Complete the following table with your Program’s ACTION PLAN, which must include a minimum of 3 goals:

ACTION PLAN				
GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
<b>#1</b> Provide basic cosmetology knowledge and skills for students to successfully pass the California State Board of Barbering and Cosmetology licensure examination to enter into the workforce or the courses.	<i>List all that apply:</i> STRATEGIC PRIORITY 1: Foster an innovative learning environment that respects diversity. STRATEGIC PRIORITY 4: Cultivate and enhance local partnerships.	<b>#1</b> Understand the importance of professionalism, critical thinking, and proficiency of skills in this diverse beauty industry.	Develop a community of professionalism and teamwork with our students catering to multiple learning styles through the use of lecture, lab and practical demonstrations.	Faculty are with students 27 hours per week, and dedicated to teaching the requirements for success in the industry. Cosmetology courses consists of assessment modules to reinforce relevancy of theoretical and practicum application. Industry business skills are harness by composition of cover letters, resumes, business plans, and career portfolios. These components engage all learners to be prepared to integrate into a diverse workforce
		<b>#2</b> Increase faculty and student diversity	Barstow Community College will continue to embrace a diverse student body and workforce.	The Barstow College District is committed to equal opportunity in educational programs, employment and all access to institutional programs and activities. The Barstow College District, and each individual who represents the district, shall provide access to its services, classes, and programs without regard to age, race, religion, creed, color, national origin, ancestry, disability, gender, marital status, or sexual orientation.
		<b>#3</b> Encourage partnerships with beauty industry professionals to enhance the program	Industry representatives are utilized as guest speakers, and students perform salon observations with faculty currently working in salons to Shadow	The Cosmetology program hosts an annual Advisory Committee meeting held in the Spring semester with beauty industry professionals to brain storm the industry needs. Members provide support to specific teaching areas to assist faculty in keeping the curriculum current with industry standards, technologies, and changes that are evolving within the beauty industry. The members have diverse experiences in the industry.
<i>Additional Information:</i>				
<b>#2</b> Support students in the completion of the Associate degree and Certificate of Achievement in Cosmetology in addition to obtaining required mandates for	<i>List all that apply:</i> Strategic Priority 2: Provide students a successful College learning experience. Strategic Priority	<b>#1</b> Develop and market Certificate of Achievement and Associate Degree in Cosmetology	Encourage students to take general education requirements in additional courses can be taken after cosmetology course hours, online, and summer session.	Request counselor engagement to assist in preparation of Educational Plan for cosmetology students. The results can keep them on track with requirements to complete requirements for degrees or /certificates.
		<b>#2</b> Provide remediation for	Under-prepared students are	The outcome consists of Barstow Community College’s Special programs and Services Department is dedicated to providing access and support services to students who are

**ACTION PLAN**

GOAL		ALIGNMENT WITH BCC STRATEGIC PRIORITIES	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
	Cosmetology licensing. Keeping the curriculum current with industry standards, technologies, and changes that are evolving within the beauty industry. The members have diverse experiences in the industry.	3: Promote and support student engagement	under-prepared or learning disabled students to succeed in the cosmetology program.	encouraged to utilize instructor's office hours and tutorial services in the Learning Resource Center. Disabled students are referred to the appropriate department according to need.	educationally disadvantaged by social physical, or economic barriers.
			#3 Establish a multi-media library to support cosmetology curriculum.	The department wants current media such as DVD's, on-line cosmetology examinations, and books.	Faculty will communicate to Librarian in the Barstow College Resource Center the possibility of stocking an assorted selection of current cosmetology resources.
		<i>Additional Information:</i>			
#3	Continue with professional development with new Instructional technology for faculty.	<i>List all that apply:</i> Strategi Priority 5: Attract, retain, and develop excellent employees	#1 Develop and participate in team building workshops to communicate collaboration among faculty.	Participate in Saturday workshops and engage in dialogue with faculty for feedback to enhance continuity and collaboration among faculty.	Cohesiveness of faculty transcends into the classroom that enhances positive learning.
			#2 Utilize social networking media to enhance visibility of Cosmetology Program.	Recently the College webpage was update to reflect a greater professional page. The Cosmetology program needs to enhance its sight to enhance prospective employees and students.	The opportunity to promote our exceptional staff requires improvement of cosmetology site. When linked in, The Board of Barbering and Cosmetology is displayed. The Cosmetology Department needs to showcase its department.
			#3 Develop a system to track employment of former graduates utilizing social-media	Technology services and support work to provide all of our campuses quality service for all of our technology needs. Presently the Dean of Workforce	The Cosmetology Club presently has a Facebook webpage that communicates with former graduates that are employed. There The Cosmetology Club presently has a Facebook webpage that communicates with former graduates that are employed. There needs to be a system in place that allow greater accuracy in tracking.

