Academic Program Review (Cosmetology) Latest Version

Academic Program Review: (1) Overview of the program

Provide a brief narrative description of the current program, including the program's mission statement and the students it serves.

Mission Statement for the Cosmetology Department

Compton College's (CC) Cosmetology Department provides innovative instruction and quality pedagogical methods designed to support students in pursuing successful careers in the exciting area of cosmetology. We offer advanced career training to foster student licensure attainment through the State Board of Barbering and Cosmetology and prepare students to secure lucrative employment in the beauty industry.

Program Description

The CC Cosmetology Department is part of Business and Industrial Studies Division and provides multiple learning environments by applying innovative instruction in the diverse domains of cosmetology. The program prepares students for the opportunity to earn the 1,000 hours of classroom instruction, in both lecture and lab learning environments, which are required to qualify for the written exam to gain licensure through the California State Board of Barbering and Cosmetology.

The Students We Serve

We proudly serve students from diverse backgrounds in our local urban community and provide them with the necessary tools to enter the workforce to foster them gaining financial autonomy. The CC district includes the city of Compton and serves the areas of Lynwood, Paramount, Willowbrook, Athens, Bellflower, Carson, Downey, Dominguez, Lakewood, Long Beach, and South Gate.

Describe the degrees and/or certificates offered by the program.

Program Degree and/or Certificate Offered

In addition to preparing students for licensure through the State Board of Barbering and Cosmetology, our program offers students an opportunity to earn an A.S. Degree in Cosmetology, a Cosmetology Level I: Certificate of Accomplishment, and a Cosmetology Level II: Certificate of Achievement.

Requirements for the Cosmetology Level I: Certificate of Accomplishment

Total Units: 16

16 units from COSM 101 - Introduction to Cosmetology Procedures
or
8 units from COSM 104 - Introduction to Cosmetology I
and
8 Units from COSM 105 - Introduction to Cosmetology II

Catalog Description:
A Certificate of Accomplishment will be granted upon completion of all program requirements. At least 50 percent of the courses required for the certificate must be completed at Compton College. Completion of at least 500 hours are required.

Requirements for the Cosmetology Level II: Certificate of Achievement

Total Units: 32

16 units from COSM 101 - Introduction to Cosmetology Procedures
or
8 units from COSM 104 - Introduction to Cosmetology I
and
8 Units from COSM 105 - Introduction to Cosmetology II

and
8 Units from COSM 110 - Intermediate Cosmetology
and
8 Units from COSM 112 - Advanced Cosmetology

Catalog Description:
The Cosmetology Level II Certificate of Achievement gives students 1,000 hours to prepare them to take the California State Board of Cosmetology written examination. Competencies are assessed regularly in compliance with the California State Board of Barbering and Cosmetology criteria. After successful completion of the California State Board of Barbing and Cosmetology's cosmetology written examination, students will have a state license to embark on their new career.

Note: Students who do not complete a minimum of 1000 hours with the required core courses will need to take additional class(es) to apply for their state board written exam and be certified to do so. The following classes are offered to assist students in reaching their 1000 hour requirement: COSM 95 (1-3), COSM 114 (8) Fall/Spring, COSM 125 (4) Summer, COSM 126 (2) Winter, COSM 130 (6) Summer, and COSM 140 (4) Winter.

Cosmetology - A.S. Degree
Major Requirements: Completion of 32 units (1,000 hours)

16 units from COSM 101 - Introduction to Cosmetology Procedures
or
8 units from COSM 104 - Introduction to Cosmetology I
and
8 Units from COSM 105 - Introduction to Cosmetology II

and
8 Units from \u200B\u200B\u200B\u200B\u200B\u200B\u200BCOSM 110 - Intermediate Cosmetology
and
8 Units from COSM 112 - Advanced Cosmetology

Catalog Description:
The cosmetology program offers students the option to gain proficiency in hair cutting, coloring, permanent waving, chemical relaxing, manicuring, pedicuring, and facials. After completing introduction to cosmetology, Cosmetology Level I (Certificate of Accomplishment), students will have the basic skills for entry-level positions as specified by the State Board of Cosmetology. Completion of Cosmetology Level II (Certificate of Achievement) will give
students 1,000 hours and prepares them to take the California State Board of Cosmetology Examination. Competencies are assessed regularly in compliance with the California State Board of Cosmetology criteria. After successful completion of the California State Board of Cosmetology Examination, students will have a state license to embark on their new career.

Explain how the program fulfills the College's mission and aligns with the strategic initiatives.

Program Fulfillment of Compton College's Mission and Alignment with Strategic Initiatives

CC's Cosmetology Department opened in Fall 2016 and continues to offer excellent pedagogical methodologies implemented by highly qualified licensed cosmetology instructors. These advanced instructional techniques include online technology learning platforms, field trips, demonstrations, business acumen applications, group projects, individual projects, written exams, practical assessments, and leading guest speakers in the cosmetology field. All of these innovations help prepare our students for successful careers. As a result, and in alignment with the program's mission, these practices best support CC's vision of being a leading institution for student learning and success in higher education. The CC Cosmetology Department proudly welcomes all students from the local community and provides valued services to neighboring patrons; this, in turn, reinforces CC's mission to be a welcoming and inclusive environment where diverse students are supported to pursue and attain success. Our program provides a well-defined vocational pathway allowing cosmetology students to attain professional licensure and career success. This reflects another component of CC's stated mission to prepare students to earn a living wage.

Alignment with Strategic Initiatives

CC's five strategic initiatives are:
1. Improve recruitment, enrollment, retention, and completion rates for our students;
2. Support the success of all students to meet their education and career goals;
3. Support the success of students through the use of technology;
4. Offer excellent programs that lead to degrees and certificates in allied health and technical fields; and
5. Establish partnerships in the community and with K–12 schools.

Recruitment, Enrollment, Retention, and Completion Rates for Our Students

In the areas of recruitment, enrollment, retention, and student completion rates, our program offers a unique opportunity for students to specialize in the exciting field of cosmetology. The program consists of a day and an evening program. In any given 16-week semester, the day program can provide 16 units of instruction to each of 24 full-time freshman students, and each of the 32 students on the clinic floor may be provide 8 units in any given 8-week session within a semester. The evening program can provide 8 units of instruction per semester to each of 24 freshman students, and 8 units to each student graduated to the clinic floor. Additionally, our Paramount Adult School (PAS) satellite location provides an additional 8 units per semester to each of the 24 freshman and sophomore students.

The program supports recruitment because it is a popular program of interest to students graduating from local high schools or those needing to retool to enter the workforce. During high school visits to CC's campus, the doors to the Cosmetology Department remain open for tours, and faculty, staff, and cosmetology students provide information to local youth regarding the cosmetology program. Advanced instructional techniques continue to foster strong student learning outcomes, with correspondingly high program completion rates and licensure attainment. Students who have earned certificates and degrees participate in CC's graduation ceremonies.

Support the Success of all Students to Meet their Education and Career Goals

In support of this initiative, our program provides a diverse curriculum in the domains of cosmetology: chemical waving, chemical straightening, color applications, hair cutting, skin care, nail care, blow drying, waxing, braiding, and wet-hair styling. Our up-to-date, comprehensive instructional techniques across these broad domains—encompassing visual, auditory, and/or tactile instruction—encourage all student learners, whatever their learning style.

Support Student Success Through the Use of Technology

In this area, we provide each student instructional benefit through the supplemental use of Canvas. This online learning tool allows students to communicate online with instructors regarding posted syllabi, calendars, assignments, and exams; its live platform provides grade posting transparency in real time and allows for students to join assigned online peer discussion arenas. Instructors in the Cosmetology program use Milady PowerPoint presentations when instructing theory courses. Further online support is offered through MiladyCIMA, whereby students complete final chapter exams and matching, true or false, and multiple-choice exercises. The combination of these online tools fosters student success, high academic course completion results, licensure attainment, and program completion.

Offer Excellent Programs that Lead to Degrees and Certificates in Allied Health and Technical Fields

In support of this initiative, our program offers a Cosmetology - A.S. Degree, a Cosmetology Level I Certificate of Accomplishment, and a Cosmetology Level II Certificate of Achievement. The cosmetology program is vocational in nature; its mission statement is to prepare students to attain cosmetology licensure through the State Board of Barbering and Cosmetology and to secure sound financial employment in the beauty industry.

Establish Partnerships in the Community and with K–12 Schools

The CC Cosmetology Department actively participates in campus visits from high school and middle school students, fostering a robust pipeline. In Spring 2019, the Cosmetology Department partnered with PAS to open the new cosmetology program satellite campus. Offering beauty services to our local community is an honor, and clinic floor patronage has developed substantially; this opportunity allows our students to complete real services for patrons, build their self-esteem, and prepare for job placement. Our faculty invites industry leaders from surrounding areas to exhibit current trends through live demonstrations, as well as providing field trip opportunities throughout Los Angeles County. Inviting area industry professionals to our Advisory Committee meetings enables us to update our curriculum design to incorporate the latest industry trends.

Discuss the status of recommendations from your previous program review.

Administrative Organization

At CC, the Cosmetology Department is under the supervision of the division chair of the Business and Industrial Studies division, who, in turn, reports to the dean of the Business and Industrial Studies division. All divisions are accountable to the vice president and president of CC.

Our program consists of full-time and adjunct faculty who instruct in accordance with the official institutional course outlines of record approved by the CC Curriculum Committee. Representatives of CC serve on this committee in its task of periodically reviewing and updating course content, approving new program courses, and approving textbooks. A full-time cosmetology professor from the CC Cosmetology Department regularly attends the committee to speak on behalf of the program and keep up to date on the vocational curriculum criteria required by relevant state agencies.

2019 Cosmetology Program Review List of Prioritized Recommendations and Status

1. Recommendation: Five courses will be revised in CurricuNet through the CC Curriculum Committee in Spring 2019 for the purpose of adhering to clock hour program unit formulations recognized by the Chancellor's Office with the following revisions:
a.   16 units COSM 101 (formerly COSM 1);
b.   8 units COSM 104 (formerly COSM 10);
c.   8 units COSM 105 (formerly COSM 11);
d.   6 units COSM 130 (formerly COSM 3); and
e.   4 units COSM 140 (formerly COSM 4).

These are crucial revisions required to preserve the program for Fall 2020.
Strategic Initiative: Meet Chancellor's Office curriculum request and continue program in Spring 2019.
Cost: N/A

Status: Completed.

2. Recommendation: Add COSM 125 (formerly COSM 16abcd) to courses provided to earn an A.S. in Cosmetology.
Strategic Initiative: Support guided pathways and increase institutional funding through new funding formulas.
Cost: N/A

Status: Not appllicable. No longer needed due to clock hour reduction from 1,600 hours to 1,000 hours.

3. Recommendation: COSM 125 (formerly COSM 16abcd) be made repeatable.
Strategic Initiative: Support guided pathways.
Cost: N/A

Status: Not applicable. According to the CCCCO, our courses cannot be made repeatable.

4. Recommendation: Vocational counselors, along with instructors, may provide information about our program's certificates offered via email, in person, and during potential conferences.
Strategic Initiatives: Support guided pathways and increase institutional funding through new funding formulas.
Cost: N/A

Status: Counselors have visited freshman classes in person.

5. Recommendation: Program certificates may be reinforced in potential Fall and Spring student orientations.
Strategic Initiative: Support guided pathways and increase institutional funding through new funding formulas.
Cost: N/A

Status: Program orientations have not been established. However, welcome letters have been sent to freshman students.

6. Recommendation: Certificate application process may be streamlined to no longer require a student signature; it shall be the primary responsibility of our vocational counselor to ensure all student certificate application forms are completed and finalized with campus departments.
Strategic Initiative: Support guided pathways and increase institutional funding through new funding formulas.
Cost: N/A

Status: Not completed.

7. Recommendation: Applying a maximum capacity of 32 students on the day clinic floor.
Strategic Initiative: Foster quality learning environments.
Cost: N/A

Status: Banner can be adjusted to place a cap on the day clinic floor. Additionally, due to the reduction in clock hours this may no longer be an issue.

8. Recommendation: Faculty have approved three new, broad in scope, PLOs in July of 2019; these were sent via email to our division chair for finalization procedures and implementation. Once they have met final approval through the curriculum committee and our curriculum analyst, they will be added in Nuventive for accurate PLO alignment and assessment once per year beginning Fall 2020.
Strategic Initiative: Maintain program success through quality evaluation methods.
Cost: N/A

Status: Complete. The revised Cosmetology - A.S. Degree was BOT approved in Fall 2022 and the ACTIVE PLOs are listed below. Since the recommendation, our college has transitioned to eLumen.
- PLO#1 Licensure Exam: Upon completion of the Compton College Cosmetology program, students will pass the written portion of the California State Board of Barbering and Cosmetology cosmetologist license exam with a score of 70% or higher.
- PLO #2 Cosmetology Practicum: Upon completion of the Compton College Cosmetology Program, students will perform a chemical procedure on a mannequin and follow the manufacturer's directions when applying chemicals to the hair.
- PLO#3 Advanced Cosmetology: Upon completion of the Compton College Cosmetology program, students will perform three unique haircuts requested by salon owners as part of the interview/hiring process.

9. Recommendation: Complete PAS facilities.
Strategic Initiative: Foster quality learning environments.

Cost: To be determined.

Status: Complete

10. Recommendation: Repair station mirrors.
Strategic Initiative: Adhere to State Board of Barbering and Cosmetology regulations.
Cost: $100.00

Status: Complete.

11. Recommendations: Repair wig dryer.
Strategic Initiative: Adhere to State Board of Barbering and Cosmetology regulations.
Cost: $100.00

Status: Complete

12. Recommendation: Create a new nail kit.
Strategic Initiative: Provide students the opportunity to practice course curriculum designed for student program and workforce success.
Cost: N/A

Status: Complete. Overall, Compton College Module I and 2 kits are offered directly through Jazz Z Beauty and Barber Supply.

13. Recommendations: Offer student externship program.
Strategic Initiatives: Provide students the opportunity to practice client services in an established business setting for the purpose of fostering workforce success.
Cost: N/A

Status: COSM 95 has not been offered.

14. Recommendations: Purchase 16 portable steamers.
Strategic Initiative: Provide students the opportunity to practice course curriculum designed for student program and workforce success.
Cost: $800.00

Status: Complete

15. Recommendations: Purchase Massage Table.
Strategic Initiative: Adhere to State Board of Barbering and Cosmetology regulations.
Cost: $100.00

Status: Complete

16. Recommendations: Purchase mirrors for freshman room.
Strategic Initiative: Adhere to State Board of Barbering and Cosmetology regulations.
Cost: $1,000.00

Status: Complete. Mirrors are on the back wall of the classroom. In the future it would be ideal if station mirrors were made available at freshman stations.

