The Instructional (Academic Affairs) Program Review Narrative Report

1. **College:** *Laney College*
   Discipline, Department or Program: _*Cosmetology*_
   Date: Nov. 1, 2012 (Due by November 13, 2012)
   Members of the Instructional Program Review Team:
   E. Kantorov, S. Thomas-Windham, K. Ly, L. Carpenter

Narrative Description of the Discipline, Department or Program:

- Purpose and Goals

1. **Laney College's Cosmetology program was started and funded in 1954. Cosmetology was first offered at Laney Trade Technical and has since become a part of the Vocational Technology Programs division; one of sixteen programs, supported by advisory councils. The curriculum offers instruction to both men and women in various aspects of cosmetology; one of the regulating agencies to the program is the State of California Department of Consumers Affairs – Board of Barbering and Cosmetology as well as the Western Association of Schools and Colleges. The program prepares students for employment in this industry and the examination for licensure through the Department of Consumers Affairs, Board of Barbering and Cosmetology.**

   The Cosmetology program at Laney College is committed to meet the needs of the urban community: it serves in the spirit of the community college's ongoing philosophy to offer each student an opportunity to reach his or her full potential.

   The curriculum was updated six years ago to include courses such as Professionalism and Ethics, Sales and Retailing, Reactivation of the Manicuring Program, Esthetics and Continuing Education for Licensed Cosmetologists are in the planning stage at this time we can offer it in the future.

3. **Curriculum**:

       a. Is the curriculum current and effective? **Yes**

Cosmetology curriculum is current and reflects the courses needed to satisfy State board requirements for state licensure. Course outlines and curriculum updates are in progress.

    b. Have course outlines been updated within the last three years?
       No, but Course outlines and curriculum updates are in progress.

a. Please indicate how many active courses are in the department inventory.

24

b. How many of those have been updated in the last 6 years?

None

c. If courses have not been updated within the last 6 years, what plans are in place to remedy this?

Our courses satisfy the State Board Curriculum, we plan to satisfy the College requirements to update our courses within next academic year.

d. Has your department conducted a curriculum review of course outlines? If not, what are the plans to remedy this?

 Yes, in progress.

What are the department's plans for curriculum improvement (i.e., courses to be developed, updated, enhanced, or deactivated)? Have prerequisites, co-requisites, and advisories been validated? Is the date of validation on the course outline?

Cosmetology curriculum is current and reflects the courses needed to satisfy State board requirements for state licensure. Course outlines and curriculum update in a progress. Due the size of the facility and the insufficient number of instructors, the department has no plans to introduce or develop new courses. In order for the program to offer new course(s), funding must be available to compensate instructors and additional classroom space is needed.

  e. What steps has the department taken to incorporate student learning outcomes (SLOs) in the curriculum? Are outcomes set for each course? If not, which courses do not have outcomes?

Department has developed SLO's for all courses and program SLO's.

f. Provide one program level outcome (PLOs), and the assessment tool that will be used to measure the program level outcome this fall 2012 and spring 2013.

PLO- Career preparation – Students will be able to pass state licensing exam.

Rubrics for licensing preparation exam :
(1) There is little or no evidence of competency, performance includes multiple errors
(2) Evidence of competency, but performance include few errors
(3) Competent, detailed and consistent evidence of competency, but include rare errors
(4) Mature presence of competency, performance includes no errors

	1	2	3	4	
Pre-service sanitation and set-up:					
Hand washing					
Table setup					
Disinfected implements stored and ready for use					
Disinfected work area					
Trash bag, clean / soiled containers ready for use					
Client protection					
Draping					
Hand washing					
Examined hair and scalp					
Hairline protection					
Chemical services					
Used Gloves					
Ist application					
Started in correct area on the head					
Strand testing					
2nd application					
Sufficient Rinsing					

Disposing of chemicals					
Subpartings /subsections					
Saturation /application of product					
Neutralizing					
haircutting					
Hand washing					
Sectioning					
Blended					
Proper handling of tools /safety					
Followed exam instructions					
Clean up / sweeping of hair					

g. How are the SLOs and PLOs, if applicable, mapped to the college's Institutional Learning Outcomes? (*See Attachment B for copy of the Laney College Institutional Learning Outcomes (ILOs)*

Cosmetology students effectively communicate with clients (clinic floor), solving problems (corrective coloring), demonstrate technical skills throughout the length of the course and after acquiring the State license. Our students are aware of environmental responsibility (proper disposal of chemicals), cultural diversity (different styles, make-up and other services which are tailored for multi-cultural clientele). Personal and Professional development is an ongoing process for our students, because changes occur in the Industry every season.

h. Recommendations and priorities.

