

COSMETOLOGY

PROGRAM REVIEW SELF-STUDY

Fall 2013

Submitted by Cheryl McDonald & Belinda Attianese

Program Review: Cosmetology Department

The undersigned faculty in the Cosmetology program has read and concurs with the findings and recommendations in the attached program review self-study, dated September 21, 2013.

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Goal 1: Fostering Excellence in Learning

Objective 1.1:

California Cosmetology Associations

Smart Classroom Survey and Analysis

Goal 2: Maximizing Student Access & Success

Objective 2.2:

Board of Barbering and Cosmetology

Objective 2.4:

Cosmetology Department Clinic: Student Salon

Multiple Intelligences and Adult Accelerated Learning:

Which Forms of Intelligence Are Your Strongest? Survey

Objective 3.1:

Respond to Community Needs

WorkAbility 1 Program Fairfield-Suisun Unified School District

Objective 3.2: Expand Ties to the Community

Matt Garcia Youth Center

Jesse Bethel High School-Vallejo

EVA'S United States Coast Guard-Stratton

Program Level Outcomes

California State Board of Barbering and Cosmetology Mandated Requirements

Student Learning Outcomes

2.15 Cosmetology Department Student Survey Fall 2013

2.19 Cosmetology Advisory Committee Minutes and Survey

Programmatic Goals & Planning

5.2 Table 8: Cosmetology Facility

Additional Evidence Items

"A Night at the Oscars": 3rd Annual SCC Cosmetology Club Hair Fashion Show

Solano Parent Network: Cosmetology held an event for Foster Families. The event showed parents of foster children how to take care of and style their children's hair especially overly curly hair. This workshop was attended by families throughout Solano County.

Diane Keels The Skin Studio: Cosmetology 2001 graduate licensed as cosmetologist, Day Spa owner with an amazingly successful business.

Locks of Love: ASSC Newsletter advertising the Cosmetology Club Locks of Love Event and Certificate of Appreciation.

Career Education Fair: Event flyer supporting Cosmetology's participation of promoting the cosmetology program.

Green Book 2014: American Salon and American Spa International Reference Guide.

Annual Field Trip: CosmoProf Spring Style Show

Cosmetology Education Program Review Self-Study 2013

1.1 Introduction. The exciting career as a Cosmetologist is a multi-billion dollar per year industry!

The cosmetology department is one of the original programs of the Solano College District when it was established in 1945 as a Junior College. When the college moved from Vallejo High School to Mini Drive in Vallejo the cosmetology department remained at the Vallejo High School site due to the lack of space available at the new site for Cosmetology.

The program was originally designed to train students to meet the mandated requirements to qualify for the cosmetology licensure examination of the California State Board of Barbering and Cosmetology. The state mandate of student per instructor ratio is 25 to 1. This formula was used to determine the size of the cosmetology department in the 1600 building, room 1610 when the Fairfield campus was built in 1971. At the time it was sufficient to meet the needs and population of Solano County. However, the physical laboratory classroom space did not allow for growth, expansion or development as the population increased and the beauty industry developed new technologies and increased the scope of practice. As a result the infrastructure of the Cosmetology Department cannot support the required needs.

Hairstyling, roller sets and hooded dryers have evolved to blow drying, electric curling irons, hot rollers and flat irons. Skin care “plain manual facials with the use of steam towels” evolved to incorporating and utilizing electrical steamers, high frequency and galvanic currents. These tools and equipment require more electricity with this extra drain and overload to the electrical system it has at times caused the safety breakers to switch off. Over the years, faculty, staff and students have learned to adjust the equipment and tools for thermal hairstyling and Facialing classes in building 1600 room 1610 laboratory classroom to compensate for the inefficiency of the electrical system by restricting the students usage.

The Solano College catalogue description, “The program consists of sixteen hundred (1600) hours of intensive training and study designed to prepare the student to take the California State board of Cosmetology examination for licensure. Units include theory and practice in fundamental skills in all phases of beauty culture. Assignment of units is based on hours in attendance.” It takes 4 semesters (2 years) to complete which represents a change to the original charter.

The cosmetology program offers three degree opportunities for degrees and /or certification:

1. Associate of Science Degree in Cosmetology education.
2. Certificate of Achievement
3. Certificate of Completion

Esthetics of Skin Care is a two semester program (1 Year), Special Manicuring is a one semester program (5 Months) and Cosmetology Instructor Training is a two semester (1 Year). These

programs were scheduled and offered concurrently with Cosmetology 101, 102, 103 courses in the same designated lecture and laboratory classrooms as cosmetology, taught by only two full time faculty members.

These programs offer two certifications:

1. Certificate of Achievement
2. Certificate of Completion

Throughout the years the cosmetology faculty has worked closely with the community and is part of California's public community college system of 109 campuses in 72 districts throughout the state. In keeping with the Vocational and Technical Education Act and California Plan for Career and Technical Education mandate cosmetology faculty maintain an Educational Advisory Committee for the program. The Advisory Committee members are comprised of licensed cosmetologists, barbers, examination kit company provider, employees, employers, current students and former students who provide valuable information and guidance needed to maximize the effectiveness of the program and keep the cosmetology program current with industry standards and therefore affect the employment potential of students. Cosmetology Advisory Committee meetings are held at the SCC Cosmetology Department.

Career and gainful employment opportunities in cosmetology offer men and women personal satisfaction and financial security in one of the nation's largest industries. It provides a pleasant environment with year-round employment at better than average salary and full-time and part-time employment wherever the professional lives or travels. Licensed graduates may be employed as hairdressers, salon managers, salon owners, hair coloring specialists, hair stylists, make-up artists, facial specialists, manicurists, nail technicians, wig stylists, manufacturers' field representatives, demonstrator's and lecturers, receptionists, laboratory technicians and cosmetic buyers. Additional careers can be found in spas, film, performance and runway artists, style or fashion event coordinator, State Board examiner, inspector, magazine or blog writer, press and TV industries, Design Team Member and much more....

Solano College graduates are in demand for immediate employment. Many of our graduates have been voted Readers Choice by the Daily Republic Newspaper like 2013 Best Hairstylists Jamie Glazier a 10 year SCC Cosmetology alumni working at the Gallery Salon and Spa on the Suisun City waterfront. SCC Esthetician alumni Rose Smith (famous actor Pierce Bronson's mother in-law) is the owner of a Day Spa in Vallejo. A substantial amount of SCC cosmetology graduates are salon owners throughout Solano County who are hiring graduates.

One of the main strengths of the SCC Cosmetology Department has been and continues to be the highly competent faculty and dedicated to excellence in education to provide students with highest level of "state of the art education" so they are prepared to meet the entry level skill



base required for licensure and gainful employment opportunities. All support staff and faculty are dedicated licensed cosmetologists who regularly attend beauty industry continuing educational seminars, conferences, technical classes and demonstration hand-on workshops to remain current with the industry, both in state and out of state. Faculty are not only members of various professional organizations but have served as officers of The California Cosmetologist Association (CCA), National Hairdressers & Cosmetologists Association (NHCA), Associated Cosmetology Teachers of California (ACT) and Cosmetology Educators of America (CEA), National Coalition of Esthetician's Associations (NCEA) to name a few.

The cosmetology program features a laboratory practicum which provides an exceptional learning environment enabling students to practice their learned skills on manikins and other students. Advanced students are able to hone the practical application techniques they have learned through simulation working on manikins, other students and to "real paying clients" from the community with instructor supervision in the laboratory clinic practicum. This gives them the valuable opportunities to prepare for the state board examination and employment.

Since 1945 and over the years there have been only two (2) full time faculty members and since 1976 one (1) assistant instructor classified staff. In fall 2005 one (1) additional full time faculty was hired to teach the night class that was instituted at that time. With the institution of the night class two (2) classified positions were filled-assistant instructor and lab technician. Both classified positions have become full time positions. With reorganization of the district, division deans and consolidation of Business and Trade and Technical Division faculty have worked diligently to make the necessary adjustments to work synergistically as a team with all members of the Division and the Dean. Currently we are undergoing another name change for our School of Applied Technology and Business.

1.2 Relationship to College Mission and Strategic Goals. The Cosmetology department's mission supports and aligns with that of the district. We educate a student population that is very diverse academically, culturally, esthetically, intellectually, socially, and maturity. The majority of the student population is female. We provide a firm foundation of skills based workforce education and training focusing on the California State board of Barbering and cosmetology mandates for licensure.

Table 1. SCC's Strategic Directions and Goals

<i>Goal 1: Foster Excellence in Learning</i>	<i>Program Evidence</i>
<p data-bbox="201 785 846 852"><i>Obj. 1.1 Create an environment that is conducive to student learning.</i></p> <p data-bbox="337 947 732 978"><i>California Cosmetology Associations</i></p> <div data-bbox="435 1010 634 1119" style="text-align: center;">  20130921_115309.pdf f </div> <p data-bbox="318 1226 760 1257"><i>Smart Classroom Survey and Analysis</i></p> <div data-bbox="435 1289 634 1398" style="text-align: center;">  20140829_091105.pdf f </div>	<p data-bbox="894 323 1406 604">Faculty are dedicated to fostering safe and sane learning classroom's by creating an environment of professionalism and community which is open to creativity and embraces diversity. We are with our student's 27.5 hours per week which is dedicated to teaching the requirements for success in the industry.</p> <p data-bbox="894 638 1427 1058">We are devoted to maintaining an atmosphere that encourages students to feel comfortable to ask questions, present new ideas, develop personal traits that promote greater success in the beauty industry. We develop a community of professionalism and teamwork with our students catering to multiple learning styles through the use of lecture, lab and practical demonstrations. Using state of the art equipment, beauty products, and tools supports quality teaching to optimize student performance.</p> <p data-bbox="894 1092 1422 1444">Faculty utilizes smart classrooms for both lecture and laboratory classrooms. The Library Computer Lab class is scheduled throughout the semester to conduct the Milady Cengage Learning "Online Licensing Preparation" for the State Board Examination. Students have commented that the use of Smart Classrooms have been extremely beneficial and of value for their learning styles.</p> <p data-bbox="894 1478 1422 1898">The Cosmetology Practicum Laboratory Classroom-Room1610 is still the Original 1971 facility. Room 1610 is grossly inadequate with physical space, electrical, ventilation, floor and the overall leaning environment is obsolete. The rest of the 1600 Building was completely renovated in The 1990's. We are doing the best we can to work with an infrastructure of 1971. The Solano College Facilities/Maintenance Department does their best to keep the outdated facility operable and safe.</p>

Obj. 1.2 Create an environment that supports quality teaching.

Our faculty utilizes many of the resources the college provides to support our quality teaching. For example, we utilize Counseling, Veterans Affairs, DSP, ESL, Library, Computer Lab Classrooms, Barnes & Noble Bookstore for Equipment Kits and Books, Cafeteria Services and ECE Children's Program and Public Transportation Busses.

Our department supports the Associated Students of Solano Community College and Inter Club Council with our student driven **Cosmetology Club**.

Perkins funding is also used for staff development and instructional materials. **MySolano** has been a tremendous asset to keep in communication with students so they stay informed with any required assignment or daily scheduling changes to the program.

We utilize guest educators from the various professional manufacturing companies that we order products from such as OPI nails, TU'EL Skin Care, Matrix Haircolor, and Mizani Hair Straightening.

The Cosmetology Advisory Committee meets each semester. Members provide support to specific teaching areas to assist faculty in keeping the curriculum current and up to date with industry standards, technologies and changes that are evolving within the beauty industry.