17. Recommendations: Hire a bonded front desk cashier
Strategic Initiative: Provide quality clinic floor practices.
Cost:($22,000 per year)

Status: Not completed. We have been continued hiring student workers to run the front desk.

18. Recommendations: Create student surveys containing ten questions and utilize the qualitative and quantitative data results in future Program Reviews. aimed to improve the following areas: (a) student support, (b) curriculum, (c) facilities, (d) equipment, (e) technology, and (f) program objectives.
Strategic Initiatives: Foster improvement in the following shared areas: (a) student support, (b) curriculum, (c) facilities, (d) equipment, (e) technology, and (f) program objectives.
Cost: N/A

Status: Completed. Surveys have been designed and dispersed by our IR team and data collected was provided to via email.

19. Recommendations: Create barber curriculum.
Strategic Initiatives: Increase guided CTE pathways to potential students in our local area.
Cost: N/A

Status: Not applicable at this time. Our new infrastructure will determine if there will be room for a barber or barber cross over program

20. Recommendations: Expand infrastructure to accommodate current growth, as well as, an esthetics program and crossover barber program.
Strategic Initiatives: Increase guided CTE pathways to potential students in our local area.
Cost: $250,000

Status: In progress. New infrastructure is being designed. It is anticipated there will be room for an esthetics program.

21. Recommendations: Appoint CC Department Director.
Strategic Initiatives: Provide quality program direction to support our growing program.
Cost: $20,00 – $45,000 per year.

Status: Not completed.

22. Recommendations: Hire a CC Department Coordinator.
Strategic Initiatives: Provide quality program direction to support our growing program.
Cost: $60,000 per year.

Status: Not completed

23. Recommendations: Hire a full-time cosmetology aide to assist and share in rooms TV-1 and TV-4.
Strategic Initiatives: Provide quality classroom support to students.
Cost: $45,000 per year.

Status: Not completed

24. Recommendations: Hire full-time instructor.
Strategic Initiatives: Provide quality pedagogical methods of instruction to support our growing program.
Cost: $60,000–$90,000 per year.

Status: Not completed

25. Recommendations: Hire two adjunct faculty barber instructors.
Strategic Initiatives: Provide quality pedagogical methods of instruction to support our growing program.
Cost: $25,000 each per year

Status: Not applicable at this time.

<u>**Overview**</u>
Although there have been recommendations that have been achieved, numbers 22, 23, and 24 are primary recommendations that have not been completed. These recommendations being realized would foster cohesion in our department: (a) hire a CC Department Coordinator, (b) hire a full-time cosmetology aide to assist and share in rooms TV-1 and TV-4, and (c) hire full-time instructor. These recommendations are essential to our program operating smoothly.

Academic Program Review: (2) Analysis of Research Data First Submission: Version by **Moore, Sean** on **07/11/2024 21:15**

Head Count: Identify and explain trends in enrollment. Analyze enrollment demographic variables, including gender, ethnicity, age, educational goal and full-time/part-time status.
Disaggregated By Race : Asian 80%, Black or African American 61%, Latino 80%,
Disaggregated by Age; 18-24 72%, 25-29 72%, 30-39 72%, 40-49 88%
Disaggregated by Gender: Female 72%, Male 62%
Educational Goal: Cosmetology License with the State of California and Certificate of Completion for the college
We do not offer a Part-time program both Day and Night programs are fulltime based on the hours requirement from the state.

Course Grade Distribution: Identify and explain trends in course grades. Make sure to address gaps in grade distribution if applicable.
Because a hair style is subjective , we grade our students on effort and written exams. The state requires the students to complete a required number of practical operations to test the skills. The state also requires the program to provide a required number of lecture and testing. Grade trends are based on the effort and attendance of the student. And by attendance I mean if the student is not in class the cannot do the work and take the exams.

Success Rates: Identify and explain trends in success rates. Make sure to address equity gaps in success rates if applicable.
My feeling is based on Financial Aid assistance and great number of additional programs that Compton offers to assist the students financially the success rates are high.

Retention Rates: Identify and explain trends in retention rates. Make sure to address equity gaps in retention rates if applicable.
Again based on my feeling regarding Financial Aid assistance and great number of additional programs that Compton offers to assist the students financially the retention rates are high and encourage the students to complete the program

Distance Education: Compare and contrast success and retention rates between in-person and distance education courses.

Our program does not offer distance education

Fill Rates: Discuss course sections offered and fill rates. Analyze any applicable trends.
Our program is based on the progressive development of the students. Upon completion of one level of skill and education the student moves to the next class. Again progression is based on work effort , attendance and the completion of operations required by the state board of Barbering and Cosmetology.

Course Scheduling: Discuss the days and times offered for courses. Why were these choices made? Should changes be made for future scheduling?
The dates and times are done to most effectively allow the student to complete the program in the shortest period of time.

Degree and Transfer: What number of students earn degrees or certificates? What number of students transfer?
 Degree 62%
Certificate 87%
No Transfer information available

List any related recommendations
No Value

Academic Program Review: (3) Curriculum First Submission: Version by **Moore, Sean** on **07/25/2023 20:34**

Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.
<u>**Cosmetology Course Review Timeline**</u>

COSM 95 - Cooperative Work Experience Education
Date Last Reviewed: 12/10/19
Next Review Semester: TBD
Note: Changes are being made at state level and the review process will commence once they are established.

COSM 99 - Independent Study
Date Last Reviewed: 11/21/22
Next Review Semester: Fall 2024

COSM 101 - Introduction to Cosmetology Procedures
Date Last Reviewed: 10/17/22
Next Review Semester: Fall 2024

COSM 104 - Introduction to Cosmetology I
Date Last Reviewed: 11/21/22
Next Review Semester: Fall 2024

COSM 105 - Introduction to Cosmetology II
Date Last Reviewed: 10/17/22
Next Review Semester: Fall 2024

COSM 110 - Intermediate Cosmetology
Date Last Reviewed: 10/17/22
Next Review Semester: Fall 2024

COSM 112 - Advanced Cosmetology
Date Last Reviewed: 10/17/22
Next Review Semester: Fall 2024

COSM 114 - Advanced Cosmetology and Introduction to State Board Review
Date Last Reviewed: 10/17/22
Next Review Semester: Fall 2024

COSM 116 - Advanced Preparation flor State Board Review
Date Last Reviewed: 10/17/22
Next Review Semester: Fall 2024

COSM 118 - Preparation fort the State Board of Barbering and Cosmetology Practical Exam
Date Last Reviewed: 10/17/22
Next Review Semester: Fall 2024

COSM 125 - Cosmetology Applications
Date Last Reviewed: 10/17/22
Next Review Semester: Fall 2024

COSM 126 - Cosmetology Applications and Theory
Date Last Reviewed: 10/17/22
Next Review Semester: Fall 2024

COSM 130 - Advanced Cosmetology Applications
Date Last Reviewed: 10/17/22
Next Review Semester: Fall 2024

COSM 140 - Cosmetology Practicum
Date Last Reviewed: 10/17/22
Next Review Semester: Fall 2024

<u>Overview</u>
All courses are current and the next review date for all courses is Fall 2024.

Explain any course additions to current course offerings.
<u>Course Addition</u>
COSM 126 - Cosmetology Applications and Theory

Overview

The new course above was BOT approved on 10/17/23. The 2-unit course was designed to be offered in the evening during winter session. As a result, evening students now have an opportunity to continue there education during the winter.

Explain any course deletions and inactivations from current course offerings.

Course Inactivations

COSM 120 - Introduction to Esthetician

Inactivation Semester: Spring 2020

COSM 121 - Advanced Esthetician

Inactivation Semester: Spring 2020

Overview

Due to an esthetics program not being offered at this time, these two course were inactivated. These courses may be be reviewed/revised for CCC, AS, and BOT approval in the future if/when an esthetics program is offered after new infrastructure is completed.

Describe the courses and number of sections offered in distance education. (Distance education includes hybrid classes.)

Distance Education

All cosmetology courses, not including COSM 95, are approved for emergency fully online by mutual agreement:

Emergency Fully Online by Mutual Agreement Statement

A course may be offered fully online when the president of the college issues a state of emergency. The dean and division chair shall rely primarily on the assigned faculty for a recommendation to provide the course(s) entirely online for the present and or subsequent semesters/terms. The District and the assigned faculty shall mutually agree upon the implementation of the fully online course(s).

Discuss how well the courses, degrees, or certificates meet students' transfer or career training needs.

Course, Degrees, Certificates, and Licensure

Cosmetology courses offered support cosmetology student career training needs and are designed as a CTE guided pathway toward cosmetology licensure through the State Board of Barbering and Cosmetology. The State Board of Barbering and Cosmetology offers a written exam to earn cosmetology licensure. Recently, the state decreased the number of clock hours required to apply for licensure from 1,600 to 1,000. Additionally, the practical exam was eliminated. The programs in Curriqunet have been revised to reflect these changes, meeting CCC, AS, and BOT approvals.

How many students earn degrees and/or certificates in your program? Set an attainable, measurable goal related to student completion of the program's degrees/certificates.

Degrees and/or Certificates Awarded

The following data is available to view in the *Program Awards by Compton College Institutional Effectiveness*. A combined total of 90 degrees and certificates have been awarded from 2017 through 2021. In 2017-2018, 12 certificates were awarded. In 2018-2019, 31 certificates were awarded. In 2019-2020, 21 certificates were awarded. In 2021-2022, 8 certificates and 12 degrees were awarded. It is important to note, since not all students may apply for the Cosmetology Level I: Certificate of Accomplishment, Cosmetology Level II Certificate of Achievement, and Cosmetology - A.S. Degree, the degree/certificates awarded may be lower than the number of students meeting degree/certificate requirements. As a result, it is essential for a certificate/degree student process be followed/established so all cosmetology students are awarded a certificate/degree meeting certificate/degree requirements. It is likely, there are students that have met the certificate/degree requirements that have not completed the necessary paperwork to be awarded the certificate/degree. It is recommended that cosmetology students meeting certificate/degree requirements, that have not completed the necessary paper work to receive the certificate/degree, be contacted to initiate the paperwork/process.

<u>Attainable/Measurable Goal Related to Student Completion of the Program's Degrees/Certificates</u>

The goals are based on potential enrollment and the number of student completions. For example in the Compton College Freshman Day COSM - 101, there are 24 seats available. However, the number completing may be less, at 18 per semester. At the Freshman Day Paramount COSM - 105, approximately 8 students per semester may be enrolled, and the Compton College Freshman Evening COSM -105 approximately 8 students per semester may be enrolled. Combining potential enrollment and potential student completions among the three freshman courses, it is reasonable to expect 34 students to meet the Cosmetology Level I: Certificate of Accomplishment requirements per semester. If approximately 85% of the 34 freshman students matriculate/pass COSM - 112, 28 students may meet the requirements to earn the Cosmetology Level II: Certificate of Achievement per semester. Cumulatively, 62 certificates may potentially be awarded per semester and 104 annually. However, this total will rely on refining the process for students to complete necessary paperwork that have met certificate requirements, as well as, student enrollment. Hypothetically, if 20% of the 28 students awarded the Cosmetology Level II: Certificate of Achievement completed the necessary GE requirements for the Cosmetology - A.S. Degree, than 5.6 students could earn a degree per semester, or 11 annually. It is important to note, the data available in the *Program Awards by Compton College Institutional Effectiveness webpage* for both cosmetology certificates are not disaggregated.

https://public.tableau.com/app/profile/compton.research/viz/ProgramAwards_16833100657660/Completions

Are any licensure/certification exams required for program completion or career entry? If so, what is the pass rate among graduates? Set an attainable, measurable goal for pass rates and identify any applicable performance benchmarks set by regulatory agencies.

<u>Licensure Exam</u>

A cosmetology license is required to practice cosmetology in the sate of California. The exam is offered through the Board of Barbering & Cosmetology.

https://www.barbercosmo.ca.gov/about_us/index.shtml (https://www.barbercosmo.ca.gov/about_us/index.shtml)

<u>Written examination results 1-1-22 through 12-31-22</u>

(a) 10-1-22 to 12-31-22 / 50% / 3 Pass / 3 Fail
(b) 7-1-22 to 09-30-22 / 100% / 1 Pass / 0 Fail
(c) 4-1-22 to 6-30-22 / 67% / 2 Pass / 1 Fail
(d) 1-1-22 to 03-31-22 / 100% / 6 Pass / 0 Fail.
Annual Cumulative Passing Rate = 12 Pass / 4 Fail / 75%.

<u>Overview</u>

The annual cumulative passing rate for the written exam for the 2022 year (1-1-22 through 12-31-22) is 75%. These passing rates are well within acceptable parameters and our cosmetology program aims to increase its exam licensure passing rates through the use of MiladyCIMA Exam Prep. This online platform allows our students to take MiladyCIMA online exams to prepare for the state written exam.

List any related recommendations.

<u>Recommendation</u>

Streamlining the process for students to receive their certificates upon reaching program requirements would foster increasing the number of certificates achieved. Hiring a coordinator to oversee certificate processes as a primary duty would assist achieving this aim.

Academic Program Review: (4) Assessment of Student Learning Outcomes (SLO's) First Submission: Version by

Moore, Sean on **07/11/2024 21:15**

Provide a copy of your alignment grid, which shows how course, program, and institutional learning outcomes are aligned.