Cosmetology department needs a bigger facility and more faculties to serve our students.

See Attachment C for listing of the courses in your discipline/department. If applicable, this document also lists the certificate and degree programs offered. Be sure to check the appropriate boxes and submit completed forms as part of this Program Review.

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4. Instruction:

a. Describe effective and innovative strategies used by faculty to involve students in the learning process. How has new technology been used by the department to improve student learning?

Instructors utilize the Computer Technology Lab to prepare students for State Board Test for Licensure. Computer and monitor are available in the department for instructor use for internet research and information related to current trends in the industry.

b. How does the department maintain the integrity and consistency of academic standards within the discipline?

Follow course outline, up-to-date with current trends in the Industry, having contact with Cosmetology Advisory Board. Working as a team with part-time instructors. Holding departmental meetings on a regular basis to make sure goals and student needs are being met.

c. Discuss the enrollment trends of your department. What is the student demand for specific courses? How do you know? Identify factors that are affecting enrollments.

Due to the specifics of our program – 1600 hours – State requirements, we offer classes that satisfy State Board Curriculum. Our program is very popular in the community and we never experience under enrollment. We can serve and offer more classes if we would have more classrooms and enough faculty. (see enrollment by year below in student success section)

Are courses scheduled in a manner that meets student needs and demand? Please describe the criteria and considerations used in the scheduling process.

Yes. Due to the specifics of our program – 1600 hours – State requirements, we offer classes that satisfy State Board Curriculum and qualify students to take the licensing exam. Cosmetology day program consists of 3 semesters (and possibly summer school and Saturday class). There are 7 classes in each level which are concurrent and cannot be taken separately. Evening program consists of 4 semesters (and possibly summer school and Saturday class). All three course levels are offered in the Spring and Fall semesters. All courses must be offered to allow the students the opportunity to finish the program within three semesters in the day program or four semesters for the evening program.

d. Recommendations and priorities.

If we had a larger facility the Cosmetology Department could offer more classes to the community and Professionals. There is no extra space to offer more classes or service because the size of the facility and its current use from 8:00 a.m. -10:00 p.m., Monday through Friday. We are also at the maximum work load limit for instructors.

5. Student Success:

a. Describe student retention and program completion (degrees, certificates, persistence rates) trends in the department. What initiatives can the department take to improve retention and completion rates?

Department has very good enrollment & retention rate:

	Enrolled 2009-10	Retained	%	Enrolled 2010-11	Retained	%	Enrolled 2011-12	Retained	%
Fall	1181	1091	92%	1112	1049	94%	1087	1051	97%
Spring	1198	1163	97%	1086	1075	99%	1012	939	93%
TOTAL	2379	2254	95%	2198	2124	96%	2099	1990	95%

b. Identify common challenges to learning among your students? What services are needed for these students to improve their learning? Describe the department's efforts to access these services. What are your department's instructional support needs?

Due to the budget cuts, our ESL/Communication course for Technical Vocabulary & Customer Service was cancelled. Since our classes are very diverse, we always have ESL students. The ESL/Communication class serves as a great advantage for our students. Tutors for reading and comprehension skills are needed to help the success of our students.

 Describe the department's effort to assess student learning at the course level. Describe the efforts to assess student learning at the program level. In which ways has the department used student learning assessment results for improvement?