Obj. 1.3 Optimize student performance on Institutional Core Competencies

Faculty performs Student Learning Outcomes (SLO's) Assessments on a weekly basis through written evaluations and throughout the semester practical evaluations on student performance are conducted.

Institutional Learning Outcomes (ILO's) are incorporated and embedded throughout the different cosmetology curriculum's (reading, written, technical and practical assignments, term projects, etc.). The Cosmetology Practicum and Patron Clinic Practicum enables faculty to complete assessments of ILO's/or SLO's. Faculty is able to give the student's immediate feedback, critique, record the findings and make any necessary changes where warranted.

The practicum requires students to participate on many different learning levels helping the students optimize ICC's, ILO's, PLO's and SLO'S. To further optimize the students' performance competencies faculty developed and conduct a Mini State Board Simulation Evaluation after the student has achieved 1,200 hours of the 1,600 hours required by State Mandates of practical and technical training. In 2010 Full Time Faculty developed, patterned and based the "Mini State Board" on California's State Board of Barbering and Cosmetology National Practical Examination of the National-Interstate Council of State Boards of Cosmetology (NIC).

Faculty and support staff takes great pride in providing "Excellence in Cosmetology Education" and are willing to do whatever it takes to help promote success with our students so they are able to have a better quality of life for themselves and their families. Faculty and staff have opted to hold department meetings a minimum of three times per semester to keep the lines of communication open and collaborate for greater success opportunities for our students.

Obj. 2.1 Identify and provide appropriate support for underprepared students

Our program has an English course advisory to help students prepare for Cosmetology. This advisory is critical to our ESL students as there are cosmetology terminologies that do not translate to other languages. Faculty considers and utilizes contextualize learning with ESL faculty on an individual basis per student. Faculty keeps alert to new learning opportunities for underprepared students.

During the first semester students are asked to let the instructor know if they have any learning challenges and health issues that might affect their success in the program. Once the student has made the instructor aware of the problem(s) the instructor guides them to the campus resource(s) which may be needed to assist the student for greater success in the program. Prerequisites help to ensure the level of competencies have been achieved by the student.

Students voluntarily sign up for a “Student Buddy List” as they continue their success through the program from Introductory Level- Cosmetology 100 through the Developmental Levels – Cosmetology 101, 102, 103A of 175 to the Master Level 103B. Students and faculty use this list for extra support and collaboration. The Buddy List has participating student’s names, phone numbers, and e-mails information and copies of the list are distributed to the class so they have access to other classmates for additional support. Our military students tell us the Buddy List helped them integrate back into civilian life. Faculty uses commendable and proven methods to maximize learning for underprepared students by making effective use of hands-on-learning. We create a stimulating learning environment that is committed to continuous learning.

Obj. 2.2 Update and strengthen career/technical curricula

Board of Barbering and Cosmetology



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Obj. 2.3 Identify and provide appropriate support for transfer students

Faculty structure classes with the mandates of the California State Board of Barbering and Cosmetology. In 2009 the state board changed the method of testing for the written exam and in 2011 the practical to the National Interstate Council of State Boards of Cosmetology (NIC). Faculty attended workshop and seminars on the new changes and had to create all new rubrics, assessment materials, procedures and modify teaching methods to match and/or correspond to that of the California Cosmetology Practical Examination Candidate Information Bulletin (CBI). Faculty continually revise and refine assessment tools. The simulated practical Mini State Board evaluation has been a huge asset to both faculty and students.

In 2012 the new edition of the Milady Cengage Learning Cosmetology Textbook was approved by the State Board as an "Approved Textbook". As a matter of fact after checking the State Board website to ensure it was listed Cheryl McDonald called the State Board to see why it was not listed on the State Boards website. The State Board Representative checked to confirm it had been adopted, which it had and said their website would be updated immediately. As a result of this new textbook adoption by the State Board full-time Faculty had to create all new teaching materials including, assignment, written examinations and other support materials to correspond to the new textbook. Instituting the major revisions has been a horrendous task for faculty. We are frequently making changes and improving as per our assessment each semester. Additionally, we hold a regular Advisory Committee meeting each semester and when able attend industry trainings and bring the information into the cosmetology coursework many times at their own expense.

This is not applicable to Cosmetology.

Obj. 2.4 Improve student access to college facilities and services to students

Cosmetology Department Clinic:



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Multiple Intelligences and Adult Accelerated Learning Which Forms of Intelligence Are Your strongest? Survey



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At the first class meeting we inform the students of the location of different areas on campus: Assessment Center, Bookstore, Cafeteria, Counseling and Special Services, Disability Services Program (DSP), Financial Aid, Nurse, Parking information, Police, Special Services- EOPS/CARE, and Tutoring Center. We ask students to inform us if they have any learning disabilities or health issues. Once the student informs us of their specific need(s) we direct them to appropriate support services and we work directly with the student and the support services. The DSP Student Education Contract (SEC) and Educational Accommodations identify the educational limitation imposed by disability and the authorized accommodation/service or referral and tests taking accommodations. We have a campus map embedded in our syllabi. Access to student services for night-students is a problem. Many students who are enrolled in our night classes' work full-time during the day. By the time they arrive for night class(s) most student services are closed and there is no nurse available for emergencies. Night students whose work schedules do not permit them to get to campus during college operational and bookstore hours this has been a big problem. The lighting all around the campus, the 1600 building and the parking lots has been of serious concern for the safety of the students, clients and faculty. The lack of police presence on campus presents additional safety issues as well and the cafeteria is also closed. Our patron clinic laboratory practicum is listed on the college website to inform all students that beauty services are available in the Cosmetology Department Mondays, Tuesdays, Thursdays and Fridays 9am to 1pm and 4pm to 9pm. We have the students fill out a self-evaluation intelligence survey based on Howard Gardner's Multiple intelligences to assist the student better understand what type of learner they are. This information assists faculty with teaching methodologies.

Obj. 2.5 Develop and implement an effective Enrollment Management Plan

The Office of Admissions & Records does an exceptional and outstanding job! It is just amazing that many of them even though they are on vacation leave and not getting paid for it- come to work to do whatever needs to be completed or done so the campus is able to function more smoothly. Yet despite the seemingly endless efforts of our college community, students continue to not understand/ or comprehended the requirement processes for enrollment and the necessary Financial Aid steps required for successful enrollment.

This area needs to be addressed to inform students wanting to enroll in Cosmetology of the financial obligation required. More emphasis on the time required for processing Financial Aid paperwork needs to be re-evaluated.

Cosmetology needs to have a "Wait List". When 25 students enroll in Cosmetology 100 the class is closed and no one else can register for the class even though we have many more who would like to enroll.

We hold a "Mandatory Orientation" every semester, the week before classes begin. There has always been a lot of NO-SHOWS at the orientation. For example: Fall 2013 – 8 no shows. For this reason we work closely with the Office of Admissions & Records asking them to inform perspective students to attend the "Mandatory Orientation Meeting" and be prepared to possibly enroll and pay all required tuition fees that day to enroll. If not able to meet with a Counselor and or enroll in other general education classes until they are able to meet the financial obligations of the Cosmetology Program.

Our sister colleges utilize a "Wait List" which serves them well. We highly recommend this practice be instituted for the Cosmetology 100 course(s).

Obj. 3.1 Respond to community needs

WorkAbility:



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A huge asset and strength of our department is the Clinic laboratory where people from the community can come in and receive hair care, nail care and skin care services at a nominal fee. These funds go into the general fund for the college to help support other programs. One of our departments pride and joys are the great number of our licensed graduates who are salon owners and managers in the area. Whenever they are in need of employees they let us know and we direct students to the job opportunities. Our faculty and staff are members of various affiliations and organizations throughout the community. We network with salon owners, salon managers and other industry professionals many of whom serve on our Advisory Committee. We hold an advisory meeting each semester. We support, participate and have a lot of fun with the WorkAbility 1 Program Fairfield-Suisun Unified School District which gives high school students the opportunity to Job Shadow the Cosmetology instructor for a day. This has been a terrific experience of the participating high school students as well as our cosmetology department. Our students clean and style wigs for the Cancer Society and the Look Good Feel Good programs throughout the area.

Obj. 3.2 Expand ties to the community

Matt Garcia Youth Center:



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Jesse Bethel High School



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EVA'S U.S.C.G.S. Stratton



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Our Advisory Committee keeps us well informed of any necessary community needs and industry changes that we need to upgrade or incorporate into our curriculum.

We are a depository for Locks of Love and are very proud of our Cosmetology Student Club who hosts an annual community fund raiser for Locks of Love. There is one scheduled Oct. 5, 2013 in conjunction with the SCC and Kaiser Permanente Napa Solano Family Wellness and Safety Picnic.

We have given make-up and skin care classes at the Matt Garcia Center and participate at local high school, college and Career Fairs and other community groups.

A group of our students were selected by Eva's Esthetics to assist with the hair and make-up for the very first women of the U.S. Coast Guard. These Coast Guard women were recognized and honored during the Commissioning of the U.S.C.G.S. Stratton from our First Lady Michelle Obama. We do our best to support the high school communities College and Career Fairs when we are requested to participate.

Goal 4: Optimize Resources

Program Evidence

Obj. 4.1 Develop and manage resources to support institutional effectiveness

Utilize Perkins funding to meet student needs. We have a program budget funding which helps to support institutional effectiveness. Faculty has applied for mini grants and block funding grants for additional support.

Obj. 4.2 Maximize organization efficiency and effectiveness

Cosmetology uses a broad spectrum and amount of beauty products for hair, nail and skin care services. We currently use an inventory system that is manual not computerized. To maximize inventory efficiency and effectiveness we require software for inventory control using bar codes.

Obj. 4.3 Maintain up-to-date technology to support the curriculum and business functions.

Technology Services and Support work with due diligence to provide all of our campuses quality service for all of our technology needs. They have a very quick response time to our "HelpDesk" e-mails. They have personally informed faculty to let them know if there is any problems during a lecture class and they will come over and immediately fix it. This was the case when in the library computer lab. We could not access the audio for the webcast and SCC Technology Service and Support was there within minutes and actually installed a telephone with a speaker so the class was able to hear the Webinar. This is just one example of the superior caliber of support they provide at our campuses.

1.3 Enrollment. Our last program review was completed during the Spring of 2008-2009 academic year, so the data will reflect the Fall of 2008-2009 academic year through Spring of 2013. Courses scheduled for day were taught by the same full time faculty while the night classes were taught by one full time faculty and multiple adjunct faculty for cosmetology 100, 101, 102 , 103A and 103B. Completion of all courses with a passing grade is required for the major. Please note that the data does not include Come 175 which offered during the **Summer Session** greatly influences **Completions Rates** as it is equivalent to 103A.