SLOs	SLO to PLO Alignment (Mark with an X)			COURSE to ILO Alignment (Mark with an X)			
	P1	P2	P3	1	2	3	4
COSM 16ABCD Cosmetology Applications: SLO #1 Shampooing Given demonstration, instruction in procedures, lab practice, in shampooing, rinsing and conditioning, students will be able to explain the importance of ph and surfactants in shampoos. Perform proper draping, scalp manipulations, and demonstrate proper shampoo and conditioning procedures.		X	X				
COSM 16ABCD Cosmetology Applications: SLO #2 Chemical Products Students will identify potential chemical hazards in products used for cosmetology service used to protect client and cosmetologist. Students will compare and contrast the chemical hazards and list them.	X			X			
COSM 16ABCD Cosmetology Applications: SLO #3 Acrylic Nails Students will apply acrylic product to a client's nails following manufacturer's directions. Students will perform techniques approved by the State Board of Barbering and Cosmetology and will list the techniques used in the nail service.		X					
COSM 2ABCD Advanced Cosmetology Procedures: SLO #1 Permanent Wave with Solutions The students will perform a permanent wave on a mannequin using actual permanent wave solutions. They will read and follow the manufacturer's instructions on the box; set up their work area and equipment following the guidelines presented in class. Students are to follow the criteria set forth by the state board of barbering and cosmetology.		X					
COSM 2ABCD Advanced Cosmetology Procedures: SLO #2 Pin Curls Student will be able to differentiate between a no-stem curl, half-stem curl and full-stem curl; and be able to define, characterize and demonstrate the three pin curls' construction sufficiently to meet State Board requirement.		X		X			
COSM 2ABCD Advanced Cosmetology Procedures: SLO #3 Pin Curl Patterns Students will be able to demonstrate C-shaping (at least 2 rows), ridge curls, skip waves, vertical alternating pin curls, stand-up and semi-stand-up pin curls by carving out triangular, rectangular, and square bases for curl pattern placements.		X					
COSM 3 Advanced Cosmetology Applications: SLO #1 Curl Patterns Given demonstration, instruction in procedures, and lab practice in thermal styling, students will be able to demonstrate on-base, off-base, half-off base, and over-directed curl patterns and choose the type of base curl according to the desired volume.		X					
COSM 3 Advanced Cosmetology Applications: SLO #2 Hairstyling for the Client After study, instruction and completion of this level, the student will be able to demonstrate the understanding of individual hairstyling by giving a brief overview of the subject and by identifying the facial structures, and knowing the importance of the profile shapes in order to achieve the perfect hairstyle for their client facial shape.		X		X			
COSM 3 Advanced Cosmetology Applications: SLO #3 Anatomy of Muscles In this class the student will name and identify the parts of the muscular system and know the functions of the different muscles.	X						

INDUSTRY AND TECHNOLOGY
Institutional (ILO), Program (PLO), and Course (SLO) Alignment

Program: **Cosmetology**	Number of Courses: 10	Date Updated: 09.18.2014	Submitted by: SueEllen Warren, ext. 4519 Renee Newell, ext. 3308

ILOs	1. Critical Thinking *Students apply critical, creative and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas, and transform existing ideas into new forms.*	2. Communication *Students effectively communicate with and respond to varied audiences in written, spoken or signed, and artistic forms.*	3. Community and Personal Development *Students are productive and engaged members of society, demonstrating personal responsibility, and community and social awareness through their engagement in campus programs and services.*	4. Information Literacy *Students determine an information need and use various media and formats to develop a research strategy and locate, evaluate, document, and use information to accomplish a specific purpose. Students demonstrate an understanding of the legal, social, and ethical aspects related to information use.*

SLO-PLO-ILO ALIGNMENT NOTES:

Mark boxes with an 'X' if: SLO/PLO is a major focus or an important part of the course/program; direct instruction or some direct instruction is provided; students are evaluated multiple times (and possibly in various ways) throughout the course or are evaluated on the concepts once or twice within the course.

DO NOT mark with an 'X' if: SLO/PLO is a minor focus of the course/program and some instruction is given in the area but students are not formally evaluated on the concepts; or if the SLO/PLO is minimally or not at all part of the course/program.

PLOs	PLO to ILO Alignment (Mark with an X)			
	1	2	3	4
PLO #1 Licensure Exam Upon completion of the El Camino College Cosmetology program, students will pass the written portion of the California State Board of Cosmetology Licensure Examination with a score of 70% or higher.	X			
PLO #2 Cosmetology Practicum Upon completion of the El Camino College Cosmetology program, students will independently perform a permanent wave procedure on a mannequin, following manufacturer's directions for applying the waving solution and neutralizer to hair.	X			
PLO #3 Advanced Cosmetology Upon completion of the El Camino Cosmetology program, students will successfully perform three unique haircuts requested by salon owners as part of the interview/hiring process.	X			

SLOs	SLO to PLO Alignment (Mark with an X)			COURSE to ILO Alignment (Mark with an X)			
	P1	P2	P3	1	2	3	4
COSM 1 Introduction to Cosmetology Procedures: SLO #1 Permanent Wave with Chemicals The student will complete a permanent wave on a mannequin using actual permanent wave chemicals. They will read and follow the manufacturer's instructions. Set up their work area and equipment following the guidelines presented in the lesson. All methods and performance are to the criteria set forth by the state board of barbering and cosmetology.		X					
COSM 1 Introduction to Cosmetology Procedures: SLO #2 Predisposition Test After appropriate theory and practical demonstration and student practice with simulated product the student will perform a predisposition (PD) test procedure using hair color products e.g. tint and peroxide. Fill out a record card and record the result. All methods and performance are to the criteria set forth by the State Board of Barbering and Cosmetology.		X		X			
COSM 1 Introduction to Cosmetology Procedures: SLO #3 Finger Waving After study, instruction, practice and completion of this level the student will be able to show understanding of the types of finger waving lotion and the application procedure by giving a brief overview of the two types of lotion and by demonstrating the procedure for applying finger wave lotion.		X					
COSM 10 Introduction to Cosmetology I: SLO #1 Predisposition Test Students will be able to perform a Predisposition Test (skin patch, allergy test) procedure using simulated hair products, such as, tint and peroxide.		X					
COSM 10 Introduction to Cosmetology I: SLO #2 Client Services Record Students will maintain records of a client service by specifying details (e.g. products, processing time) of the services performed. Students will fill out a client card.			X	X			
COSM 10 Introduction to Cosmetology I: SLO #3 Sanitation Students will sanitize equipment in preparation for cosmetology service using the State Board of Barbering Cosmetology techniques. Students will create a list of the seven steps required.	X						
COSM 11 Introduction to Cosmetology II: SLO #1 Scissor and Razor Use Given demonstration, instruction in procedures, lab practice in haircutting, students will be able to define angles, elevations, and guidelines. Demonstrate the safe and proper use of the scissor and razor, mastery of blunt-cut, graduated uniform-layered cut, long-layered cut, and men's basic clipper cut.		X					
COSM 11 Introduction to Cosmetology II: SLO #2 Discarding Products and Disposable Supplies After chemical service, students will be able to organize discarded products and disposable of supplies by following the State Board of Barbering and Cosmetology regulations and procedures. Students will be able to analyze and list the steps used.			X	X			
COSM 11 Introduction to Cosmetology II: SLO #3 Scalp and Hair Students will analyze the condition of a client's hair and scalp to determine whether color service can be performed on the client. Students will be able to fill out a client record card.		X					

SLOs	SLO to PLO Alignment (Mark with an X)			COURSE to ILO Alignment (Mark with an X)			
	P1	P2	P3	1	2	3	4
COSM 12 Intermediate Cosmetology: SLO #1 "S" Pattern Given an in-class exam based on reading, classroom discussions and demonstrations, the students will be able to perform skillfully and competently the shaping and directing the hair into a "s" pattern through the use of the fingers, combs, and waving lotion.		X					
COSM 12 Intermediate Cosmetology: SLO #2 Hair Treatment Students will choose the correct treatment and apply the (conditioner, reconstructor) to the client's hair to assist in restoring the condition of the hair. Students will be able to distinguish the difference between reconstructor and conditioner in written form.		X		X			
COSM 12 Intermediate Cosmetology: SLO #3 Performing Tinting Service Students will perform tinting service on a client by selecting the State Board of Barbering and Cosmetology approved techniques. Students will be able to complete client record card.			X				
COSM 13 Advanced Cosmetology I: SLO #1 Disinfecting Tools After reading the textbook, participating in classroom discussions, and practicing step-by-step disinfection procedures, students will be able to safely and skillfully disinfect their tools and equipment , and know universal precautions , principles of infections and principles of preventions.		X					
COSM 13 Advanced Cosmetology I: SLO #2 Soft Permanent Wave Students will perform a soft permanent wave service on a client prepare supplies and tools used during the process following the State Board of Barbering and Cosmetology approved techniques. Students will complete the soft wave perm client record card.		X		X			
COSM 13 Advanced Cosmetology I: SLO #3 Facial Products Students will select facial products according analysis of the client's skin. Students will list the steps and assemble products to be used in the treatment and place products in the proper order during treatment.		X					
COSM 14ABCD Advanced Cosmetology II: SLO #1 Pedicuring Students will be able to demonstrate the proper use of implements, cosmetics and materials used in pedicuring. Demonstrate the massage techniques used when giving a pedicure. Demonstrate the proper procedures of safety and sanitation procedures.		X					
COSM 14ABCD Advanced Cosmetology II: SLO #2 Bleach and Toner Services Students will perform bleach/toner service on client by using the State Board of Barbering and Cosmetology approved techniques. Students will estimate the amount product used for the length of the client's hair and follow manufacturer's instructors.			X	X			
COSM 14ABCD Advanced Cosmetology II: SLO #3 Haircutting Students will perform haircutting techniques by using implements(scissors, razors, and clippers) to cut the hair according to the client's needs.			X				

SLOs	SLO to PLO Alignment *(Mark with an X)*			COURSE to ILO Alignment *(Mark with an X)*			
	P1	P2	P3	1	2	3	4
COSM 4 Cosmetology Practicum: SLO #1 Practicing Techniques Students who have completed the daytime and evening cosmetology course series and lacks hours for the State Board of Cosmetology examination will be able to practice wet styling, disinfection and sanitation, facials, haircutting, thermal styling, chemical services, hair coloring, nails, makeup and eyebrow arching which are advanced practical operations that is required by the State Board of Cosmetology.		X		X			
COSM 4 Cosmetology Practicum: SLO #2 Designing a Hairstyle with Pin Curls Students should be able to apply the principles of pin curls by demonstrating an understanding in the application of designing a hair style with pin curls.		X					
COSM 4 Cosmetology Practicum: SLO #3 Roller Base Placements Students will be able to demonstrate roller on base, roller off base, roller half-off base, rollers in crown section or side with same bases, and roller indentation pattern with the ability to define and explain the distinguishing features of each roller placement base.		X					

Provide a timeline for your course and program level SLO assessments.

Student Learning Outcomes/Program Learning Outcomes Assessment Timeline

Guided Pathway Division: Fine Arts, Communications, and Humanities
Program: Communication Studies
Program Review Year:
Assessment Academic Years: 2022 – 2027

The timeline below identifies when course-level and program-level outcomes will be assessed by discipline faculty. Each course and each program learning outcome shall be assessed on a four-year cycle in alignment with the program's program review.

		Year 1		Year 2		Year 3		Year 4	
	SLO Lead	FA2022	SP2023	FA2023	SP2024	FA2024	SP2025	FA2025	SP2026
PLO #1				X					
PLO #2						X			
PLO #3								X	
COMS99									X
COMS100		X							
COMS120			X						
COMS130				X					
COMS140					X				
COMS250						X			
COMS260							X		
COMS270								X	

Updated: Spring 2022

State the percent of course and program SLO statements that have been assessed.
The percent of course SLO assessments that have been assessed is 100%.

Summarize the SLO and PLO assessment results over the past four years and describe how an analysis of those results led to improved student learning. Analyze and describe those changes. Provide specific examples.
In 2023 Cosmetology 101 SLO data obtained from Spring 2021, Fall 2021, Spring 2022, and Fall 2022 was assessed by means of a written faculty report. The data collected assessed the performance of 130 student outcomes with three SLO statements. In this introductory course, it was expected that 90% of students will perform at least 70% or better on assessments aligned with the stated SLO's. Students participate in practical assessment by means of skill demonstration performing cosmetology services with live chemicals and simulated products on human hair mannequins to produce a real result. The data collected shows the following results:
• SLO 1 – 94.29% of students passed with a score of 70% or higher
• SLO 2 – 95.29% of students passed with a score of 70% or higher
• SLO 3 – 92.86% of students passed with a score of 70% or higher

An analysis of this data reflects 94 % of the students are within acceptable level for understanding by scoring at least 70% or higher on the assessed material. There were no significant patterns observed by the disaggregated data by mode of instruction, race/ethnicity, and or gender. Factors that impacted the assessment results include lectures, demonstrations, and student practice. This analysis has led to improved student learning by 81% of students passing the course with a 70% or higher and matriculating to the subsequent course in the program.

The college has not assessed PLO's, and therefore PLO assessments results were not analyzed.

Describe how you have improved your SLO/PLO assessment process and engaged in dialogue about assessment results.
Full-time faculty met in 2022 to analyze SLO statements that accurately reflect course outcomes. Faculty engaged in discussion and provided input to update student learning outcomes in most program courses. SLO statements were updated to include action verbs using Bloom's taxonomy to properly address student learning. SLO statements were reduced from 3 SLO statements per course to 1 SLO statement per course. Faculty are set to revisit updated SLO's for effectiveness in 2024 and make recommended changes.

The college has not assessed PLO's, and therefore PLO statements were not discussed.

List any related recommendations.
The following recommendations will be discussed among full-time faculty:
1. Increase the standards for success from 70% to 80% based on the CA Cosmetology Licensing Exam passing score of 75% or higher.
2. Combined courses to have a minimum of 3 SLO statements to assess student learning accurately among courses with 2-4 combined courses.

Academic Program Review: (5) Analysis of Student Feedback First Submission: Version by **Moore, Sean** on **07/11/2024 21:16**

Describe the results of the student survey in the area of student support.
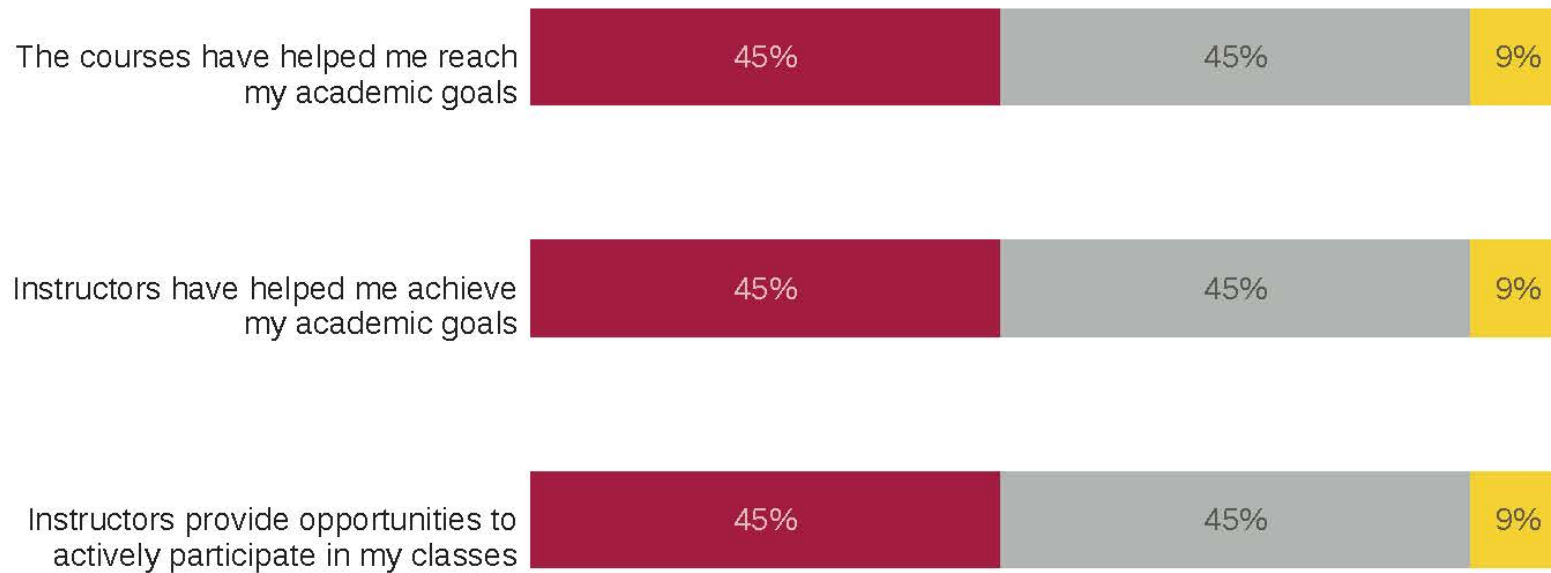
Academic Support and Development

Please rate how much you agree or disagree with the following statements about this program.