Assessments are done daily, weekly and monthly. Students are given feedback from the instructors daily related to the work done during lab classes. Instructors are using SLO's when designing assessments to ensure that he students have learned class objectives. Assessment results are reviewed and adjustments are made if needed. At the program level students are given a final exam before graduating to prepare them for successful results.
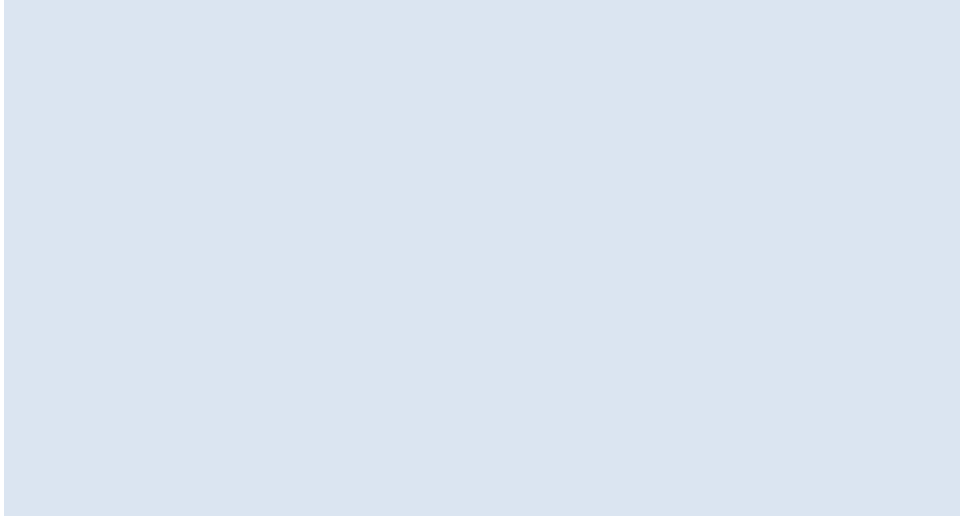
c. Recommendations and priorities.

Please either embed or attach data that you will be referencing. Use the Program Review data applicable to your department supplied by your Dean. In addition, the following link, (http://web.peralta.edu/indev/research-data/documents/), will take you to more data that you may find helpful as you study the overall efforts and impact of your unit. See the appropriate tab in attachment C referencing the assessment data.

Courses Needing Student Learning Outcomes (SLOs):	Highlighted courses in brown have no SLOs	Unhighlighted courses have SLOs in Curricunet and have to be moved to Taskstream							
				Plan to Deactivate Course (provide dated)	Faculty Assigned to Course to Develop the SLO	Fall 2012 Date to Complete SLOs	Date/s to Complete Assessment of the SLO		Use of Assessment Data to Improve Course, instructional practice and/or student learning
Row Labels	Work Status	Grand Total					Fall 2012 Assessment Scheduled	Spring 2013 Assessment Scheduled	
Inger	Requires Review								
	Sent Back for Revision								
	Work not Started								
Inger Total									
Marco	Requires Review								
	Sent Back for Revision								
	Work not Started								
Marco Total									
Peter	Sent Back for				stw, ek	9/5/2012	12/3/2012	5/13/2013	

Revision Work not Started		n/a				
Peter Total						
Tina	Sent Back for Revision					
	Work not Started					
Tina Total						
Grand Total						

Laney College
Facilities Needs Table

Please list needs in order of priority within a particular category.

Maintenance

Deferred	Preventative	Ongoing	Emergency
	plumbing	Janitorial cleaning	

Reconstruction

Refurbish	Remodel	Renovate
Floors in all areas	Classroom B112 to create a space for 240L students	Redesign classrooms to add more student work stations

New Construction

Short Term 1-2 years	Mid Term 2-3 years	Long Term 3-5 years
N/A	N/A	Brand new facility

6. **Human and Physical Resources (including equipment and facilities)**

   a. Describe your current level of staff, including full-time and part-time faculty, classified staff, and other categories of employment.

Department has 5 contract positions in the budget, only 3 of them are filled. One Lab Technician position (retired) and one Instructional Assistant is in the budget and needs to be filled.

	# of F/T
Contract FTE	3.0
Hourly FTE	6.12

% of F/T Faculty	49%

    b. Describe your current use of facilities and equipment.