Cosmetology

Section Counts

	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013
COSM 101	2	2	2	2	2	2	2	2	2	2
COSM 102	2	2	2	2	2	2	2	2	2	2
COSM 100	2	1	2	1	2	1	2	0	1	2
COSM 103B	0	0	0	0	0	3	1	4	3	2
COSM 103A	0	0	0	0	0	2	2	2	2	2
COSM 103	1	1	2	2	2	0	0	0	0	0
COSM 115	0	0	0	0	0	0	0	0	0	1
Total	7	6	8	7	8	10	9	10	10	11

Distinct Enrollments

	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013
COSM 100	39	22	37	24	46	20	32	0	22	31
COSM 101	21	35	15	34	22	36	13	27	2	15
COSM 102	25	20	29	20	29	18	33	12	25	2
COSM 103	1	2	2	8	3	0	0	0	0	0
COSM 103A	0	0	0	0	0	23	8	27	8	23
COSM 103B	0	0	0	0	0	19	1	31	9	23
COSM 115	0	0	0	0	0	0	0	0	0	1
Total	86	79	83	86	100	103	87	70	59	72

WSCH

	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013
COSM 100	1,365.0	770.0	1,017.5	660.0	1,276.5	550.0	880.0	0.0	605.0	883.5
COSM 101	735.0	1,225.0	412.5	935.0	607.3	990.0	357.5	742.5	55.0	427.5
COSM 102	875.0	700.0	797.5	550.0	802.0	495.0	907.5	330.0	681.0	57.0
COSM 103	3.8	14.0	9.7	25.1	4.6	0.0	0.0	0.0	0.0	0.0
COSM 103A	0.0	0.0	0.0	0.0	0.0	296.5	105.6	348.0	91.4	299.7

8/9/2013

1

**Due to the size of the dedicated lab and amount of student workstations:
The class maximum for Cosmetology 100 enrollment is 25.
Cosmetology 101, 102, 103A and 103B concurrent enrollment is 25.**

	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013
COSM 103B	0.0	0.0	0.0	0.0	0.0	244.9	13.2	391.0	109.3	299.7
COSM 115	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	29.0
Total	2979	2709	2237	2170	2690	2576	2264	1811	1542	1996

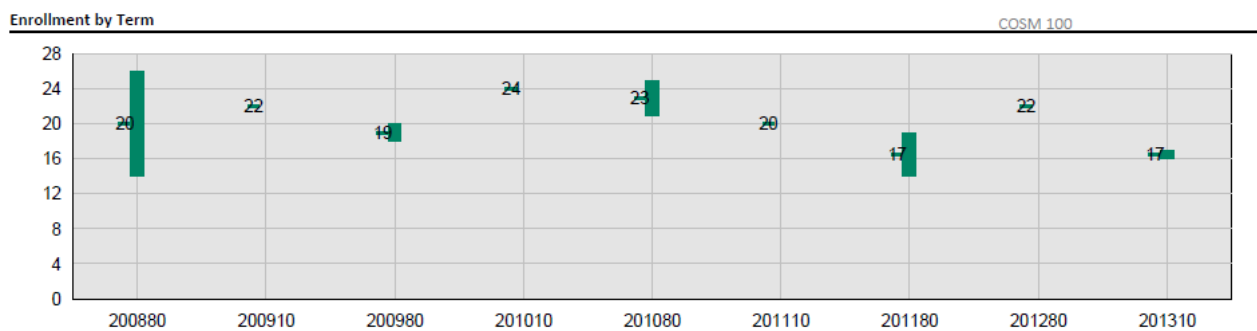
FTES

	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013
COSM 100	45.5	25.7	33.9	22.0	42.6	18.3	29.3	0.0	20.2	29.5
COSM 101	24.5	40.8	13.8	31.2	20.2	33.0	11.9	24.8	1.8	14.3
COSM 102	29.2	23.3	26.6	18.3	26.7	16.5	30.3	11.0	22.7	1.9
COSM 103	0.1	0.5	0.3	0.8	0.2	0.0	0.0	0.0	0.0	0.0
COSM 103A	0.0	0.0	0.0	0.0	0.0	9.9	3.5	11.6	3.0	10.0
COSM 103B	0.0	0.0	0.0	0.0	0.0	8.2	0.4	13.0	3.6	10.0
COSM 115	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
Total	99.29	90.30	74.57	72.34	89.68	85.87	75.46	60.38	51.39	66.54

Scheduling of the cosmetology program courses were based on a 35 hour a week from 1945 until October of 2009 when the contract between the Cosmetology Program and Admiration negotiated and the workload changed from a total of 35 hours of full time student contact hours per week to 27.5 hours of student contact per week. Enrollment is based on the dedicated classroom space of room 1610, building 1600 in which all courses are taught concurrently. The laboratory classroom supports 20 students safely - Cosmetology 100 class (25 with restricted performance abilities and accessibility) on the freshman side and 32 students safely - Cosmetology 101, 102, 103A, 103B. With the change in course scheduling it takes 2 years (4 semesters) instead of 1 ½ years (3 semesters). To accommodate the change section 103 was divided into 103 A or 175 offered as a (summer section) and 103B. Refer to Section Counts and Enrollment Data it clearly defines the change.

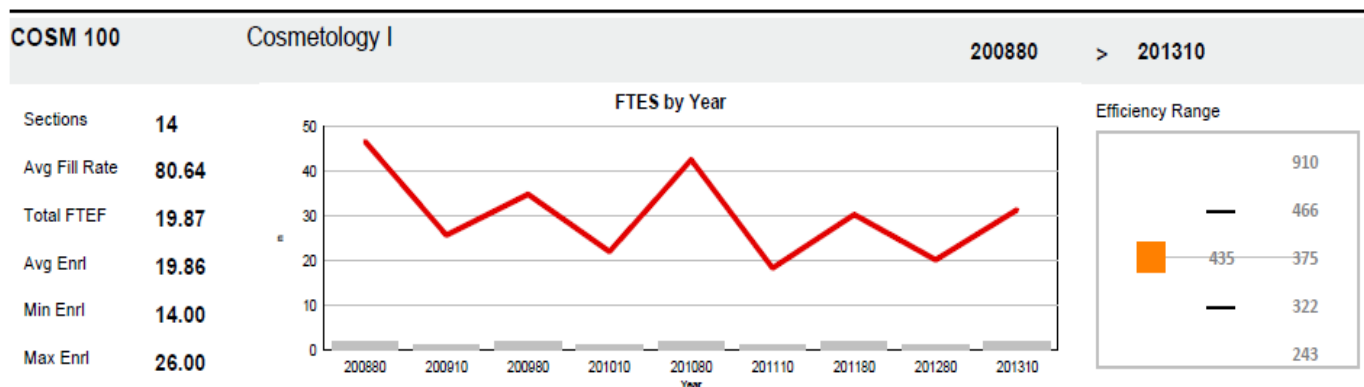
Enrollment has been greatly effect by the change in course scheduling and the limited physical facility being inadequate to support student enrollments.

In the Spring of 2012 note that there was no beginning course Cosmetology 100 offered because there was not enough classroom space to support and accommodate students continuing from Cosme 100 to Cosme 101 and all of the other students advancing to the next level. Additionally in the Spring of 2012 the full time day faculty who has taught Cosmetology 100 over the years Cheryl McDonald, was assigned to teach Cosme 101 to accommodate the continuing students.



The graph below show clearly defines when 2 sections (day and evening) of Cosmetology 100 were offered opposed to when only 1 day section was offered. Scheduling has greatly affected FTES. Cosmetology 100 is the single most important Program Prerequisite as it feeds the entire program. With only 1 section of Cosmetology 100 offered twice a year Solano College is only able to fill a maximum of 50 FTES via enrollments annually.

Interestingly: Each (FTES) student enrolls for a total of 4 semesters which equals an almost guaranteed increase of FTES dollars by a multiple of 4 = program completion x 50 students. That is a substantial amount of revenues for Solano College.



Other factor effecting enrollments for beginning students and continuing student's is finding qualified adjunct faculty that meet SCC hiring requirements to teach all courses of cosmetology. Additional factors impacting cosmetology enrollment and completion rates include:

1. Administration choosing not to complete the remodel as scheduled for the summer of 2011 to improve and increase the size of the department to accommodate raised enrollments and facilitate evening classes.
2. Solano College administrators cancelled all summer classes during 2012.
3. Due to the down shift in the economy the majority of continuing students had to work during the summer of 2013 so the 175 class was cancelled due to insufficient enrollment.
4. Interruptions of instruction directly effects matriculation and the pass rates of the state board licensing for cosmetology.

1.4 Population Served. The population served in cosmetology is predominately female 93% to 100%, although we did have a 7% male population in Spring of 2013. One of the strengths in cosmetology is the wide representation of the diverse population of Solano County. This diversity in ethnicity strengthens the learning foundation for cosmetology student to work on all types of hair and directly relates to the cosmetology industry.

% Enrollment by Gender

	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013
Female	95%	95%	98%	99%	100%	100%	93%	94%	93%	93%
Male	3%	4%	2%	1%	0%	0%	6%	4%	5%	7%
Not Reported	1%	1%	0%	0%	0%	0%	1%	1%	2%	0%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

% Enrollment by Ethnicity

	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013
	0%	0%	0%	0%	0%	0%	1%	1%	2%	0%
Am. Indian or Alas	2%	1%	1%	2%	1%	0%	0%	0%	2%	1%
Asian or Pacific Isla	6%	5%	7%	6%	8%	10%	13%	13%	14%	14%
Black Non-Hispani	8%	11%	13%	13%	11%	8%	7%	7%	8%	7%
Hispanic	24%	20%	18%	17%	20%	17%	20%	20%	25%	32%
Other	12%	11%	22%	23%	25%	28%	20%	19%	14%	11%
White Non-Hispan	48%	51%	39%	38%	35%	38%	40%	40%	36%	35%

8/9/2013

	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

The diversity of our student's expands far beyond the percentage of the classification of ethnicity as stated in the Institutional Data. Our student population is global. It is from the richness of our student's differences and understanding the complexities of these variances, that we are able to build a stronger cosmetology foundation for our students.

We are so fortunate to be able to pull from all of the students differences to unite them together as Cosmetologists with a "Professional Hair is Hair Concept". To further strengthen students' success, faculty are able to embrace and elaborate on the specific characteristics indicative to specific hair types when teaching trichology, chemical texture services and hair design areas. We have a great appreciation for cosmetology diversity and use it to teach our students skills of empowerment. Many cosmetology schools throughout the United States do not have this learning opportunity. This contributes to our students Global Awareness of Social Diversity and Civics.

Our student population age between Fall 2008 and Spring 2013 average is 18-20 years 39.7% and 20-30 years 32.8%. We conclude that this occurs due to the fact that a majority of our students are either single head of households, re-entry in their desired course of study as a cosmetology career track to the workforce or utilizing this career as a financial support until they decide on their chosen major.

% Enrollment by Student Age

	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013
Less than 18	22%	28%	23%	13%	22%	17%	17%	4%	10%	10%
between 18 and 20	36%	34%	42%	47%	36%	31%	44%	49%	42%	36%
between 20 and 30	35%	30%	24%	31%	32%	40%	29%	36%	31%	40%
Over 30	7%	8%	11%	9%	10%	13%	10%	13%	17%	14%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Males are the underrepresented group in our program. We find that the beauty industry as a discipline traditionally attracts females as cosmetologist and males as barbers. We find that some clientele prefer female and some prefer males as their service provider. Cosmetology is a high tech and high touch industry.

1.5 Status of Progress toward Goals and Recommendations.

The following information was all that could be found on the Institutional Data Report which was actually only a part of the 2007 program review. We could not find out why it was the only document.

Career Technical Education and Business Chapter 6: Educational Program Assessment

SCCD Educational Master Plan 6-4

May 2012 Revised Draft

Program: Cosmetology

Strategies:

Rationale:

Current high demand for this program and lack of competitive educational providers suggests the potential to expand current program course offerings, which could include providing year-round Courses.

Chapter 3: Planning Framework

SCCD Educational Master Plan 3-3

May 2010 Revised Draft

Part III. Conclusions and Recommendations

Current trends continue to show, confirm and validate a strong need for the physical expansion of the cosmetology department. The department has been going nuclear reaching critical maximum capacity for the physical space to safely serve students and clinic clients for a number of years now.

Based on fill rate, retention, completion and other factors of past program reviews and the departments 3 year plans another full time faculty needs to be hired for the advanced students, Evening Cosmetology 101, 102, 103A and 103B program.