11 Responses

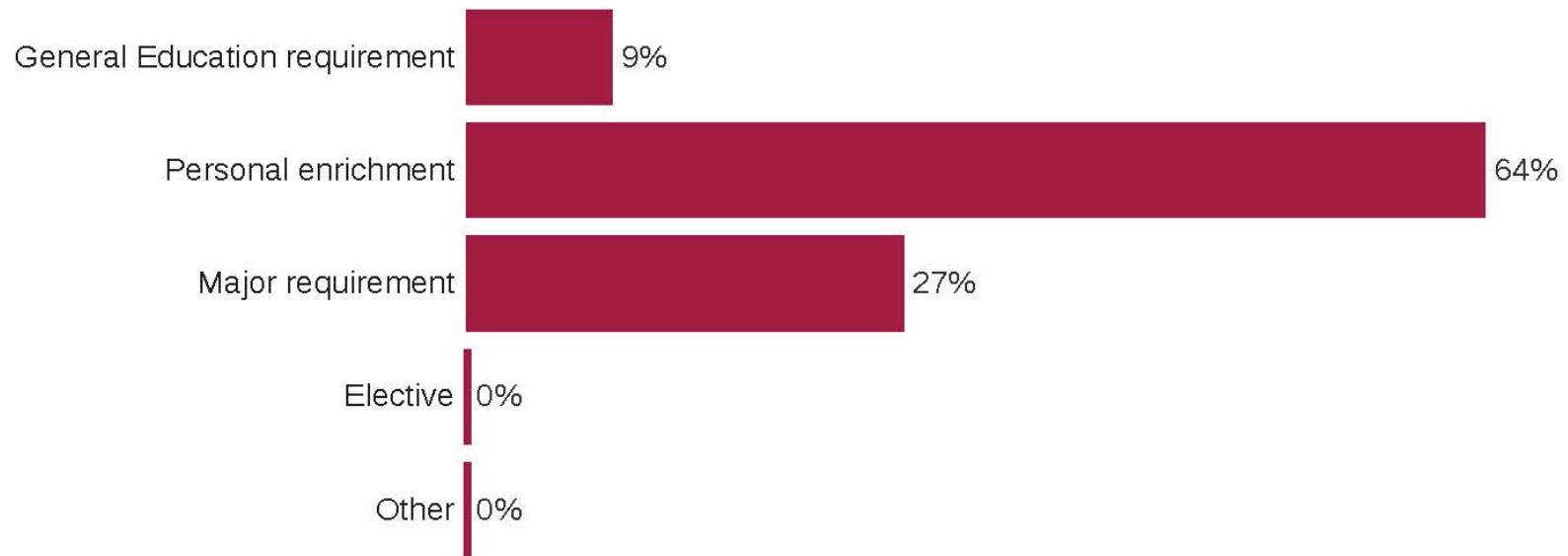| The courses have helped me reach my academic goals | 45% | 45% | 9% |
| Instructors have helped me achieve my academic goals | 45% | 45% | 9% |
| Instructors provide opportunities to actively participate in my classes | 45% | 45% | 9% |

I have felt a sense of community within this program.

| 50% | 40% | 10% |

● Strongly Agree   ● Agree   ● Disagree   ● Strongly Disagree

What is your major reason for taking the program's classes?

11 Responses

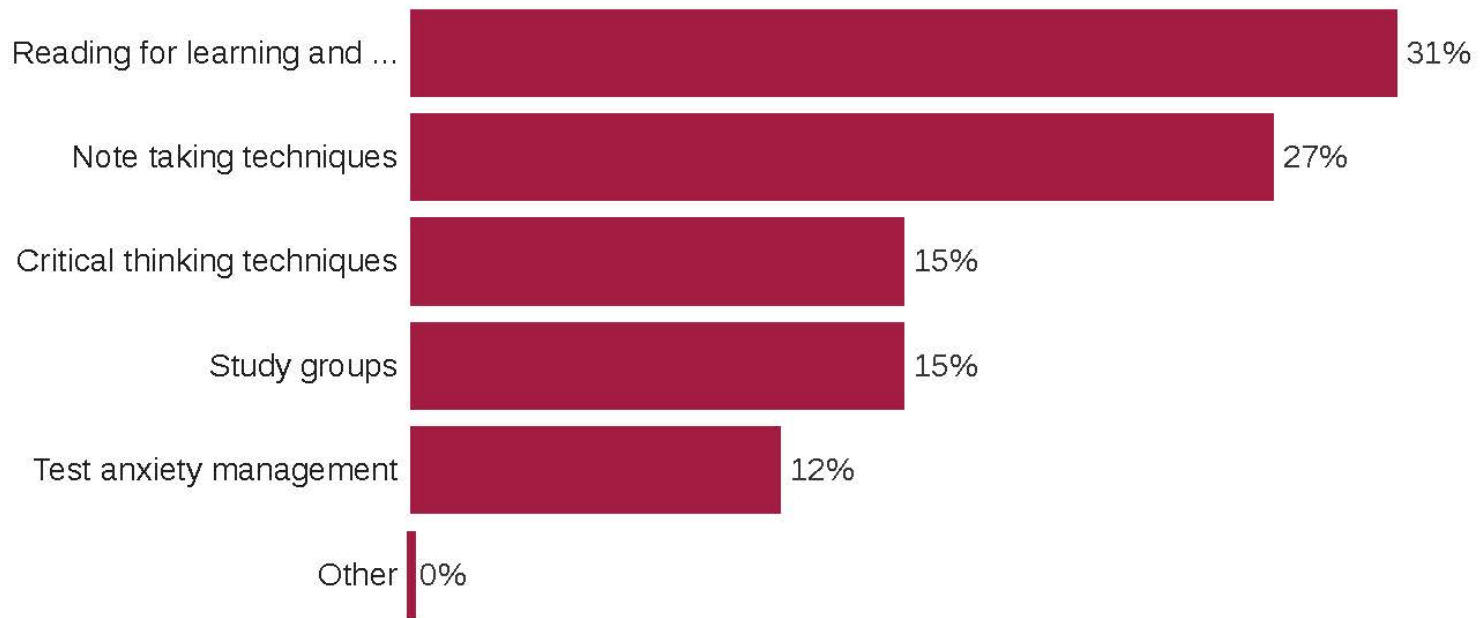| Response	Percentage
General Education requirement	9%
Personal enrichment	64%
Major requirement	27%
Elective	0%
Other	0%

Other - Text

No data found - your filters may be too exclusive!

Using the assignments/examinations that were administered in the program's courses, what skills are essential to succeed in these classes? Check all that apply.

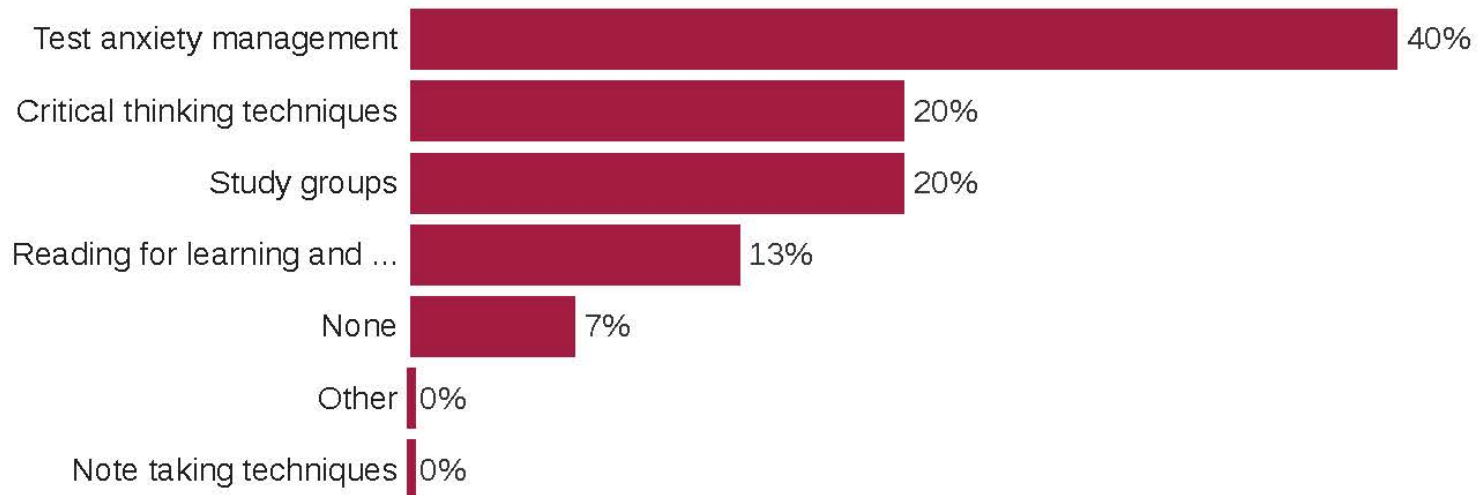|	
Reading for learning and ...	31%
Note taking techniques	27%
Critical thinking techniques	15%
Study groups	15%
Test anxiety management	12%
Other	0%

Other - Text

No data found - your filters may be too exclusive!

What skills do you need more help with in the program's courses? Check all that apply.

11 Responses

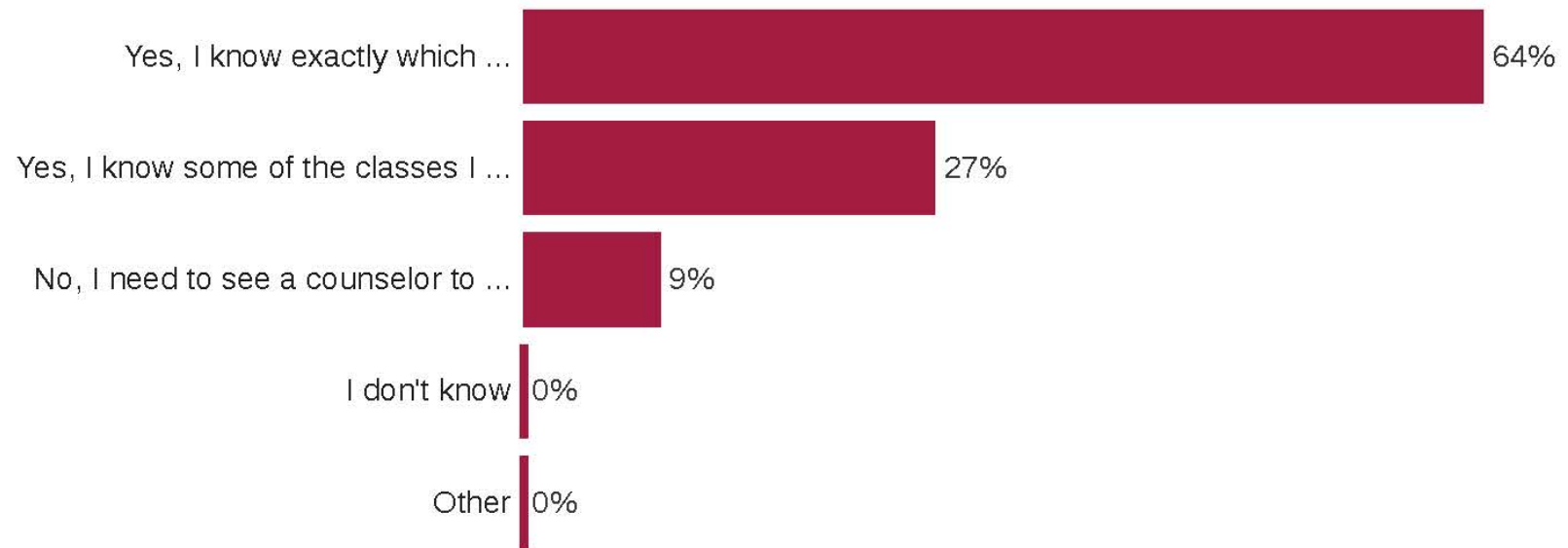| Skill	Percentage
Test anxiety management	40%
Critical thinking techniques	20%
Study groups	20%
Reading for learning and ...	13%
None	7%
Other	0%
Note taking techniques	0%

Other - Text

No data found - your filters may be too exclusive!

Do you know which courses you have to take to complete your goal?

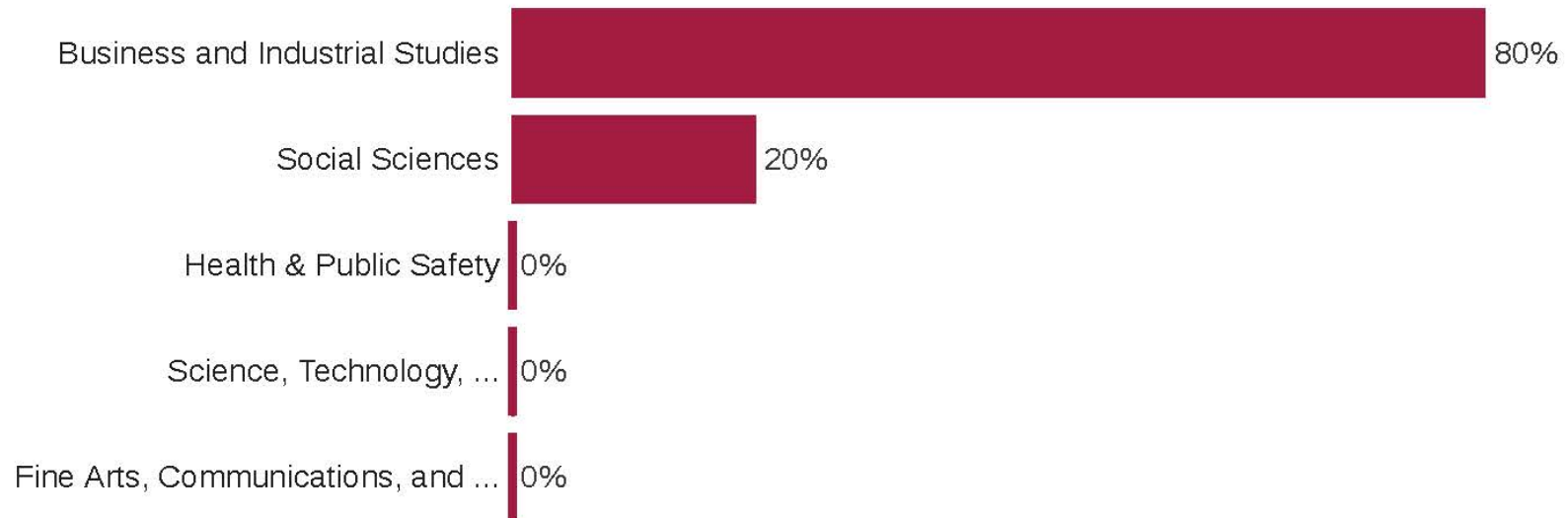Yes, I know exactly which ... — 64%

Yes, I know some of the classes I ... — 27%

No, I need to see a counselor to ... — 9%

I don't know — 0%

Other — 0%

Other - Text

No data found - your filters may be too exclusive!