Our department held around 180 – 200 students every semester. Our stations and equipment become worn out fairly fast because of constant use. Theory and lecture classes are taught in the same classroom. The facility does not have a separate classroom for Lab or lecture classes. Also, we need addition space to install more lockers for student use.

    c. Are the human and physical resources, including equipment and location, adequate for all the courses offered by your department (or program)? What are your key staffing and facilities needs for the next three years? Why?

Our facility allows us to enroll the same number of students as many as we have stations in the classroom. We can accommodate more students if all the positions that are in the budget are filled.

    d. If your department experienced a reduction in resources, describe the impact of that reduction on the overall educational quality of your unit and the College.

Our instructional budget was cut due to the budget restraints. It needs to be reinstated and increased so we can purchase enough instructional supplies for our laboratory classes. We stock the dispensary with all needed products in the beginning of each semester; however by 15th week of every semester we are out of supplies due to the limited budget, number of students using the supplies and lack of staff to oversee the dispensing of products.

    e. How does the department plan to sustain the quality of instruction and/or services offered through your department in the current environment of reduced resources?

Priority is given to purchasing the instructional supplies and equipment that are mandatory for students to complete state curriculum requirements.

    f. What does the department recommend that the college do to maintain quality educational programs and services?

Hire two contract faculty positions to comply with minimum guidelines for percentage/ratio of part time to contact faculty. Hire Lab technician and Instructional assistant to ensure that all needs of the program related to learning and record keeping are being maintained.

g. Please provide any other recommendations and priorities. (Use the appropriate request forms within Attachment D.)

Laney College
Instructional Program Review
Resource Needs Reporting Template

Division: CTE	Department/Program: *Cosmetology*			Contact: Elvira Kantorov Sydney Thomas Windham	
Item Identified in Program Review (justification)	Human Resources (Staffing)	Physical Resources (Facilities)	Technology and/or Equipment	Supplies Budget	Curriculum
	2 contract faculty Lab. Tech. Instr. Assistant	2 Theory classrooms New stations for lab classes	Computers for students	Increase supplies budget	Update curriculum

7. Community Outreach and Articulation

For Career and Technical Education Programs:

a. Describe the department's connection with industry. Is there an Advisory Board or Advisory Committee for the program? If so, how often does it meet? Is the program adequately preparing students for careers in the field? How are you assessing this?

Our Department connects with the industry through the Advisory Board. We meet once a semester. The Advisory Board counsels us on the hiring needs and qualifications of the industry (i.e. new requirements for employee). Program adequately prepare students – pass/fail rate for the State Licensure Exam. School is provided with pass and fail rate report quarterly by the state.

b. Have students completing the program attained a foundation of technical and career skills? How do you know? What are the completion rates in your program?

Foundation skills are verified by student receiving state license and /or Associates degree.

Student success

	2009-	2010	2011	2012	%09	%10	%11	%12	
Fall	852	869	853	n/a	**78**	**83**	81		
Spring	n/a	980	886	737	**n/a**	**84**	**82**	78	

c. What are the employment placement rates? Include a description of job titles and salaries. What is the relationship between completion rates and employment rates?

Most of our licensed graduates work in the industry as self employed. The data for employment rates is unavailable. Based on the information from the California labor market survey the salary for an entry level cosmetologist in Alameda County is $15.00 per hour.

What are the employment projections (numbers of replacement and new positions) for these job titles over the next 10 years using the California Employment Development Department Labor Market Information?, and http://www.laney.edu/wp/educational-master-plan/2010-educational-master-plan/ for the Laney College Educational Master Plan, Chapter II, pps. 18-30.)

Occupational Projections of employment in California 2010-2020.
Estimated jobs 41,400
Projected jobs 49,300
Increase 7,900 or 19.1%
Annual average opening 1,500

d. What industry trends are most critical for the future viability of the program? What are the implications of these trends for curriculum development and improvement?

Future industry trends include: Overall Health and wellness, maintaining skin health, body treatments, and hair loss prevention and replacement; microdermabrasion, skin treatments.

Future curriculum could include Spa service treatments, esthetician and manicuring program, hair loss treatments, hair extensions and braiding, continuing education classes for professionals. Future curriculum – body treatments, skin care, hair loss, elder care, salon business