Initially when the evening program was instituted in 2005 an additional full time faculty was supposed to be hired for the Spring of 2006 to teach the advanced students and the evening Cosmetology 100 instructor would continue teaching so additional students would be able to be enrolled. Like the day classes are able to enroll student on a biannual basis. This has not happened yet. During the past 8 years it has taken 4 part-time faculty to cover the load that a full time instructor is carrying. With multiple teachers teaching the same class, it is very confusing and somewhat frustrating for the students. This type of instruction for the evening class does not lend itself to student success, program consistency, continuity and standardization of the curriculum.

The institution of a permanent summer program in Spring 2004 has enabled students to complete the program in a timelier manner which has helped the retention of student enrollment. This program has also increased utilization of the facilities more effectively and optimized more successful use of the dedicated laboratory classrooms. However, the summer program was not scheduled for 2011 (department scheduled for a remodel which was cancelled), 2012 (all college summer classes cancelled due to budget), and 2013.

Institution of an Evening Cosmetology Program Fall 2005 has enabled a limited expansion of the program increasing enrollment opportunities to additional 50 students annually. This limited expansion has also optimized a greater use of the building facilities and dedicated laboratory classrooms. Two full time hires (Cosmetology Lab Technician and Cosmetology Lab Assistant) were hired to support the Evening Program.

The Cosmetology Faculty and Staff work diligently to maintain a high caliber of standards. Faculty contributes through continuing professional education classes to enhance student learning outcomes and maintain the integrity of the program. Faculty attends California State Board meetings in order to maintain curriculum standards and modify courses as needed or as required by the state board.

Table 2. Educational Master Plan

Educational Master Plan Goals	Status
1 Offer day and evening programs year-round which would include a permanent summer school creating a stronger matriculation and completion rate increasing Solano College competitive edge with private schools and their 9 month program to be competitive with private schools in Solano County.	Ongoing basis dependent upon enrollments. . Request submitted for fall 2104, position not recommended as one of the priorities for fall 2014, will resubmit for fall 2015
2. Established Esthetics Evening Program	Curriculum completed and approved. Has never been scheduled. In process of evaluating need.
3. Establish a permanent full Evening Program	Scheduled on an intermittent basis. In process.
4. Replace student work stations on a 10 per year basis = 5 years to completion.	Partial completion. Workstation chairs have been replaced 2012.
5. Hire a receptionist for the clinic patron laboratory classroom to work 4 days per week at 5 hours per day = 20 hours per week	Still Pending: In process of evaluating need for position.
6. Continue to recruit well-qualified instructors to teach and substitute.	Currently recruiting for substitute hiring pool.

Table 3. Program Review Recommendations

Recommendation	Status
1. Fill Full Time Cosmetology Faculty position vacancy in Fall 2013 due to a retirement.	Not completed.
2. Fill Full Time Cosmetology Lab Assistant position vacancy in Spring 2013 due to resignation.	Not Completed.
3. Recruit for Cosmetology Lab Technician substitute pools.	Not Completed.
4. Recruit for Cosmetology Lab Assistant.	Completed in January 2014 for Spring semester. We plan on continuing to recruit for substitutes for this position.
5. Hire a Part Time Receptionist for the clinic patron laboratory classroom to work 4 days per week at 5 hours per day = 20 hours per week.	Not Completed
6. Continue to upgrade and replace equipment as necessary to remain current evolving industry technologies and standards.	Completed on an ongoing basis. In 2012 60 hydraulic chairs were replaced.

1.6 Future Outlook.

The cosmetology industry as a whole is as stated in the California Government Employment Development Department:

What is the Job Outlook?

The job outlook for Cosmetologists is favorable. Factors that contribute to a demand for cosmetology services include a growing population with higher incomes, more styling services for men, the increasing number of working women, and a general expansion of the beauty salon industry.

What Wages and Benefits Can I Expect?

The wages listed in the table below do not reflect the earnings of self-employed Hairdressers and Cosmetologists, which can be higher depending on the location of a salon, customer tipping practices, and competition from other salons. A Cosmetologist’s initiative and ability to attract and hold regular clients are key factors in determining his or her earnings. Earnings for entry-level workers are usually low; however, for those who stay in the profession, earnings can be considerably higher.

The median wage in 2012 for Hairdressers, Hairstylists, and Cosmetologists in California was \$22,316 annually or \$10.73 hourly. The median is the point at which half of the workers earn more and half earn less.

Change to Hourly Wages

Annual Wages for 2012	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$19,101	\$22,316	\$28,655

Source: EDD/LMID Occupational Employment Statistics Survey, 2012 Wages do not reflect self-employment.

Overall employment of barbers, cosmetologists, and other personal appearance workers is projected to grow much faster than the average for all occupations. Opportunities for entry-level workers should be favorable, while job candidates at high-end establishments will face keen competition.

Employment change: Personal appearance workers will grow by 20 percent from 2008 to 2018, which is much faster than the average for all occupations.

Employment trends are expected to vary among the different occupational specialties. Employment of hairdressers, hairstylists, and cosmetologists will increase by about 20 percent, much faster than average, while the number of barbers will increase by 12 percent, about as fast as average. This growth will primarily come from an increasing population, which will lead to greater demand for basic hair services. Additionally, the demand for hair coloring and other advanced hair treatments has increased in recent years, particularly among baby boomers and young people. This trend is expected to continue, leading to a favorable outlook for hairdressers, hairstylists, and cosmetologists.

Continued growth in the number full-service spas and nail salons will also generate numerous job openings for manicurists, pedicurists, and skin care specialists. Estheticians and other skin care specialists will see large gains in employment, and are expected to grow almost 38 percent, much faster than average, primarily due to the popularity of skin treatments for relaxation and medical well-being. Manicurists and pedicurists meanwhile will grow by 19 percent, faster than average.

Job prospects: Job opportunities generally should be good, particularly for licensed personal appearance workers seeking entry-level positions. A large number of job openings will come about from the need to replace workers who transfer to other occupations, retire, or leave the labor force for other reasons. However, workers can expect keen competition for jobs and clients at higher paying salons, as these positions are relatively few and require applicants to compete with a large pool of licensed and experienced cosmetologists. Opportunities will generally be best for those with previous experience and for those licensed to provide a broad range of services.

Source: U.S. Department of Labor Bureau of Labor Statistics

The table below shows the distribution of the 2008 estimated employment for Hairdressers, Hairstylists, and Cosmetologists in California by the counties.

The chart below only shows the counties that had reported data, Solano and the surrounding counties are not included. Job opportunities for cosmetology professions will naturally increase with the increase of population growth in Solano County.

Source: Labor Market Statistics, Occupational Employment Projections Unit

Rank	Area Name	2008 Estimated Employment for Hairdressers, Hairstylists, and Cosmetologists
1	<u>Los Angeles County</u>	11,060
2	<u>San Diego County</u>	5,160
3	<u>Orange County</u>	4,420
4	<u>Sonoma County</u>	840
5	<u>Ventura County</u>	630
6	<u>Stanislaus County</u>	510
7	<u>San Joaquin County</u>	490
8	<u>Santa Barbara County</u>	380
9	<u>Santa Cruz County</u>	370
10	<u>Shasta County</u>	260

The table below shows the distribution of the 2008 estimated employment for Hairdressers, Hairstylists, and Cosmetologists in California by the metro areas. As show below the metro areas surrounding Solano County supports the need for cosmetology education and the viable opportunities for employment.

Source: Labor Market Statistics, Occupational Employment Projections Unit

Rank	Area Name	2008 Estimated Employment for Hairdressers, Hairstylists, and Cosmetologists
1	<u>Los Angeles-Long Beach-Glendale Metro Division</u>	11,060
2	<u>San Diego-Carlsbad-San Marcos, CA Metropolitan Statistical Area</u>	5,160
3	<u>Riverside-San Bernardino-Ontario, CA Metropolitan Statistical Area</u>	4,480
4	<u>Santa Ana-Anaheim-Irvine Metro Division</u>	4,420
5	<u>San Jose-Sunnyvale-Santa Clara, CA Metropolitan Statistical Area</u>	3,720
6	<u>Sacramento--Arden-Arcade--Roseville, CA Metropolitan Statistical Area</u>	2,440
7	<u>Oakland-Fremont-Hayward Metro Division</u>	2,160
8	<u>San Francisco-San Mateo-Redwood City Metro Division</u>	1,910
9	<u>Santa Rosa-Petaluma, CA Metropolitan Statistical Area</u>	840
10	<u>Oxnard-Thousand Oaks-Ventura, CA Metropolitan Statistical Area</u>	630

The future for Cosmetology Education is extremely strong especially because of our reputation of “Excellence in Education”, SCC as the program leads to an Associate of Science Degree where private schools do not and SCC is far more affordable than private schools are. With the economics downward shift in Solano County and the state, more people are entering the trades for better employment opportunities.

The cosmetology community across the nation, California and within Solano County is a very strong, viable and close knit industry that supports its members through a strong work ethic, educational organizations, professional affiliations, and legislative organizations. The industry is continually undergoing changes with Spring/Summer and Fall/Winter beauty fashion trends. The Department of Consumer Affairs reviews the Board of Barbering and Cosmetology annually to ensure the board is meeting consumer needs and legislation is set forth as needed. The cosmetology industry is a multibillion dollar industry that offers greater financial gain with a modest investment of education-SCC Cosmetology 2 years and as a licensed professional approximately 2 to 3 years to build a clientele.

On May 22, 2013 we honored Mary Ann Haley our full time faculty with a retirement recognition celebration party. Since her retirement that full time position has not been replaced. Another factor negatively influencing the future success of cosmetology is that because there was not enough classroom space for cosmetology 100 day and evening students to advance to cosmetology 101 in the Spring of 2012- cosmetology 100 was cancelled to permit students to advance to the next level Cosmetology 101. As a result of this 2012 pivotal administrative decision based on inadequate facilities in room 1610, cosmetology 100 which feeds the entire program being cancelled in Spring 2012 there was not enough cosmetology students this current semester Fall 2013 to warrant an evening program. Administration decided to cancel the class based on low enrollment. This has been a huge catastrophe for the following reasons that we are able to immediately identify:

1. The success, viability and the very life of the cosmetology program is at great risk.
2. The students who cannot continue because they have full time jobs during the day will have to wait another semester or until the evening class is offered again. These means it will take an additional 6+ months for them to complete and be able to take the state examination. This 6 month disruption in their training jeopardizes and greatly endangers their ability to pass the state board exam
3. The students who are unable to afford child care during the day.
4. The reduction of the required student base for each of the required courses for progression even though Cosme 101, 102, 103A and 103B are taught concurrently.
5. Mrs. Attianese agreed to take one extra student from the evening class only because the student is scheduled to accrue 1600 hours this semester with the State Board of Barbering and Cosmetology and has her state examination date on November 14, 2013. Just taking this additional student has created a hardship as the dedicated classroom is now overcrowded and presents a safety hazard for all of us –paying clients included. The misconception and comprehension in the understanding of a “Dedicated Classroom” is 25 cosmetology students = 50 people (not 25) because each student will be working on a paying client.
6. The evening support staff was reassigned to days which created a hardship on their daily lives and day time obligations.

7. The substantial evening clientele base that everyone here in cosmetology had worked so very hard to develop and create over the years and been lost along with the revenues \$\$\$ from the clients.
8. All of the information such as price lists, syllabi, printed and electronic SCC website information is all invalid. This has created great frustration for everyone accessing SCC cosmetology information because they are being misinformation. We have left a message on the evening the phone number to try to hopefully ease the frustration for perspective students and clients.