What Guided Pathway Division is the program in?

5 Responses

Division	Percentage
Business and Industrial Studies	80%
Social Sciences	20%
Health & Public Safety	0%
Science, Technology, ...	0%
Fine Arts, Communications, and ...	0%

Have you thought about what you want to do for your career?

11 Responses

Response	Percentage
Yes, I know exactly what I want ...	55%
I have some ideas, but I haven't ...	45%

I have no idea what I want to do 0%

Other 0%

Yes, I know exactly what I want to do - Text

2 Responses

Yes, I know exactly what I want to do - Text
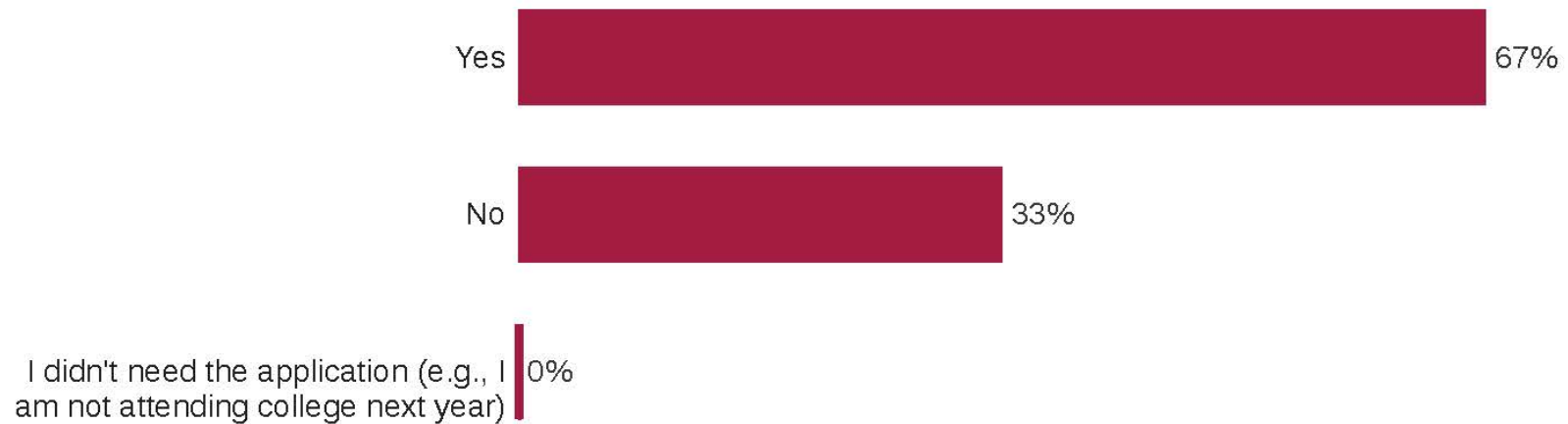
Own a salon

Esthetician

Other - Text

No data found - your filters may be too exclusive!

6

Did you complete the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application for next year?

9 Responses

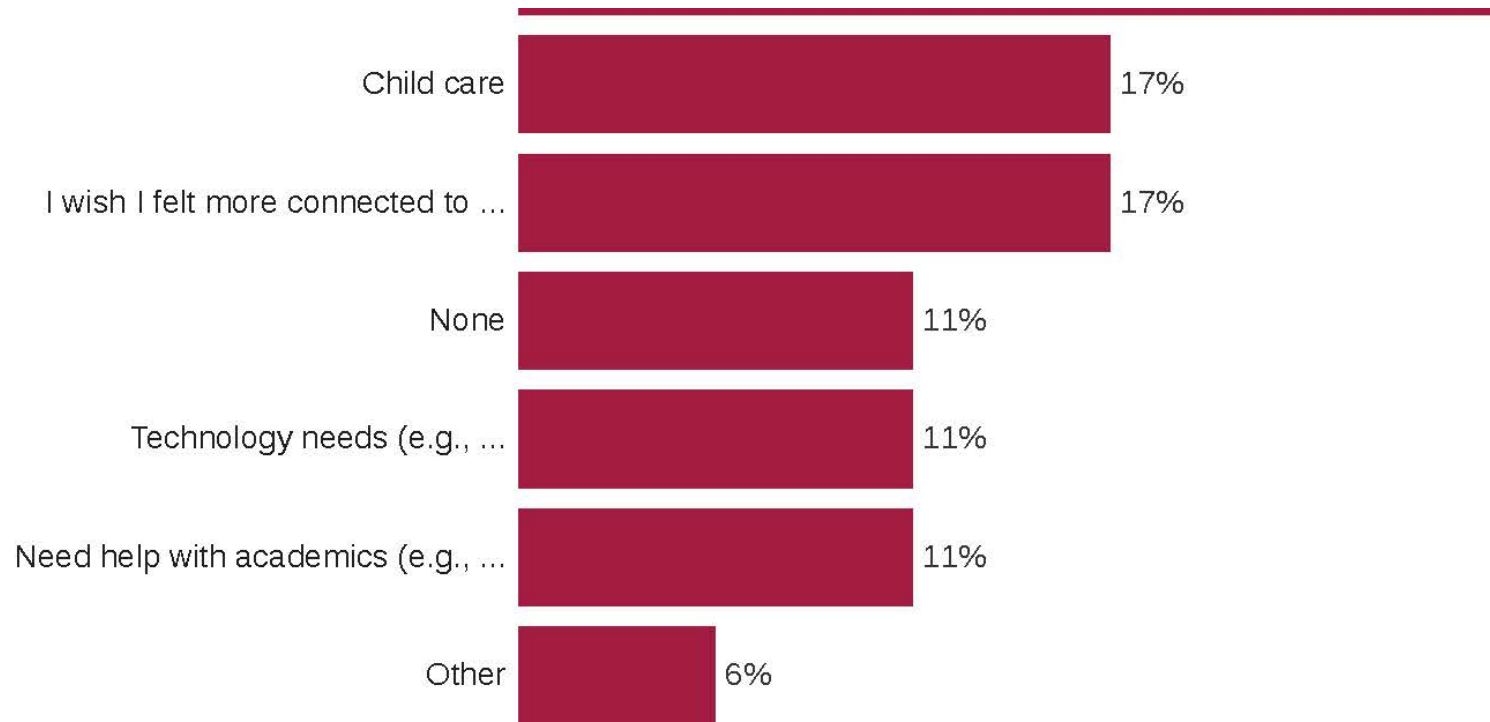|	
Yes	67%
No	33%
I didn't need the application (e.g., I am not attending college next year)	0%

When thinking about your studies at Compton College, what challenges do you face in successfully completing your studies?

11 Responses

Basic needs (e.g., need more ...	28%

Child care	17%
I wish I felt more connected to …	17%
None	11%
Technology needs (e.g., …	11%
Need help with academics (e.g., …	11%
Other	6%

Other - Text

No data found - your filters may be too exclusive!

Of the 11 responses collected:
- 90% of students agreed or strongly agreed with the statement "the courses have helped me reach my academic goals"
- 90% of students agreed or strongly agreed with the statement "instructors have helped me reach my academic goals"
- 90% of students agreed or strongly agreed with the statement "instructors provide opportunities to actively participate in my classes"
- 90% of students agreed or strongly agreed with the statement "I have felt a sense of community within this program
- The majority of students are taking the programs classes for personal enrichment
- Reading and learning and note taking techniques were among the essential skills needed to succeed in program classes
- Test anxiety management, critical thinking techniques, and study groups were the skills that students needed more help with
- The majority of students know exactly which courses they need to complete their goal
- The majority of students know what guided pathway division they are in
- 55% of students are exactly sure on what they want to do for a career
- 67% of students have completed the next year's FAFSA

- The top three challenges that students face in successfully completing their studies are basic needs, childcare, and "I wish I was more connected to"

Analysis of the student survey results that the majority of students feel supported in the cosmetology program by faculty, staff, and counselors. The majority of students expressed a good understanding of the program courses and what is needed to complete their course of study, however almost half of students unsure of a definite career goal. Reading, notetaking are the skills needed most in the program, and students need more support with test anxiety management, critical thinking, and working in study groups most likely in anticipation of the CA Cosmetology Licensing Examination.

Describe the results of the student survey in the area of curriculum.

Curriculum

What time of the day do you prefer to take courses at Compton College?

9 Responses

Time	Percentage
Morning (8-11:00 am)	67%
Mid-day (11:01 am-2:00 pm)	22%
Afternoon (2:01 pm-5:00 pm)	0%
Evening (After 5 pm)	11%
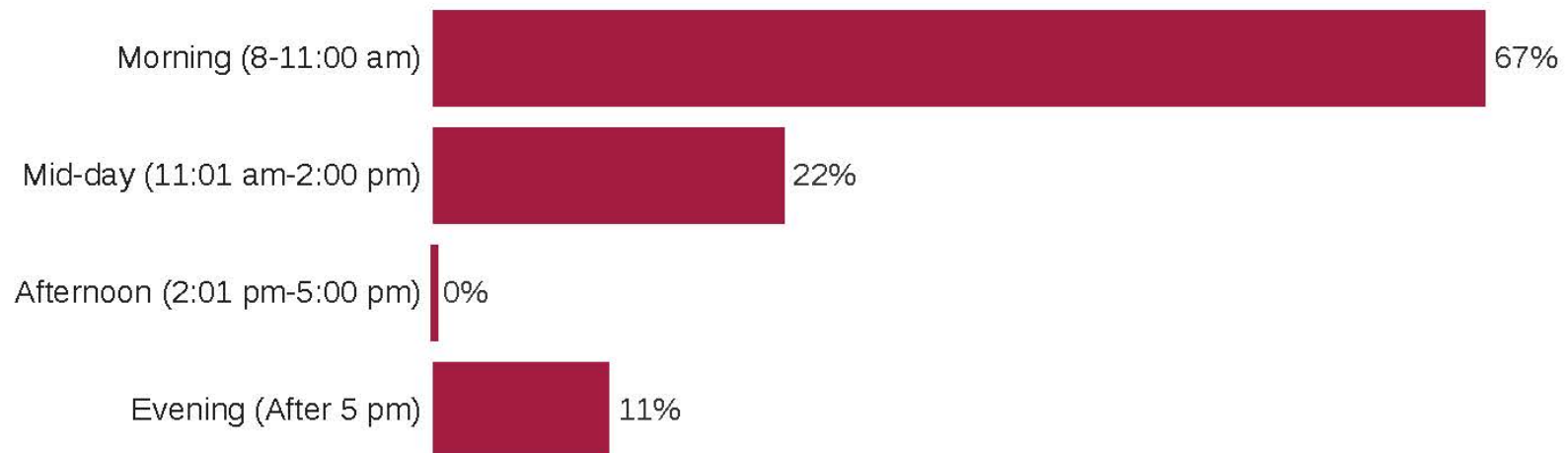
Which teaching method do you prefer?

9 Responses

On campus (100% in-person) ████████████████████████ 56%

Online ▌0%

Hybrid (some in-person, some ... ███████████████████ 44%

No preference ▌0%

Please rate how much you agree or disagree with the following statements about the program

9 Responses

I've been able to register for the classes I need within this program.	**56%**	33%	11%

There is an appropriate range of courses offered in this program.	**29%**	71%

● Strongly Agree ● Agree ● Disagree ● Strongly Disagree

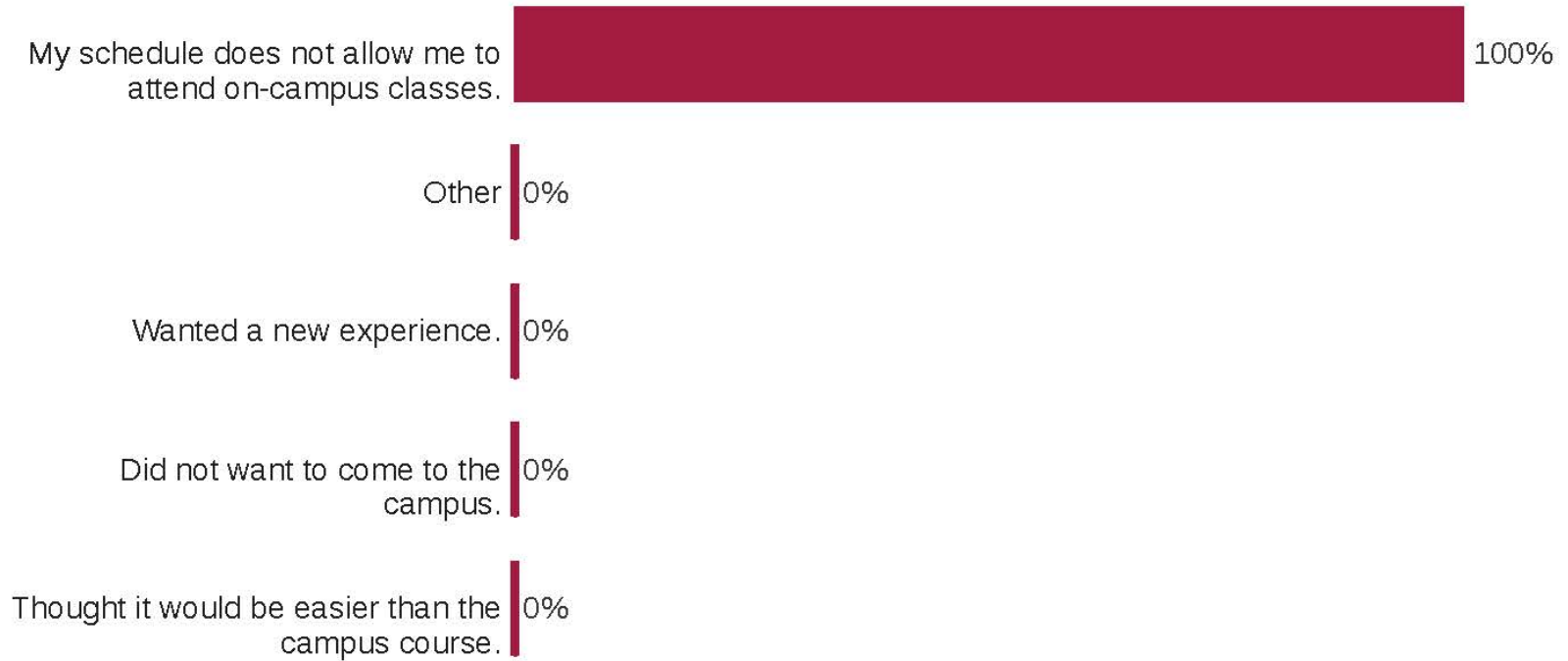# Have you enrolled in an online course in the program before?