## ACTION PLAN

ACTION PLAN				
GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
			Development is putting a system in place to accurately	
	<i>Additional Information:</i>			

## 10. Resources Required

List all significant resources needed to achieve the objectives shown in the table above, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements noted in 3.C.3)

**IMPORTANT: A BUDGET ALLOCATION PROPOSAL** must be completed and submitted for **EACH** new resource requested.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source

<b>Annual Update #1</b>	Academic Year: <input style="width: 90%;" type="text"/>
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**1. Progress on Program Level Outcomes (PLOs) and Student Learning Outcomes (SLOs)  
(from #3B of full PR)**

A) List your Program Level Outcomes:

B) Summarize the progress you have made on Program Level Outcomes (PLOs):

C) Summarize the progress you have made on course level outcomes and assessments (SLOs):

D) Describe any program, course, and/or instructional changes made by your program as a result of the outcomes assessment process.

E) Reflecting on the responses for B) and C) above, what will you implement for the next assessment cycle?

**2. GOALS AND OBJECTIVES (Taken From #9--Action Plan--of FULL Program Review)**

GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#1	#1		
	#2		
	#3		

**Goal #1 Annual Update:** (Assess progress made toward goal attainment)

GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#2		#1		<input type="checkbox"/>
		#2		
		#3		

**Goal #2 Annual Update:** (Assess progress made toward goal attainment)

GOAL		OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#3		#1		
		#2		
		#3		

**Goal #3 Annual Update:** (Assess progress made toward goal attainment)

### 3. Resources Required

List all significant resources needed to achieve the objectives shown in your action plan, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements noted in 3.C.3)

**IMPORTANT:** A **BUDGET ALLOCATION PROPOSAL** must be completed and submitted for **EACH** new resource requested.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source

<b>Annual Update #2</b>	Academic Year: <input style="width: 90%;" type="text"/>
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**1. Progress on Program Level Outcomes (PLOs) and Student Learning Outcomes (SLOs)  
(from #3B of full PR)**

A) List your Program Level Outcomes:

B) Summarize the progress you have made on Program Level Outcomes (PLOs):

C) Summarize the progress you have made on course level outcomes and assessments (SLOs):

D) Describe any program, course, and/or instructional changes made by your program as a result of the outcomes assessment process.

E) Reflecting on the responses for B) and C) above, what will you implement for the next assessment cycle?

**2. GOALS AND OBJECTIVES (Taken From #9--Action Plan--of FULL Program Review)**

	GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
<b>#1</b>	Provides basic cosmetology knowledge and skills for students to successfully pass the California State Board of Barbering and Cosmetology licensure examination to enter into the workforce.	<b>#1</b>	Understand the importance of professionalism, critical thinking, and proficiency of skills in this diverse beauty industry.	
		<b>#2</b>	increase faculty and student diversity	Barstow Community College will continue to embrace a diverse student body and workforce
		<b>#3</b>	Encourage partnerships with beauty industry professionals to enhance the program.	We utilize guest speakers from the industry.



**Goal #1 Annual Update:** (Assess progress made toward goal attainment)

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GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#2	#1 Develop and market Certificate of Achievement and Associate Degree in Cosmetology	Encourage students to take general education requirements in addition to program courses. Traditional courses can be taken after cosmetology course hours, online, and summer session	<input type="checkbox"/>
	#2 Provide remediation for under-prepared or learning disabled students to succeed in the cosmetology program.	Under-prepared students are encouraged to utilize instructor's office hours and tutorial services in the Learning Resource Center. Disabled students are referred to the appropriate department according to need.	
	#3 Utilize social networking media to enhance visibility of Cosmetology Program.		

Goal #2 Annual Update: (Assess progress made toward goal attainment)

GOAL	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#3	#1 Develop and participate in team building workshops to communicate collaboration among faculty.	Participate in Saturday workshops and engage in dialogue with faculty for feedback to enhance continuity and collaboration among faculty.	Cohesiveness of faculty transcends into the classroom that enhances positive learning.
	#2	Recently the College webpage was update to reflect a greater professional page. The Cosmetology program needs to enhance its sight to enhance prospective employees and students.	The opportunity to promote our exceptional staff requires improvement of cosmetology site. When linked in, The Board of Barbering and Cosmetology is displayed. The Cosmetology Department needs to showcase its department.
	#3 Develop a system to track employment of former graduates utilizing social media.		The Cosmetology Club presently has Facebook webpage that communicates with former graduates that are employed. There needs to be a system in place that allow greater accuracy in tracking.

Goal #3 Annual Update: (Assess progress made toward goal attainment)

### 3. Resources Required

List all significant resources needed to achieve the objectives shown in your action plan, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements noted in 3.C.3)

**IMPORTANT:** A **BUDGET ALLOCATION PROPOSAL** must be completed and submitted for **EACH** new resource requested.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source