During mid-semester of Spring 2013 the day Cosmetology Lab Assistant who was an 8 year classified staff responsible for all of the paperwork, placing product and equipment orders from manufacturer's, deposits from the clinic lab, student time cards inventory and worked in the dispensary issuing products for both clinic laboratory classes for the department resigned.

The evening person in the similar position worked both day and evening shifts to cover the day position because there was no substitute pool in place. The evening person filling for the day position did not have the knowledge or experience to competently cover the job requirements for the day position. We all worked together doing "whatever it took" to get through the semester and get things completed as best we could under such difficult and stressful circumstances. This position still has not be has not been replaced.

Administration cancelled the evening program Fall 2013 and reassigned the evening classified staff to days. The following is a list of the positions:

1. Cosmetology Lab Assistant (paperwork, ordering supplies, Purchase orders, inventory, budget, deposits dispensary ...). The person who was working the evening position is now permanently assigned to days. Administration has not provided any job training for the person taking over the day position.

Training such as how to create a requisition for purchase orders, use PO's, manage a excel sheet budget, maintenance of the budget, place orders etc... as these job skills were not required for nor were they a part of the evening position. As a result it has created a tremendous hardship on the functionality, efficiency and overall workability of the program. The staff and faculty have tried to keep things going with great difficulty.

Fortunately for us the Administrative Assistant for the School of Career/Technical Education and Business was able to create all of the requisitions for the purchase order's (PO's) prior to the beginning of the fall 2013 semester so they were in place. By having the purchase orders in place prior to the beginning of the fall semester enables us or place orders as needed to fill the consumable product requirements for the student's Materials Fees.

2. Cosmetology Lab Technician (assists clinic floor practicum, desk and reception, inventory back-stock). With the additional Cosmetology Lab Technical for days -both day full time faculty have their own assistant instructor to work with rather than having to share one person.

This has truly been a **dream come true** for faculty and students alike. Our practicum lab classes have benefited greatly making the students learning experienced more efficient because they do not have to wait in line to have completed operations checked and signed off of their time.

We are not sure if there will be an evening program offered in the Spring of 2014. If evening Cosmetology 100 is scheduled for the Spring of 2014 Administration has not replaced the permanent full-time Cosmetology Lab Assistant or the permanent full-time Faculty positions to support the class. Administration has posted the following:

Position ▼	Emp. Type ▲	Salary ▲	Closing Date ▲
NEW! Cosmetology Lab Assistant-Substitute Poo...	Full Time Classified Temporary	\$14.43 - \$15.72 Hourly	Continuous
NEW! Cosmetology Lab Technician-Substitute Po...	Full Time Classified Temporary	\$15.72 - \$17.16 Hourly	Continuous
Cosmetology Part-Time Instructor Pool	Adjunct Faculty	\$45.57 - \$74.54 Hourly	

Persistence Rates:

Below is the data for the Institutional Rates for the college as a whole.

The analysis compiled compares all Fall semesters with Fall semesters and Spring Semesters with Spring Semesters. Summer Semesters were not included.

Persistence Rates							
		Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013
	Next Semester	63.28	65.66	66.30	67.01	66.83	0.00
	Next Year	44.81	45.50	45.08	45.26	36.33	0.00

Persistence Rates						
		Spring 2009	Spring 2010	Spring 2011	Spring 2012	Spring 2013
	Next Semester	53.56	54.07	52.96	54.14	41.50
	Next Year	45.04	45.94	43.85	45.45	0.00

Institutional Data for the Persistence Rates for Cosmetology:

Persistence Rates											
		Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013
	Next Semester	74%	68%	70%	65%	88%	59%	83%	47%	68%	47%
	Next Year	49%	37%	48%	56%	55%	47%	49%	33%	36%	0%

We were extremely pleased to learn while working with the Dean of Research, Planning and Effectiveness on this Program Review the Cosmetology Persistence Rates exceeded that of the Solano Community College. Cosmetology exceeds the institutional rates not just in one category but in all categories. This information by itself has made our program review project all the more worthwhile. To know that our efforts for excellence in cosmetology education have been duly noted and hopefully acknowledged has been a good thing.

According to **The Institutional Data for the Persistence Rates shows Cosmetology substantially exceeds the General Institution Rates in all categories by as much as 5% to 21.7%.** Persistence Rates are effect by the amount of student completions, enrollment opportunities into Cosmetology day/or evening programs and taking other SCC classes.

Institutional Data for the Enrollment by Major

We have found that our students are not clear on how to use the Banner System to declare their major. Some students are confused that Cosmetology is a Major as they are seeking to become licensed Cosmetologists and identify Cosmetology as only a Certificated Program not as a Major. We are working more diligently to clarify and assist our students in the online procedure process of printing out the forms, filling out the forms and physically delivering them with the correct fees to the Office of Admissions and Records to claim Cosmetology as their Major.

% Enrollment by Major

	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013
Cosmetology	87% 1.00	100% 0.88	85% 1.00	88% 1.00	96% 1.00

In conclusion to the future outlook for the Solano Community College Cosmetology Program, we are exceedingly hopeful that the promises made to the cosmetology department will be honored. Hopefully Measure Q Making Solano Community College's Cosmetology Department on par with College of San Mateo, Skyline Community College, Gavilan Community College, Golden Gate Community College, Santa Barbara Community College and California Community Colleges. We are looking forward to continuing the welfare, wellbeing and excellence in cosmetology education.

The continuance of the program based on Administrative decisions has impacted the Cosmetology Department over the past few years.

In 2007 Dean of Trade and Technical Education Bob Johnson supported and planned for the expansion of cosmetology to include rooms 1645 and 1646 which did not occur.

In the fall of 2010 we were told we were going to have the department remodeled which would also expand the facility to include rooms 1645 and 1646 as part of "Measure G" funding.

In June 2011 we had meetings with David Froehlich and Lester Young for the planned remodel. Again the remodel did not occur.

In November 2011 Measure Q passed and Cosmetology is now supposed to be part of "Measure Q" funding. We have been hopeful of any kind of upgrade to the cosmetology department facilities since 1992, when the rest of the 1600 Building was completely renovated with a Measure from the 1990's.

Excerpt: Measure G Bond Steering Committee: Though there are very few projects left from Measure G, there are still some activities that are ongoing, e.g., the Child Development Center, Fine Arts Building, and the Cosmetology space and signage.

CURRICULUM DEVELOPMENT, ASSESSMENT, AND OUTCOMES

Program Level Outcomes

2.1 The PLOS listed below are for the Cosmetology Program Certificate. Assessments are based on work completed in Cosmo 100,101,102,103.

PLO's



20141001_111254.pdf

Table 4. Program Level Outcomes

<i>Program Level Outcomes</i>	<i>ILO (Core 4)</i>	<i>How PLO is assessed</i>
1. Students will contrast and compare the skills and concepts as required by the California State Board of Barbering And Cosmetology	(I A,B; II D;IIIB,C)	Score of 75% or higher on Written Final Multiple Question Test in Cosmo 100
2. Students will interpret and apply cosmological theories as required for theoretical and practical applications.	(ID; IIA; III C; IIIIC)	Score of 75% or higher on a simulated State Board Mini-Board exam. Practical Test in Cosmo 103
3. Students will translate and identify the differences between chemical and non-chemical changes as related to Cosmetology.	(IIB; IIIIA,C)	Score of 75% or higher on Midterm Practical in Cosmo 102
4. Students will complete mandated laboratory hours and operations; Desk and Reception; Business and Communication skills; Sales and Retail product knowledge.	(IA,B; IIA;IIIA;III C)	Score of 75% or higher on their portfolio project in Cosmo 101

2.2 The cosmetology program is set up in a hierarchy sequencing of pre-requisites leading to the completion of the program.

Cosmetology 100 is the pre-requisite for the entire cosmetology program which introduces beginning students to the basic fundamentals of cosmetology. Over 400 hours is devoted to building a strong foundation introducing basic practical applications in the areas of hair, nails, and skin care.

Cosmetology 101, 102, 103 and 175 build and develop their skills base on the basic learned fundamentals in both technical and practical categories.

Cosmetology 103B develops the mastery level of skills required for meeting the State Board Mandates to qualify for the State Board examination for cosmetology licensure.

The cosmetology program uses a hard copy time card to document student requirements to meet the State Board Mandates of minimums of daily applied effort in Technical Hours and Practical Operations.

California State Board of Barbering and Cosmetology Mandated Requirements



Table 5. Program Courses and Program Level Outcomes

Cosmetology Certificate

	Program	Cosmetology	Level	Certificate
	Contrast and compare the skills and concepts as required by the California State Board of Barbering and Cosmetology.	Interpret and apply cosmological theories as required for theoretical and practical applications.	Translate and identify the differences between chemical and non-chemical changes as related to Cosmetology.	Mandated Clinic Laboratory hours completed - Desk and Reception Training - Business and Communication skills developed - Sales and retail product knowledge.
COSM100	I	I	I	I
COSM101	D	D	D	I
COSM102	D	D	D	D
COSM103A	D	D	D	D
COSM103B	M	M	M	M
COSM175	D	D	D	D

Upon review the faculty had concluded that our Program Outcome #4 was an exact duplicate of program outcome #1 requirements from the State Board of Cosmetology. We excluded #4 on our program outcome map.

Table 6. Program Level Assessments

<i>Program Level Outcomes</i>	<i>Dates Assessed</i>	<i>Results</i>	<i>Action Plan</i>
1. Students will contrast and compare the skills and concepts as required by the California State Board of Barbering And Cosmetology	December 2012	The class average was 74%. The Student needs to be able to pass a written test with a 70% or higher that shows the ability to differentiate between chemical and non-chemical applications.	To review the areas that was missed more often prior to the final evaluation.
2. Students will interpret and apply cosmological theories as required for theoretical and practical applications.	May 2013	The class average was 95%. The Students need minimum 75% passing at the State Board of Cosmetology.	Continue to have the students practice and test in the same format as the State Board of Cosmetology.
3. Students will translate and identify the differences between chemical and non-chemical changes as related to Cosmetology.	October 2012	The class average 76%. The State Board of Cosmetology went to a National Test as of 7/2011 and then had another revision 3/2012 Unfortunately many of these students were taught both examinations and were confused due to the change in the methodology of National Testing.	We have updated all of our assessments to reflect the new changes. We collaborated so that all our mid-terms and finals will be proctored like the NIC environment for our students.
4. Students will complete mandated laboratory hours and operations; Desk and Reception; Business and Communication skills; Sales and Retail product knowledge.	May 2013	The Class average was 85%. I found that the most of the students followed the examples in the syllabus word for word. Their lack of experience didn't allow for imaginative skills in regards to fact finding and problem solving skills. Many waited until the very last moment to begin and then just turned in a carbon copy of what we had in the syllabus.	To have an example of a previous students' portfolio to use as an example of what an "A" grade would look like. Review and explain the rubric used for assessing. Possibly have students keep an e-portfolio

Student Learning Outcomes

2.4 Many of our SLOs were updated during this program review cycle to align with the National-Interstate Council of State Boards of Cosmetology (NIC). One of our short term goals was to align our testing methods to mimic the exam with a simulated NIC exam exactly. We have seen remarkable improvement in the performance of the students. They have commented on how much more prepared they feel when testing. As a result; in our last quarter report from the State Board of Cosmetology our school pass rate increased to an average of 95% on the practical and 77% on the written exam in the quarter dated 04/01/13-06/30/13.