9 Responses

Yes   22%

No   78%

10

Why did you enroll in an online course?

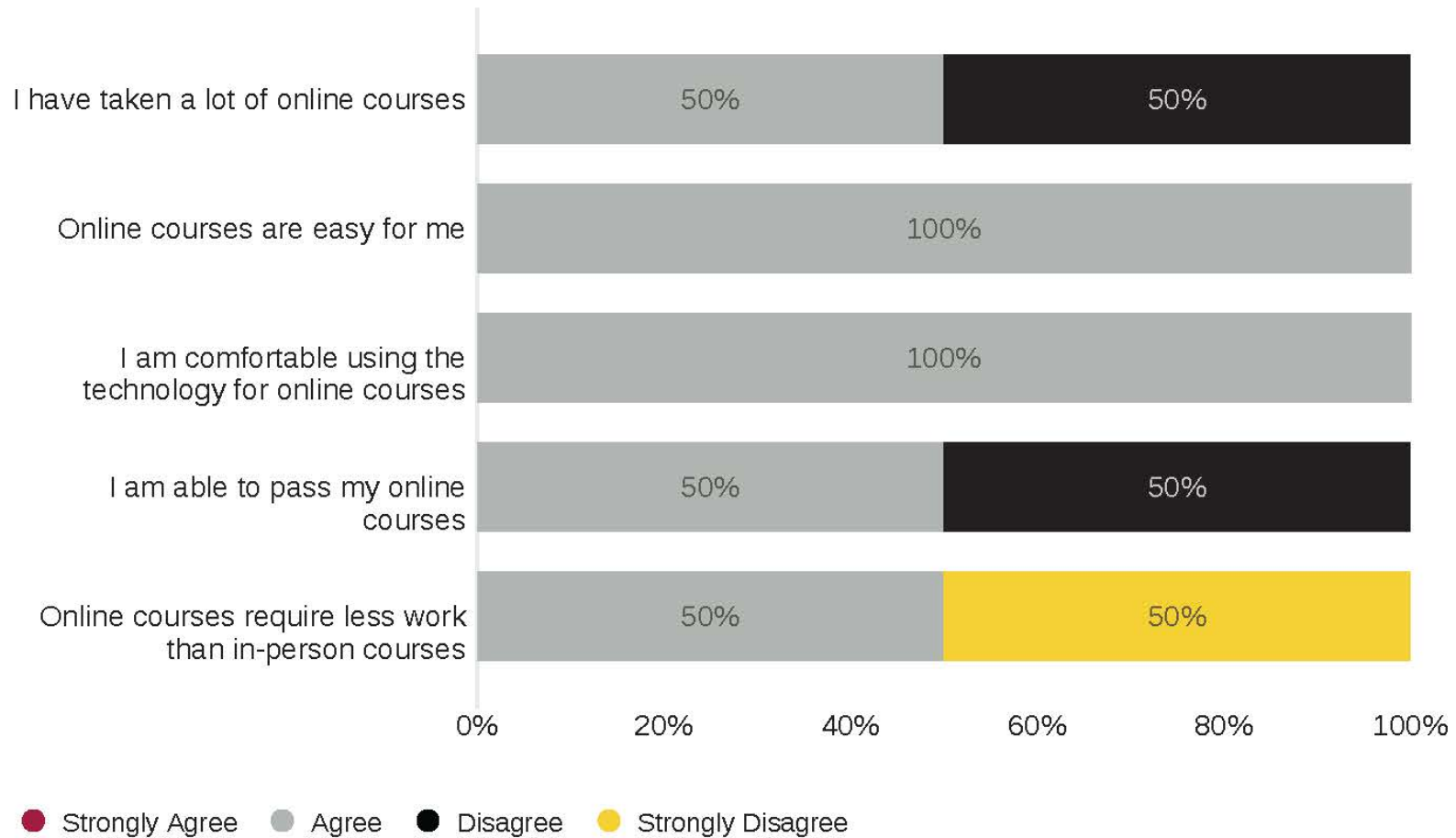|	
My schedule does not allow me to attend on-campus classes.	100%
Other	0%
Wanted a new experience.	0%
Did not want to come to the campus.	0%
Thought it would be easier than the campus course.	0%

Other - Text

No data found - your filters may be too exclusive!

Please rate how much you agree or disagree with the following statements about online courses in the program

Statement	Agree		Disagree / Strongly Disagree
I have taken a lot of online courses	50%		50% (Disagree)
Online courses are easy for me	100%		
I am comfortable using the technology for online courses	100%		
I am able to pass my online courses	50%		50% (Disagree)
Online courses require less work than in-person courses	50%		50% (Strongly Disagree)

0% 20% 40% 60% 80% 100%

● Strongly Agree ● Agree ● Disagree ● Strongly Disagree

What percentage of your courses are online versus in-person?

Range	Percentage
0 - 20%	67%
21 - 40%	22%
41 - 60%	0%
61 - 80%	0%
81 - 100%	11%
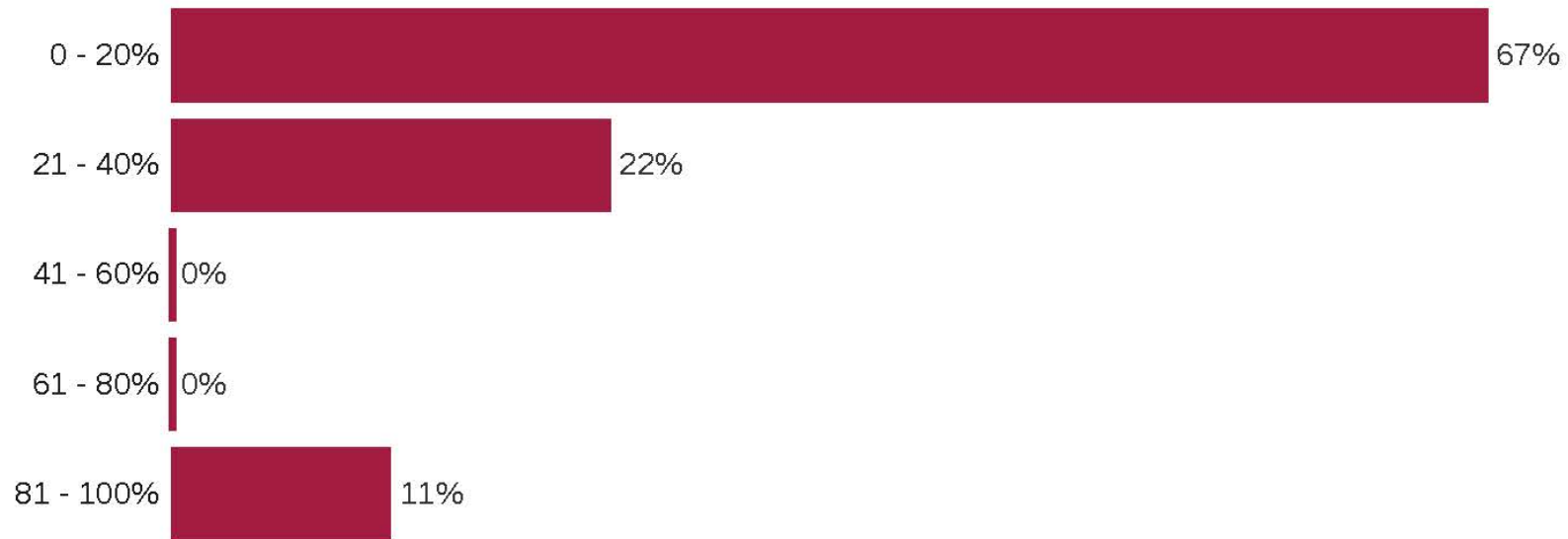
Of the nine responses collected:
- In regards to time of day to take courses 67% of our students prefer to take courses in the morning, 22% of students prefer to take courses in the midday, and 11% if students prefer to take courses in the evening. No students prefer to take courses in the afternoon.
- In regards to teaching methods 56% of students prefer to classes 100% in person on campus, where 44% prefer to take hybrid courses
- 11% of students disagree with the statement "I've been able to register for the classes I need within this program.", while 33% of students agree and 56% of students strongly agree with the statement "I've been able to register for the classes I need within this program."
- 22% of the students have enrolled in an online class before and 78% of the students have not enrolled in an online class before.
- 67% of students are taking 20% or less online courses, 22% of students are taking 21% - 40% online courses, 11% of students are taking 81% - 100% online courses.

Of the two responses collected:
- 100% of students expressed they have enrolled in an online class because their schedule does not allow them to attend on-campus classes.
- 50% of students agreed with the statement "I have taken a lot of online courses.", while 50% of students disagree with this statement.
- 100% of students agreed with the statement "Online courses are easy for me."

- 100% of students agreed with the statement "I am comfortable using the technology for online courses."
- 50% of students agreed with the statement "I am able to pass my online courses.", while 50% of students disagree with this statement.
- 50% of students agreed with the statement "Online courses require less work than in-person courses.", while 50% of students strongly disagree with this statement.
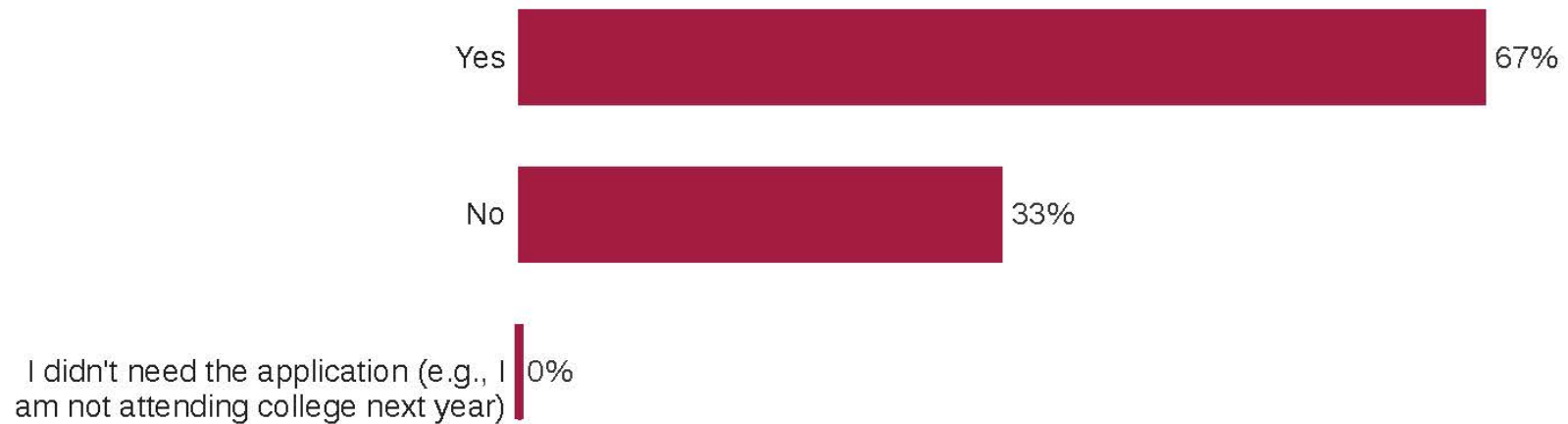
Analysis of the student surveys reflect that the majority of students prefer morning courses instead of afternoon and evening courses. A little more than half of students prefer 100% on campus face to face courses, while 44% of the students surveyed would prefer to take a hybrid version of our cosmetology courses.

Describe the results of the student survey in the area of facilities, equipment and technology.

Did you complete the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application for next year?

9 Responses

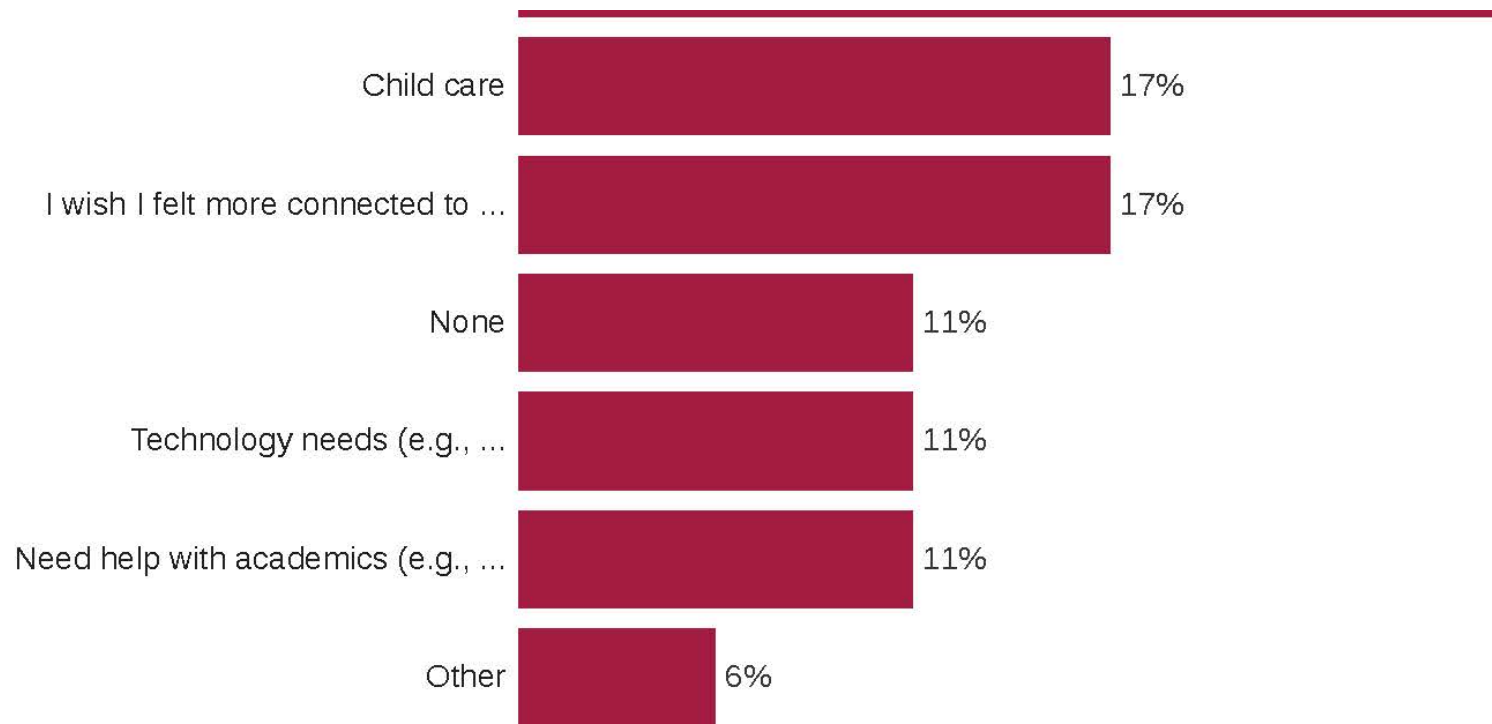|	
Yes	67%
No	33%
I didn't need the application (e.g., I am not attending college next year)	0%

When thinking about your studies at Compton College, what challenges do you face in successfully completing your studies?