We have created a chart as to the department assignments that the faculty feels needs to be uniform as to create success for our graduates in our program. All of our assessments and SLO's and now our PLO's are aligned. As a result of the program review, our course assessments rotate in regards to course semesters so, we have concluded that we will have to assess the projects off course number or we will constantly be assessing the same assignments. In the department we have created a binder with hard copies of the work done by instructors so that we have it in house. The entire faculty full-time or part-time can retrieve examples. Sometimes we have found that on shared drives Cosmetology ([\\ishtar\(Y:\)](#)), CTE-BUS([\\ishtar\(T:\)](#)) and CTE&BUS-SLO([\\ishtar\(S:\)](#)) some faculty are not as savvy technology wise and are truly visual so, in hard copy makes for better examples and easier access.

2.5 In terms of scheduling assessments, our department plans to follow the guidelines of completing even numbered courses in the fall and odd in the spring (unless a course is taught once per year), until instructed otherwise by administration.

2.6 Currently, our course-level SLOs are almost entirely up to date. We also want to make sure adjunct faculty are not working in isolation, so that we can discuss together the strengths and weaknesses of the assessments and ensure we are linking this analysis to the PLOs and resource allocation. It would be ideal if we had more time during flex to do this collaborative work or perhaps bi-monthly staff department meetings to ensure consistency. Two hours a semester is not enough time to teach the adjunct faculty what is expected of them with these reports.

2.7 The goal of every faculty member completing all SLOs every year is new to the institution. We need to make sure adjuncts know this expectation and have support if needed. We believe the dean should be responsible for ensuring the SLOS are completed by the required date and contacting individual faculty if they have not done so. We would like to have more discussions about standardizing some assessment tools and then we would like to make a reference tool that lists SLOs and the common assessment measures to be used.

2.8 Based on the analysis of our Student Learning Outcomes (SLO's), a number of instructors have made changes to their curriculum as a direct result of completing Assessments of each of the Student Learning Outcomes for each of the courses and Program Learning Outcomes. (PLO's)

Improvements to Cosmetology Curriculums include some of the following examples:

- Creation of a rubric for evaluating the assignments which make expectations clearer
- Providing samples of well-written quality assignments so that students can visually understand the expectations
- Practicing reflective visualization in order to help develop better strategies for assisting the skill to lower level students.
- Instructors requiring the utilization of the Milady Online technology as assignments for the students.
- Reminding the students through the semester to photograph services performed before and after from all views; for projects like their Stylebook and Portfolio (e Portfolio).
- Demonstrate from the smart classroom and or Library computer lab how to access the internet for research papers and or websites of various Cosmetology resources.
- We have made an inventory of the department Video and CD library physically available in one of the front stations so the students can watch and learn new methodology's on the clinic floor smart Classroom.
- Arranged class field trips to the Industry salons that support our department on our Advisory Board and also as guest speakers. Also to our State Board Kit company for taking their exam.
- Constructing our Theory presentation of subject matter to be consistent for the students...., Class notes due on Tuesdays, guest speakers on Wednesdays Tests on Fridays. The Class schedules are posted in department and given in their syllabus. Always noting that it may be subject to change but the students will be notified so ALWAYS check their Solano e-mail account for emergency changes.

Curricular offerings

2.9 Course offerings. The Imaging Systems classes have been cancelled due to the fact that the software was out dated the equipment could not be replaced.

The nail class offerings were created to meet the California Cal-Works request and that is no longer required or used. The classes below have been deleted due to the Cosmetology industry wanting their Cosmetologists to be taught in all areas of services. The Cosmetologist needs to be able to service everyone full service.

COSM 118A Imaging System I
COSM 118B Imaging System II
COSM 171 Manicure Practices
COSM 172 Pedicure Practices
COSM 173 Artificial Nails
COSM 174 Nail Systems

Cosmetology Certificate of Achievement

The program consists of sixteen hundred (1600) hours of intensive training and study designed to prepare the student to take the California State Board of Cosmetology examination for licensure. Units include theory and practice in fundamental skills in all phases of beauty culture. Assignment of units is based on hours in attendance. See the Course Description portion of the Catalog for prerequisite requirements for admission to the program. Transfer students will be accepted on a space-available basis providing they have not achieved more than 500 certified hours of training.

A certificate can be obtained by completing the 49.5 -unit major listed below.

Required Courses	Units
COSM 100 Cosmetology I	12.5
COSM 101 Cosmetology II	12.5
COSM 102 Cosmetology III	12.5
COSM 103A or 175 Cosmetology IV	6.0
COSM 103B	6.0
Total Units	49.5

The classes listed below have been offered in the past and have been very successful. The lack of funding for adjunct faculty and summer programs have directly affected these classes being offered. Our Cosmetology courses have been updated to meet industry needs by licensure. This is advantageous to a stylist when beginning to build their clientele. Many of these classes were offered concurrent with Cosmetology when enrollments were low in our full Cosmetology classes. Now that the industry has evolved to full service we are full enrollment with Cosmetologists.

Other Program Offerings:	Units
COSM 104A Esthetics of Skin Care I	12.5
COSM 104B Esthetics of Skin Care II	6
COSM 105A Esthetics of Skin Care 1	9
COSM 105B Esthetics of Skin Care	9
COSM 110 Introduction to Cosmetology	6
COSM 111 Special Hair Processes	6
COSM 112 Basic Hairstyling	6

Other Program Offerings:	Units
COSM 113 Advanced Hairstyling	2
COSM 114 Brush-up	6
COSM 115 Cosmetology Instructor Training I	12.5
COSM 116 Cosmetology Instructor Training II	6
COSM 117 Special Manicurist	12.5
COSM 150 Basic Concepts in Cosmetology	6
COSM 151 Basic Concepts in Cosmetology	6
COSM 175 Cosmetology Education Practicum	6

Program Electives:	
OCED 090 Occupational Work Experience	1 - 8
OCED 091 General Work Experience	1 - 6

2.10 Instructional Quality.

The curriculum being offered here at Solano College has always been superior. The state board of Cosmetology requires only ten percent of a student's training to be completed before they are to work on paying clients (160 clock hours- Cosmetology freshman training). Solano College's Cosmetology freshman training is approximately 440 clock hours; depending on the scheduled semester. We have found that this creates a student prepared to work on the public paying for services rendered. As a student moves on in the course every Wednesday is a class day for continuing instruction. The class projects the students must complete before graduation ensures a quality stylist with an understanding of professionalism; the ability to perform formulations of chemicals; and the talent to apply the high level of clear and concise workmanship that Solano College graduates have been known for and requested by salons for employment.

	Program	Cosmetology	Level	Certificate
	Contrast and compare the skills and concepts as required by the California State Board of Barbering and Cosmetology.	Interpret and apply cosmetological theories as required for theoretical and practical applications.	Translate and identify the differences between chemical and non-chemical changes as related to Cosmetology.	Mandated Clinic Laboratory hours completed - Desk and Reception Training - Business and Communication skills developed - Sales and retail product knowledge.
COSM100	I	I	I	I
Assign Sheet				
Notebook				
Haircolor Project				
Manicure Practical				
COSM101	D	D	D	I
Assign Sheet				
Info Paper				
Stylebook				
Critical Sheet				
COSM102	D	D	D	D
Assign Sheet				
Portfolio				
Salon Visit				
Critical Sheet				
COSM103A&Cosm175	D	D	D	D
Assign Sheet				
Bleach Project				
Haircut Observation				
Mini-Board				
COSM103B	M	M	M	M
Assign Sheet				
Advanced Critical Sheet				
Final				

2.11 Teaching Methodologies.

The Cosmetology State board required instructors to have completed a 600 hour course utilizing a Performance Criteria. To make application to the board and pass a written and a practical exam to receive an Instructor's license. The methodology and practice was taught and ensured throughout the industry for many years. As of 2006 the State board of Cosmetology disbanded the Instructor's license and we have seen a dramatic failure in the ability of the Cosmetology Instructors to teach to the high standards of the offerings here at Solano College.

The department has worked over the last eight years to develop methodologies to ensure this high level of instruction. We have taken established department procedures, set-ups, and equipment needed with 3x5 index cards that the student must make and have at all times. The student will use these cards daily to help aid them with the learned lesson of the procedure. All staff and faculty are given copies of the students' syllabus. There is a copy of the procedures and the set-ups for everyone to use.

The Instructors need to develop the ability to support our methodology so that there is continuity in instruction and department methodologies. Our department at Solano College is unique. No other Cosmetology school has faculty that needs to be proficient in all levels of instruction and be able to teach them all simultaneously. Most other schools teach one level of students understanding and one subject module at a time becoming experts in that one area. Solano College requires College level performance and the state board of Cosmetology is tenth grade high school level. We spend a lot of time reviewing many soft skills.

The Cosmetology delivery system utilizes all of the learning styles. Many of our students have been assessed and inform of us of their learning style. The department is fortunate to have state of the art smart classrooms that meet the needs of many learning styles. The audio, visual and then the practical addresses the kinesthetic learner. Many of our students who have failed in most academic courses find Cosmetology to be the career for them because of the methodology of instruction that allows the student to be successful. I have been told by many of my students "that having dyslexia has made learning difficult and unsuccessful; Cosmetology has made me a success and given me the desire to continue to learn".

We have an hour of theory instruction daily. The rest of the day the students practice on their mannequins, clients and/or each other. The student has all work supervised and checked for efficiency and workmanship. We also schedule many guest speakers to come and share industry methodologies to keep the students motivated and the faculty and staff abreast of new industry techniques. We like to book previous graduates as incentive to show the success of our program.

2.12 Fill rates/Class size.

Over the past few years with the banner software implemented at Solano College we have seen that our class fill rates are full to capacity quickly. The day of orientation, a week before class starts the room is filled with different students wanting to enroll that were not on our roster. Many of the students do not understand that they need the monies in hand to begin that day. Summer and fall enrollments beginning at the end of spring semester really effects enrollments since this is about a four month time span.

Our class size is 25 students due to the complexity of instruction and the fact that we are really a class size of 50 per instructor realizing the client, chemicals and safety. The department clinic floor has 30 cosmetology stations and we are asked to fill them. A dedicated station is needed for each student so a larger classroom and clinic floor has been our short-term goal turned into our long term goal for many years.

We have concluded that having a wait list with contact information so that we can aid in the process of student understanding of enrollment and financial commitment might help. We also discussed with the bookstore to have the website post this information. Many people believe that telling a student to go online answers their questions but many do not find our website user friendly. Cosmetology is not easily accessed from the website. I have asked on many occasions why we cannot be right after the Bookstore on the website since we offer services to the general public. One semester we were visually added to the screen shots across the website and we saw a busier clinic floor. Many students and clients commented on the exposure.

2.13 Course sequencing.

COSM 100 is the prerequisite for COSM 101. COSM 101 is the prerequisite for COSM 102. COSM 102 is the prerequisite for COSM 103A or COSM 175. COSM 103A or COSM 175 is the prerequisite for COSM 103B. Offering COSM 100 every semester ensures that we are constantly feeding new students on to the clinic floor. Now that we have shortened the instruction day as not to exceed our 60% overload it has created a student overflow on the clinic floor in our department creating a need for a larger department.

2.14 Basic Skills (if applicable).

Our program does not offer basic skills courses, but we always recommend that the student will greatly benefit when their writing is at the college level. Our students will complete a research paper, portfolio, and a business plan so they will need these skills. We recommend that students are at the English 01 level before they take the foundational course in our program. (Which is added revenue to the college.)

2.15 Student Survey.

Cosmetology Department Student Survey Fall 2013



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We administered the survey during a morning theory class. The students were informed they could sign their name or be anonymous.

The results were as follows: Cosmetology 100-First Semester Students

Question	Least Convenient	Average	Most Convenient
#1 Timing	A= 0	B=6	C=16
#2 Scheduling	A= 0	B=12	C=11
#3 Format	A=0	B=5	C=17
#4 Class Size	A=14	B=7	C=1
#5 Smart Classroom	A=0	B=5	C=17

We administered the survey during a morning theory class. The students were informed they could sign their name or be anonymous.

The results were as follows: Cosmetology 101, 102, 103 Continuing Students:

Question	Least Convenient	Average	Most Convenient
#1 Timing	A= 4	B=12	C=11
#2 Scheduling	A= 1	B=12	C=14
#3 Format	A=0	B=7	C=17
#4 Class Size	A=11	B=12	C=6
#5 Smart Classroom	A=0	B=11	C=16

We found this to be very helpful in evaluating the efficiency of the institution and the student's opinions. We believe this is a great representative of what is going on in the department and the issues as an Instructor we have to face when delivering the lessons. We had 22 Cosmo students, 13 Cosmo 101 students, 15 Cosmo 102 students and 1 Cosmo 103 student. This will be a survey we anticipate implementing to administer annually.

The comments the students made were items like "We should have a fulltime course and or a part-time course", "That inconsistent scheduling is unfair, having night class one semester and then not having it scheduled the next semester", "Students would like an 8 hour day to complete the course in one year instead of two years", "A larger department, more instructors and updated furniture". Upon review of this document Diane White, Interim Vice President of Academic Affairs Accreditation Liaison Office recommends to reduce number of units.

The Students voiced that they do not feel that it is right for them to have to carry their Cosmetology kit back and forth daily. They would like to have lockers to store their equipment daily. Cosmetology did have lockers in the hallway of building 1600. They were considered a safety hazard and were relocated to another building and are used by other students (1992).

2.16 Four-year articulation (if applicable). Our students do not transfer to a four year institution but become Solano County residents, business owners and clients of the college that support our local taxes keeping the college funded.

2.17 High School articulation (if applicable). The state board requires a tenth grade equivalency as a minimum requirement to make application for exam. In 1997 we had an independent study student who was home schooled. The student excelled in high school but did not complete here at Solano College. We concluded that perhaps it was too much of a stress to do both programs at the same time. Also the maturity level had difficulty dealing with older students and clients which can be overwhelming to the younger students.

2.18 Distance Education (if applicable). The state of California Cosmetology board has changed to a National Exam which has created reciprocity with many other states. The student would have to contact the state to find out their requirements before contacting Solano Community College.

2.19 Advisory Boards/Licensing (CTE) (if applicable). We hold advisory meetings twice a year. In attendance are Solano College faculty members, staff, and representatives from the community. Typically we have representations from different types of Cosmetology establishments like; Full Service high end salons, Full Service economy Salons, Corporate chain salons, Individual Owner Cosmetology Salons, Haircut only Salons, Children only Salons, Manicure only Salons, Esthetician Salons, Manufactures, Beauty Supply Salons, Educators from private industry.

During the process, feedback is solicited from the advisory board. We have made changes to the curriculum based on advisory feedback. We created a survey which is sent out with the agenda for the next meeting to all members. During the meeting each committee member reviews the survey they filled out and we discuss the survey.

Some of comments from the surveys included:

1. Customer approach, men's cuts, clipper cuts fades long hair layers.
2. They really need to look the part for a stylist customer service
3. Customer service and soft skills.
4. Financial Planning and Business
5. Attendance

Cosmetology Advisory Committee Minutes and Survey



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STUDENT EQUITY & SUCCESS

3.1 Course Completion and Retention. Student success is directly related to the level of education, and expertise of faculty and staff. Full time faculty of the Cosmetology Department has always had a high caliber of proficiency in both cosmetology practical application techniques and theoretical knowledge. Faculty strive to remain current with industry trend as it evolves into new and exciting domains by attending educational seminars, conference and symposiums . As specified in Section 1.2 Goal 1 Obj 1.1 and Obj 1.2 we utilize a vast amount of support services to assist in course completion and retention of our students.

Cosmetology students have an excellent completion rate 97.22% of achievement. The institutional data supports an outstanding quality our students learning success. The average rate is exceedingly high for both females and males as indicated below. However interruptions of the data can be skewed such as one student taking a state test and failing, is then documented as a 0% pass rate for the school even though this pass rate only represents 1% of the entire school.

Cosmetology

Success Rate (Gender)

	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Fall 2011	Spring 2012	Fall 2012	Spring 2013
Female	0.89	0.77	0.83	0.86	0.91	0.91	0.94	0.95	0.82	0.90
Male	1.00	1.00	0.00	0.00	0.00	0.00	0.60	0.67	1.00	0.75
Not Reported	1.00	1.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	0.00
Total	0.90	0.78	0.81	0.85	0.91	0.91	0.92	0.94	0.83	0.88

By the way what grade did your personal cosmetologist graduate with from cosmetology school? This is an interesting question as some students are able to complete the program with an A+ and because of personality maladjustments they are unable to succeed in the industry and vice-versa with a student with a pleasing personality. This brings to mind the student that failed as an "F" student the Cosmetology 100 class for 5 semesters in a row = 5 "F's". The reason she failed by the SCC standard is not because she could not do the work it was because she was not here enough to do the work because she had to work at the restaurant her family owned to pay the bills and have a roof over their heads. This student did complete the 1600 hours program with a less than substandard grade according to SCC Grade Standards and today she continues to be extremely successful in the industry. Our planned action is to continue the quality service we give to our students by pulling from all resources possible.

3.2 Degrees/Certificates Awarded (if applicable).

Success, as you know is unique to the individual. One student’s success rated on the SCC grading scale maybe a “C” but how the student truly interrupts their personal success is an “A”.

All students completing the 1600 hours program receive a Completion Certificate from the Cosmetology Department. Although we still have some students who do not fill out the paperwork and file it with the Office of Admissions and Records to receive the Certificate of Achievement were are still substantially high.

Student success is based on a variety of additional factors: learning styles, in-class activities with the clinic practicum laboratory, special projects, class assignments, field trips to salons in the area, continuity of ongoing student evaluations of the level of mastery. The majority of our students are self-directed learners and take responsibly for their own learning. We do our ultimate best to support and encourage students by raising the bar to higher levels of educational competencies. A trend we have observed and have found emerging over the years is the tendency for cosmetology students to be Over Achievers (OA’s).

Cosmetology		Associate in Science				
Award Counts						
		2008/2009	2009/2010	2010/2011	2011/2012	2012/2013
Total		35 100.00	36 100.00	27 100.00	31 100.00	26 100.00
Cosmetology	Associate in Science	1 2.86	1 2.78	2 7.41	4 12.90	4 15.38
	Certificate of Achievement	34 97.14	35 97.22	25 92.59	27 87.10	22 84.62

3.3 Transfer (if applicable). This is not applicable to our program.

3.4 Career Technical Programs (if applicable).

Entry level skills base is embedded into our scope of practice. We utilize the same criteria as the State Board when students accrue 1,200 time clocked hours during Cosmetology 103A or 175 and 103B which is part of accessing Program Learning Outcomes. These time sensitive practical evaluations are based on the National Interstate Council of State Boards of Cosmetology (NIC) examinations used for California State Mandates for licensure in cosmetology.

The students who graduate from Solano’s Cosmetology program are currently at a 97% pass rate with the California State Board of Cosmetology practical exam. Our graduates are at 77% for the written portion of the exam. As a department we have concluded that the length of time; two years to complete our course hurts our students in regards to the ability to memorize and

retain all the terminology needed to get higher test scores on the written exam. Since the State test has changed in 2009 to a national written test a drop in written test scores have been seen by many of our colleges. As instructors and using the revised version of the textbook we found that even the manufacturer has lessened the quality of information for the instructors use. Three of our most important subjects Bacteriology, Electricity and Trichology are not even in our Instructors tools for teaching for new industry instructors. If an inexperienced instructor or one that teaches intermittently does not have this knowledge it will directly affect our students' tests scores.

Academic cosmetology schools tend to not have the foot traffic for a really busy clinic floor. So it is vital to have the support of the institution in advertising the department to create this experience for our students. Our students have superior understanding of the application of our services but need to perfect their ability for speed. When that happens many of the students feel unprepared upon entering a salon. We assure them that this will be developed with experience. The faculty here at Solano College having been local residents and cosmetologists aids in the placement of our students. We encourage our students and assign projects that require the students to search out the employment opportunities in the surrounding areas.

Annually we take our students on a field trip to the downtown Vacaville area of Main Street cosmetology and barber salons. We visited five salons. I counted out of the five salons; fifteen of the stylists were our graduates. One of the students owns a nationally acclaimed Aveda Salon and she had two of our graduates working for her. Many of the salon owners in the surrounding areas want our graduates because of their superior knowledge and ability in the Cosmetology field.

PROGRAM RESOURCES

4.1 Human Resources.

1. Cheryl McDonald-full-time daytime faculty Cosmo 100 (101, 175, when offered) SCC Cosmetology Instructor graduate and hired 1976.
2. Belinda T. Silva-Attianese-full-time daytime faculty Cosmo 101,102,103A&B, (175 when offered) SCC graduate and hired 1997.
3. Jerry Lowe-full-time daytime Cosmetology Lab Technician, SCC Cosmetology and Cosmetology Instructor Training graduate and hired 2005.
4. Barbara Gravely- full-time Cosmetology Lab Assistant, SCC Cosmetology graduate and hired 2010.
5. Erika Smith-full-time evening Cosmetology Lab Technician hired 2011.

Currently all the staff is full-time so it enables the department to communicate and perform as a cohesive team. The continuity for the students and members of the cosmetology team creates a balanced non-hostile environment. When the evening program is scheduled multiple adjunct

part-time instructors are assigned to teach different nights during the week which creates a hardship for continuity and learning for the night students.

As a department we are constantly offering our services to organizations like Locks of Love Cancer research. We are a year round depository facility for hair donations. We offer free haircutting and styles to anyone donating 10 inches or longer hair. At the Career Technical Faire our students offer glitter tattoos, hair bling and nail polish applications free of charge during the fair promoting our department and program. At Scholarship Foundation events our students support the event handing out programs and looking their best and marketing the clinic floor with brochures of our services offered. Theater Productions; our students help backstage with the annual production of the colleges' dance review with hairstyling and make-up. They receive a beautiful certificate to place in their portfolio. Solano County Foster Parents: our students will aid in teaching foster parents how to care for their children's hair especially for those parents not familiar with over-curly hair. Solano County Developmentally Disabled Students; our students arranged their hair, nails and makeup for their first dance night. Solano Food Drive; our students place a barrel in our department for food donations. Cosmetology Club Promo Day; our students perform complementary polish changes and glitter tattoos while handing out brochures to develop a clientele. Solano College's Blood Drive. Most of these activities are on the students, faculty and support staffs' personnel time. We teach the students that if they are not willing to make this sacrifice of their personnel time; they will find out that they will not be successful as a Cosmetologist. Most of the clients you develop are from word of mouth advertising recommending you or you meeting the person face to face.

The faculty attended the Cosmetology Educators of America and the International Beauty Show in Las Vegas. The education is priceless. It enables us to stay on top of the newest techniques of the industry and teaching methodologies to help our students succeed. Networking with the industry professionals this summer allowed us to have additional quest speakers come to our school to educate our students personally, that many of our students will never be able to go to Las Vegas to receive. Our Milady publishers that are approved at our California state board level is always at the CEA show. The classes utilize the most current technology available enabling us to become better prepared for the ever changing student body of the future.