11 Responses

Basic needs (e.g., need more …	28%

Child care	17%
I wish I felt more connected to …	17%
None	11%
Technology needs (e.g., …	11%
Need help with academics (e.g., …	11%
Other	6%

Other - Text

No data found - your filters may be too exclusive!
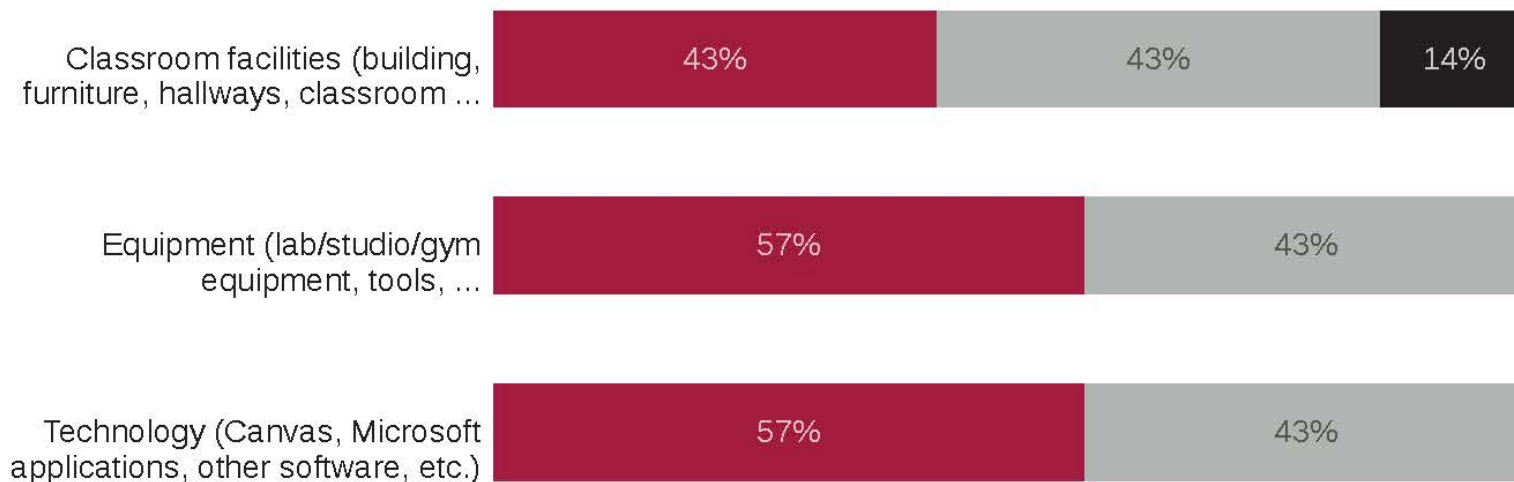
Facilities, Equipment, and Technology

Please rate the program's facilities, equipment, and technology (*Full text of questions available below)

7 Responses

Category	Excellent	Satisfactory	Poor
Classroom facilities (building, furniture, hallways, classroom …)	43%	43%	14%
Equipment (lab/studio/gym equipment, tools, …)	57%	43%	
Technology (Canvas, Microsoft applications, other software, etc.)	57%	43%	

● Excellent　　● Satisfactory　　● Poor

*Question 1: Classroom facilities (building, furniture, hallways, classroom features, etc.)

*Question 2: Equipment (lab/studio/gym equipment, tools, computers/electronics, etc.)

Elaborate on any or all of the facilities, equipment, or technology you experienced in the program.

2 Responses

Please elaborate

Yeah

N/A

Of the seven responses collected:
- 14% of students found the classroom facilities to be poor, while 43% of students found the classroom facilities to be satisfactory, and 43% excellent
- 43% of students found the equipment and tools to be satisfactory, while 57% of students found the equipment and tools to be excellent
- 43% of students found the technology applications and software to be satisfactory, while 57% of students found the technology applications and software to be excellent.

Analysis of the student surveys reflect that less than half of students surveyed found classroom facilities to be in excellent condition, with 14% of students describing classroom facilities as poor. The majority of our students found the equipment, tools, technology applications, and software to be in excellent condition.

Describe the results of the student survey in the area of program objectives.

Program Objectives

Indicate the degree to which you agree with the following: (*full text of questions listed below)

9 Responses

I am aware of the course outcomes- what I should be able …	22%	78%

After taking this program's course, I am much more knowledgeable …	33%	67%

● Strongly Agree ● Agree ● Disagree ● Strongly Disagree

*Question 1: I am aware of the course outcomes- what I should be able to learn and what skills I should possess after completing courses in the program.

*Question 2: After taking this program's course, I am much more knowledgeable about the subject than before.

Of the nine responses collected:
- 78% of students agree with the statement "I am aware of the course outcomes- what I should be able to learn and what skills I should possess after completing courses in the program.", while 22% of students strongly agree.
- 67% of students agree with the statement "After taking this program's course, I am much more knowledgeable about the subject than before.", while 33% of students strongly agree.

Analysis of the student surveys reflect the majority of students to have a good understanding of the course outcomes and believe they are more knowledgeable about the subject after taking the courses in the cosmetology program.

Discuss the implications of the survey results for the program.
The survey does not differentiate between the students of the on-site program at Compton College and the off-site program at Paramount Adult School. Results in areas of facilities and equipment cannot be accurately analyzed.

Discuss the results of other relevant surveys (if applicable).
N/A

List any related recommendations
1. Almost half of the students surveyed would prefer a hybrid version of our program. This may be due to the 5 - 7.5 daily clocked hour requirements for all courses in the Cosmetology program that interferes with students work/life balance and responsibilities. It is recommended to review the idea of offering theory hours online while maintaining the lab portion of our courses in-person
2. The program review survey can be further tailored to differentiate among the two campuses with specific questions related to Cosmetology Program students. It is recommended to meet with the Department of Institutional Effectiveness to request the modification of the survey questions to produce accurate data.

Academic Program Review: (6) Facilities and Equipment First Submission: Version by **Moore, Sean** on **07/13/2024 02:18**

Describe and assess the existing program facilities and equipment.

EQUIPMENT – TV 4	QUANTITY	GOOD CONDITON	FAIR CONDITION	POOR CONDITION
STYLING STATIONS	24	24		
STYLING CHAIRS	24	24		
SHAMPOO BOWLS	2			2 – plumbing issues
SHAMPOO CHAIRS	2	2		
WIG DRYER	1	1		
HOOD DRYER	0			
UTILITY CABINET	2	2		
FILE CABINET	1	1		
COLOR TRAY	1	1		
MASSAGE BEDS	8	5		3

EQUIPMENT – TV-1	QUANTITY	GOOD CONDITON	FAIR CONDITION	POOR CONDITION
STYLING STATIONS	32	27		5
STYLING CHAIRS	32	30		2
DRYER CHAIRS	6	4		2
MANICURE TABLES	4	3		
MANICURE STOOLS	4	4		
FACIAL BEDS	2		2	
FACIAL MACHINE	2			2
FACIAL STEAMER	6	6		
ROLLA BOUTS	25			25 – in storage
WIG DRYER	1	1		
SHAMPOO CHAIRS	5	5		
SHAMPOO BOWLS	5	3		2
PEDICURE STOOLS	4	3		
COLOR TRAYS	3		3	

TOWEL WARMER	2	2
HEAT STERILIZER	0	
LOCKERS	33	33	Not in use

EQUIPMENT – PAS	QUANTITY	GOOD CONDITON	FAIR CONDITION	POOR CONDITION
HOODED DRYER WITH CHAIR	3		3	
SHAMPOO BOWLS	2	2		
SHAMPOO CHAIRS	2	2		
WIG DRYER	1	1		
STYLING STATIONS	18	18		
STYLING CHAIRS	18	16	2	
DESK/CHAIR COMBO	22	22		
FACIAL MAGNIFYER LAMP	1		1	
COLOR TRAY	3	2	1	

Explain the immediate (1-2 years) needs related to facilities and equipment. Provide a cost estimate for each need and explain how it will help the program better meet its goals.

- The impact of not meeting the needs for repair are risking fines and other disciplinary actions from the CA State Board of Barbering & Cosmetology.
- The impact of not meeting the equipment needs at Paramount Adult School affect instruction and student learning required CBBC curriculum.