4.2 Barbara Kelley-Cosmetology Lab Assistant- retired and was replaced with Kelly Weaver who has currently resigned. Barbara Gravely who was the evening part-time Cosmetology Lab Assistant was moved into the full-time position. Her position in the evening did not allow for her to perform many of the daytime position duties; like ordering of supplies and budgetary duties.

Ericka Smith, who was hired as the part-time Cosmetology Lab Technician for the evening program has been reinstated as a full-time position and moved to the day program. This allows for each faculty to have a full-time assistant all day long. It creates less stress and allows for the students to never be left unsupervised. It also allows for the ability for the staff to cover each other's breaks and lunches so that none of the areas in the department are unsupervised.

Both of the staff members have voiced that they are appreciative of the support and training they are receiving as to the running of the departmental policies and procedures. We have also been able to voluntarily hold department meetings to communicate situations of improvement for the department. This always helps so much because when we have a problem we can network for solutions from all areas for decisions to be made. This is an ideal staffing load for a premier Cosmetology department.

The front reception desk is the lifeline to the department and is currently run by the students with the aid of the Instructors and support staff. It is a learning tool for the student body required by the board of Cosmetology. It can make or break a business. Appointments are made manually; monies are handled by the students. Receipts are given to the clients by the students. Other California Community College Cosmetology departments have an employee running their reception desk and the students work with the employee. Much more revenue and services are performed when an employee answers the telephone calls and books the appointments.

4.3 Equipment. Our reception desk with an employee would be ideal but, the industry has moved past manual receipts and monies collected. All of our client's record cards are filled out manually too. This makes for a daily challenge of the cards being lost. All the clients contact information, formulations and services rendered are on the procedure cards. There are many software programs and equipment used in the Cosmetology field that would address these needs. It would enable us to evaluate reports of the departments' productivity. The software has the ability to handle the department inventory and our future desire to teach the students retailing. Our board of cosmetology requires that we teach product knowledge and retailing. The managers from Alta salon in Vacaville who hire our students have stated to me "That the new hairdressers working for Alta will have to meet retail quotas to stay employed". We need to meet that need of training.

4.4 Facilities. Our concern is that this department was designed in 1971 before the ADA of 1990 requirements were established. Our hydraulic chairs can be moved and adjusted but with a full class load on the clinic floor and clients we are in violation constantly. Our station mirrors do not rise up and down any longer blocking our student's views of class demonstrations. Our lighting full spectrum bulbs are fabulous this semester. It makes all the difference between a client being satisfied with their color service or not satisfied.

We have four stations at the front of the department that do not allow for the student to use a manikin stand on the station. These stations were used by the Esthetician students when enrolled concurrent with the Cosmetology students. We now utilize two of the stations as a wax area for hair removal and a student make-up station, a student department library of videos and Cd's of about 50 lessons that the students can check out daily and watch while working on their mannequins and shown on the smart classroom screen.

4.5 Budget/Fiscal Profile.

Fiscal expenses for Cosmetology TOP Code 300700 have increased and decreased. The data chart below reflects the changes made by Administration and various Cosmetology Administration Budget Managers to the budget from 2009 through 2013.

The majority of funds in the Cosmetology fiscal budget are like all program budgets the majority of funding is allocated to Academic Salaries and Classified Salaries.

2009	2010	2011	2012	2013
\$705,401.83	\$662,388.03	\$735,442.41	\$732,885.52	\$684,501.19

All Career Technical program budgets have different account codes within the fiscal budget. These accounts allocate funds for areas such as Cosmetology's:

Account	Title
4400	Instructions Supplies & Materials
4500	Non-instructional Supplies & Materials
4600	Printing & Copying
5620	Repairs & Maintenance
5795	Advertising
6410	Equipment Additional \$200-\$999
6420	Equipment Additional >=\$1000

Prior to 1978 students did not pay for any consumable products they had to use to complete the cosmetology program. SCC covered all of the expense at no cost to the students. However, due to Proposition 13 which was approved by California voters on June 6, 1978 our department budget was drastically reduced. For this reason the Budget Administrator for the SCC Trade and Technical Division at the time enacted a "Materials Fee" to students in many career programs Cosmetology being one of them. The student "Material Fee" is still used today to defer the costs for consumables used by the student to the student during their course of study. The Material Fees collected were transferred directly into the cosmetology 300700 instructional account 4400. Administration representative Dr. Steinbeck, Robert Johnson Dean Trade and Technical Division, John Urrutia Trade and Technical Division had met with Barbara Kelley Cosmetology Lad Assistant and Cheryl McDonald Cosmetology Lead Instructor in 2009 at the request of Mr. Tom Henry to discuss the possible change in this past practice of material fees being rolled by the bookstore and being rolled back into the cosmetology fiscal budget. The change took effect in fall of 2009; material fees are not rolled back into the cosmetology fiscal budget

The Cosmetology program is fiscally responsible.

It takes 4 semesters to complete the cosmetology program which equates to each student generating 1 FTES by 4 times. These FTES as you know also qualifies for VETA Funding (Perkin's Funding). Each cosmetology student is considered a full time equivalent student.

2005-06	247.28 FTES	and	Apportionment Income	\$1,044,016
2006-07	207.70 FTES	and	Apportionment Income	\$907,026
2007-08	229.85 FTES	and	Apportionment Income	\$1,003,755
2008-09	202.59 FTES	and	Apportionment Income	\$924,823
2009-10	158.59 FTES	and	Apportionment Income	\$796,122

Client Revenues from the Clinic Laboratory Classes where paying clients receive beauty services have always been collected daily and deposited into the **General Fund**:

2010	\$51,716.25	Day, Night & Summer (Day & Nights) Clinic
2011	\$45,081.80	Day, Night & Summer (Day Only) Clinic
2012	\$37,538.19	Day, Night & (No Summer Day or Night) Clinics
<u>2013</u>	<u>\$15,760.25</u>	<u>Day, Night (Spring Semester Only) Clinics</u>

Grand Total \$150,096.49

Prior to Barnes & Nobel's 5 year leasing contract with SCC in December 2011, the Bookstore retailed to each student not only books but a cosmetology equipment kit at an average cost of \$2,000.00 per student. These revenues along with all other revenues from the SCC Bookstore went into the SCC General Fund. Cosmetology strongly requested along with other programs requiring specialized equipment kits for their programs to keep the current SCC employees who deal with our specialized equipment kits when contacting out to Barnes & Nobel. Cosmetology is so grateful Administration and the SCC Board of Trustees heard and acknowledged our needs for specialized kits to maintain excellence in education.

PROGRAMMATIC GOALS & PLANNING

5.1 One of the main accomplishments of our department has been the faculty consistently having to adjust and upgrade our State requirements for our board of Cosmetology. Not only did the written exam change in 2009 to a national test our practical test changed in 2010 and in 2011. The requirements to teach multiples levels of understanding and to also re-teach the students who were caught in between the changes of the tests. Our pass and fail rate went from a 66 percentile to currently a 97 percentile.

The Milady textbook had a revision in 2011. We incorporated the new textbook in the Fall 2012. The faculty teaching the combined sections had to meet and address the different textbook needs of all the students. This meant the faculty had to review both textbooks and be on top of all the tests and information to prevent confusion. This process took two years to filter in the new information of the textbook. Fall 2013 will be the first semester all continuing students are working from the same cosmetology textbook, technical workbook, practical workbook, and online test preparation Milady's 2012 Edition. Faculty submitted course modifications to the Curriculum Committee for all courses to reflect the update in the cosmetology curriculum to the Milady's Cengage Learning 2012 Edition of all textbooks and workbooks.

Due to the process of SLO's we have updated our rubrics and expectations of the students each semester. Our students are voicing a much better understanding and performing to a much higher level in all of our exams. We have measurable outcomes and consistent grading. We have found this creates a happier and more successful student when they are willing to do the work. We have taught the students what an SLO is and how to use the rubrics when completing their assignments. We inform them they all begin as "A" students and what grade they choose is directly affected by the effort they put in to their projects. Each semester we raise the bar and each semester they surprise us by exceeding the standard. A true compliment to the institution of Solano Community College that we produce a lifelong learner every professor's dream.

5.2 Table 8. Short-Term and Long-Term Goals-Prioritized

We need a Cosmetology Building and Facility that is large enough to accommodate enrollment and meet ADA compliance codes, fire and other safety requirements! We are going nuclear – the current physical usable space has been too small for too long. The Cosmetology Department Room 1610 does not meet ADA compliance codes, fire, and other safety codes due to the size of the facility and the amount of student enrollments.

The Cosmetology Department was scheduled to expand in 2005. Dean Robert (Bob) Johnson allocated funding for the expansion. Furniture, reception desk, mirrors, and other items were purchased from a salon in Yorba Linda, California. The purchased furniture for the expansion of the department was never used in the cosmetology department. The Action Plan for expansion of the Cosmetology Department to utilize rooms 1645 and 1646 scheduled by the Administration and Facilities still has not been implemented. This has resulted in the students learning environment and student salon (clinic lab) to suffer-compromising the quality of the students learning, increasing safety and health risks due to the insufficiency of the size, ventilation and electrical systems of the 1971 facility.

Original Message-----

From: LW [mailto:lw@fea.net]

Sent: Wednesday, March 23, 2005 4:33 PM

To: Cheryl McDonald

Subject: Salon equipment in Yorba Linda

I have attached a floor plan for the salon that we prepared years ago. Since then some of the mirrors were evidently broken so that we do not have enough mirrors for the stations. The salon was 2,272 sq. ft. All of the cabinets were custom made in almond melamine with black & gold trim. The chairs are black. The walls were painted an almond color with light colored vinyl flooring. I believe that the entire set up cost around \$50,000. It is all good quality equipment that is just not the current style. Please contact me if you have any questions.

Part of the Furniture that was purchased from the salon.



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Linda Whitaker

(714) 693-7990

lw@fea.net

1. Evening Program-Scheduling of Cosmo 101,102,103A&B class-January 2014- Dean Morenic-DP
2. Replacement of our fulltime Faculty Evening Program-January 2014-Dean Morenic-DP
3. Replacement of our fulltime Classified Evening Program-January 2014-Dean Morenic-DP
4. Evening Program-Scheduling of Cosmo 100 class-January 2014-Dean Morenic-DP
5. Hiring of fulltime Faculty Evening Program-January 2014- Dean Morenic-DP
6. Year Round Class- Consistent Scheduling of summer class- June 2014-Dean Morenic-DP
7. Receptionist Program-Partime-20 hours a week-January 2014-Dean Morenic-SP
8. Department Expansion- Complete proposals- January 2014-Dean Morenic- SP
9. Esthetics Program-Evening Program-January 2014-Dean Morenic-DP

We took a survey of our support staff and the following is their responses.

1. What you feel the main strength of the department is?

1. Knowledgeable people in department. Like goals, cohesion of the staff and the fact that we all like what we do.
2. I feel our main strength of our department is the unity and the combined knowledge and Experience.
3. I feel the main strength is successfully teaching our students to succeed in the field of cosmetology by passing their state board and be successful in this industry. I also feel another main strength is creating personal skills of each student to sell themselves to the public to create a productive and lucrative cliental base.

2. What you feel the accomplishments of the department are for the last few years.

1. The realization of the night class, Student success and the acquisition of the new equipment
2. The accomplishments of the department I think has been to equipped the students with what they need to be successful in the field of Cosmetology.
3. Only being in this department for the last few years it is hard for me to answer this question. But from what I have seen while I have been here is, all the staff working as a team, helping each other, sharing their professional skills with each other to help the students maintain a high success rate to pass state board and be successful after they are out of school.