Repairs - Compton College
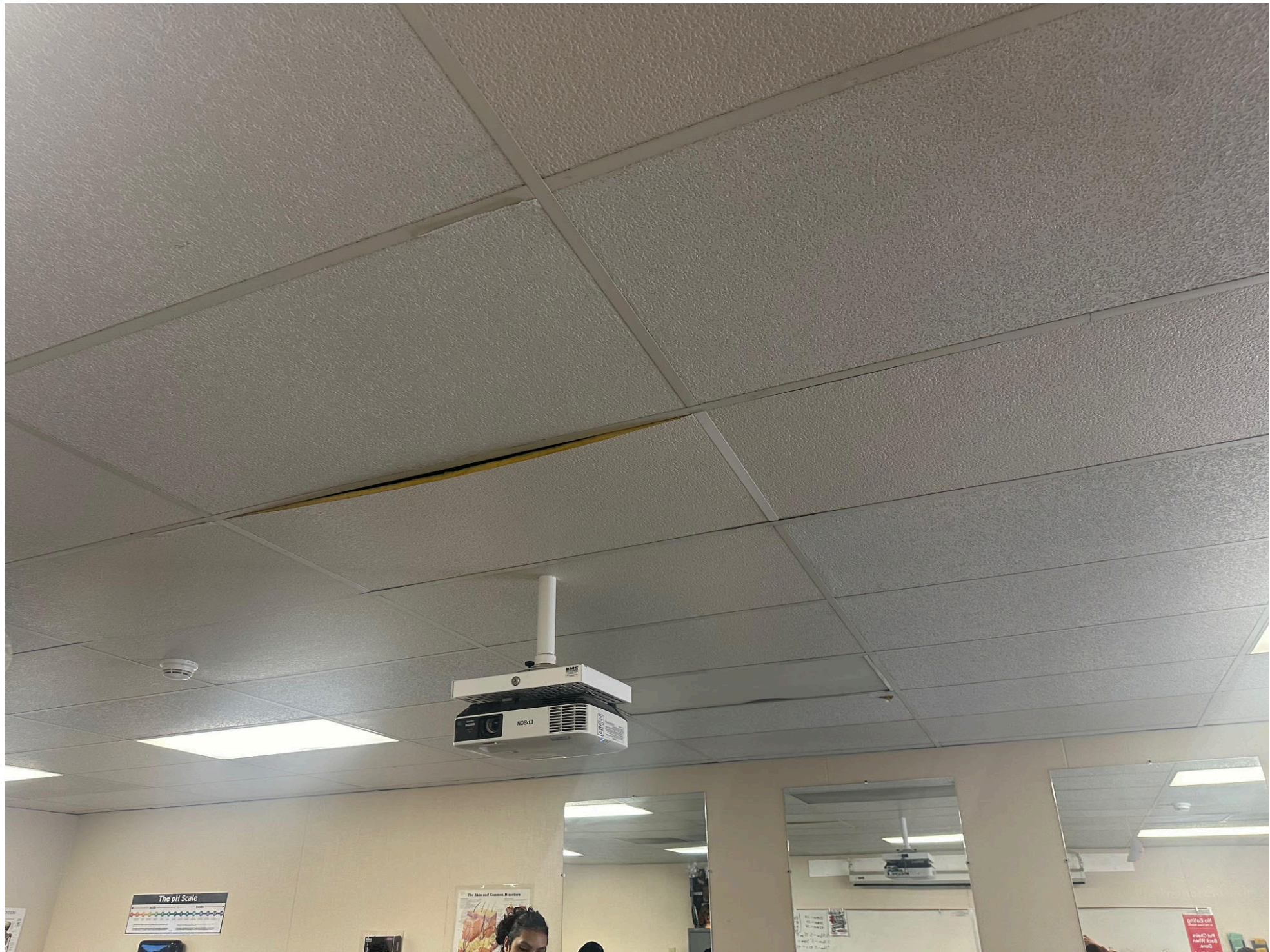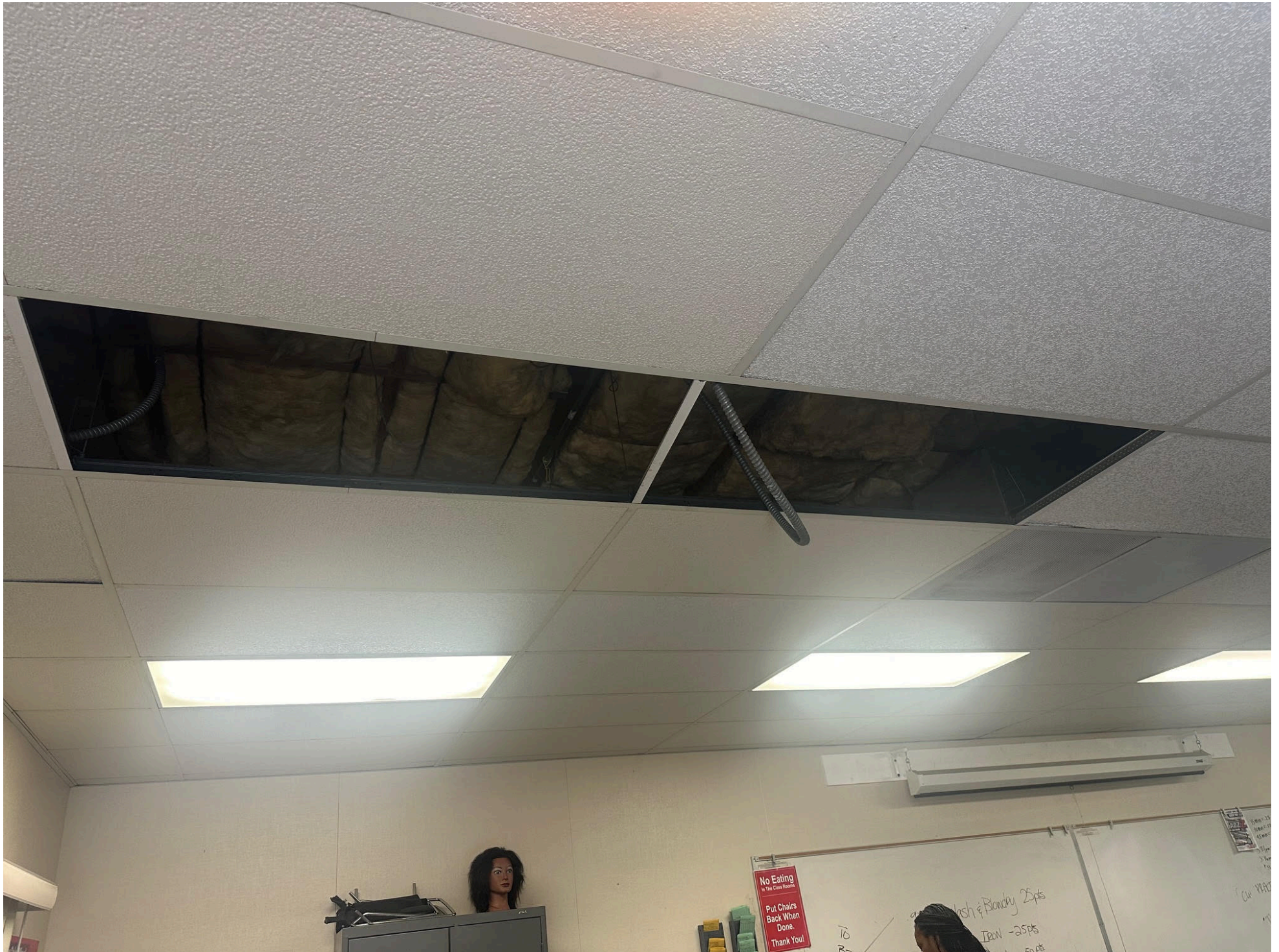
1. **TV-4**
   1. **Shampoo Bowls -** Shampoo bowls are in poor condition and have not been in use since 2020. When in use, the water is not clean and has a foul odor. Repair estimate TBD by plumbing specialist.
   2. **Projector -** Ticket created 3/9/2023. IT determined projector is no longer and needs to be replaced. Instructors in Cosmetology 101, 104 & 104 heavily rely on projector for theory instruction. Replacement cost and installation TBD
   3. **Ceiling** Ceiling panels leak during heavy rains causing damage to the ceilings. Panels are replaced, but continue to be damaged by the rain with ceilings leaking in classrooms. Cost estimate TBD.
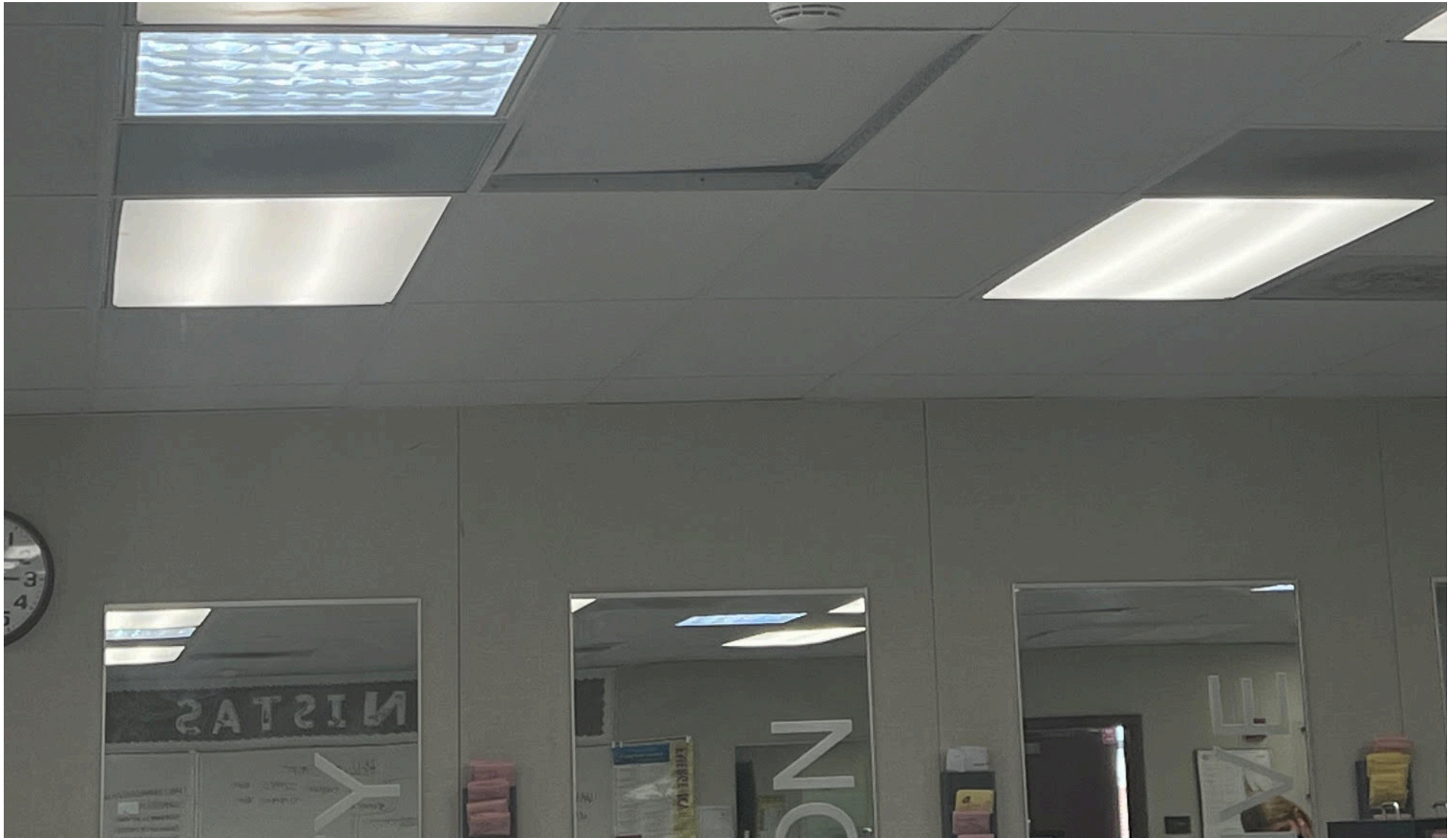
1. **TV- 1**
    1. **Ceiling** - Ceiling panels are raised and leak during heavy rains causing damage to the ceilings. Panels are replaced, but continue to be damaged by the rain with ceilings leaking in classrooms.
    2. **Ventilation** - Vents are visually uncleaned. Vents need to be regularly cleaned and maintained for proper ventilation.
    3. **Shampoo Bowls -** 2 Shampoo bowls are in poor condition and not working, in need in repair
    4. **Facial Sinks** - When in use, the water is not clean and has a foul odor.

1. **PAS** A31-A32
    1. **Ceiling** - Ceiling panels show signs of damage, may need to be replaced
    2. **Ventilation** - Vents are visually uncleaned. Vents need to be regularly cleaned and maintained for proper ventilation.

Equipment Needs
PAS- Cosmetology
 The items listed are for practical instruction according to CA State Board Cosmetology Curriculum. All items are comparable to items currently in use at Compton College
Facial Bed (Amazon) - Needed for facial practical instruction
Price fluctuates
-minimum of 8 needed
Amazon.com: Careboda Professional Massage Table Foldable Massage Bed 3 Fold with 4cm High Density Sponge Robust Beechwood Legs Carrying Bag Full Accessories for Spa Salon Tattoo Beauty : Beauty & Personal Care (https://www.amazon.com/Careboda-Professional-Portable-Foldable-Accessories/dp/B0BGHL24LC/ref=sr_1_2?
crid=1NCV885NN28GS&keywords=collapsible+massage+table+with+wooden+legs&qid=1707767427&sprefix=collapsible+massage+table+with+wooden+l%2Caps%2C394&sr=8-
2&ufe=app_do%3Aamzn1.fos.d977788f-1483-4f76-90a3-786e4cdc8f10)

Towel Warmer (CosmoProf) -Needed for facial practical instruction
Modern Elements
Large White Hot Towel Warmer
$169.00 x 1= $169.00 + tax
White Large Hot Towel Warmer | CosmoProf (cosmoprofbeauty.com) (https://www.cosmoprofbeauty.com/USA-875728.html)

Facial/Pedicure Stool (CosmoProf) - needed for facial practical instruction
Pure Sana
$105.00 x 8= $840.00 + tax
Black Round Cutting Stool - PureSana | CosmoProf (cosmoprofbeauty.com) (https://www.cosmoprofbeauty.com/USA-923173.html)

Facial Steamer (CosmoProf) - needed for facial practical instruction
Modern Elements
$161.99 x 8= $1,295.92 + tax
Facial Steamer | CosmoProf (cosmoprofbeauty.com) (https://www.cosmoprofbeauty.com/USA-875703.html)

Multi-function Facial Machine (Salon and Spa Equipment) - needed for facial practical instruction
Price fluctuates **estimated at > $1799 + tax**
- 1 needed

Explain the long-range (2-4+ years) needs related to facilities and equipment. Provide a cost estimate for each need and explain how it will help the program better meet its goals.
Student stations, mirrors, and chairs are repaired each semester as needed. Our program is scheduled to move to Vocational Technology Building in 2-4 years. Equipment needed will be determined by the spaces our program will occupy. Currently the plywood student stations in TV-1 & TV-4 are 8 years old and are showing signs of wear, damage, and delamination.

List any related recommendations.

In compliance with the CBBC, all ceilings and furnishings should be clean and in good repair. Ventilation should be in cleaned and in good repair. Ceiling leaks, shampoo bowls & sinks, and vents need to be repaired and maintained.

The 2023 CA Board of Barbering & Cosmetology Acts & Regulations states:

994. Cleanliness and Repair

(a) Establishments and schools shall keep the floors, walls, woodwork, ceilings, furniture, furnishing, and fixtures clean and in good repair.

995. Building Standards (pg. 151)

(a) Establishments and schools shall have a system of adequate ventilation in accordance with Part 2, Section 1203, Title 24, California Code of

Regulations. (pg. 152)

(4) Abrasion and/or exfoliation of the skin below the epidermal layers.
(5) Removal of skin by means of a razor-edged tool or similar device.

Note: Authority cited: Section 7312, Business and Professions Code.
Reference: Sections 7312(e), 7316, 7320, 7320.1, Business and Professions Code

992. Skin Exfoliation

(a) Only the upper layer of the skin, known as the epidermis, may by any method or means be removed, and then only for the purpose of improving the appearance of the skin.

(b) Skin removal techniques and practices that result in destruction of living tissue beyond the epidermal layer of the skin is prohibited.

(c) Only over-the-counter products that are not sold for physician's use only may be used for the purpose of skin exfoliation.

(d) All skin exfoliation products must be applied using the manufacturer's instructions for consumer health and safety.

Note: Authority cited: Section 7312, Business and Professions Code.
Reference: Sections 7312(e), 7316, and 7320, Business and Professions Code.

993. Prohibited Tools

(a) No establishment or school shall have on the premises or use any razor-edged tool for the purpose of removing calluses or other similar procedures.

(b) No establishment or school shall have on the premises or use any needle-like tool used for the purpose of extracting skin blemishes and other similar procedures.

Note: Authority cited: Section 7312, Business and Professions Code.

994. Cleanliness and Repair

(a) Establishments and schools shall keep the floors, walls, woodwork, ceilings, furniture, furnishing, and fixtures clean and in good repair.

(b) No establishment or school shall permit an accumulation of waste, hair clippings, or refuse.

995. Building Standards

(a) Establishments and schools shall have a system of adequate ventilation in accordance with Part 2, Section 1203, Title 24, California Code of Regulations.

First Submission: Version by **Moore, Sean** on **07/11/2024 21:16**

Describe and assess the adequacy and currency of the technology and software used by the program.

Cosmetology Department instructors utilize Cengage supplemental textbook material and course management, CIMA, for instructional support. Student's are required to purchase CIMA online access as part of their required textbook materials, Milady Cosmetology 14+ Textbook w/ MindTap Access Code – ISBN 9780357998113.

Explain the immediate (1-2 years) needs related to technology and software. Provide a cost estimate for each need and explain how it will help the program better meet its goals.

The following quotes have been provided.

workeasy
SOFTWARE
Formerly EasyWorkforce

Bill To

Compton College

Melissa Dazo

1111 East Artesia Blvd.

Compton California

90221 United States

mdazo@compton.edu

+1 (562) 602-8080

Quote No:	**03042024-15459**
Created:	03/04/2024
Sales rep:	Juan Echeverri
Email:	jecheverri@easyworkforce.com
Phone:	786-361-0906

Item	Name / Description	Qty	List price	Price	Total
EWTA	**WorkEasy Software Time and Attendance (Monthly fee)** License for up to 200 employees Basic features	12 Months	$600.00	$600.00	$7200.00
XENIO-EW200W-HS	**Smart Fingerprint Time Clock** (Yearly fee) Optical fingerprint scanner / Ideal for office use or clean environments White Color / 4.3 Inch Screen / WiFi Ready / POE Enabled Includes repair, updates, replacement and upgrades	4	$49.00	$196.00	$2352.00
TRA	**System Setup & Training (One Time Fee)** Software Online Setup Included Software Online Training Included One Time Required Fee Does Not Include Onsite Service	4	$199.00	$796.00	$796.00

Subtotal	$10318.34
Shipping	$29.66
Total	**$10348.00**

Terms & Conditions

30 days money back guaranteed. For full return policy information visit return policy

Explain the long-range (2-4+ years) needs related to technology and software. Provide a cost estimate for each need and explain how it will help the program better meet its goals.
No Value

List any related recommendations.
As an effort to reduce timeclock dishonesty, the is a need for updated timeclock systems that employ biometric time reporting. Additionally, the front desk / reception area would be able to manage more accurately with computer scheduling. The front desk currently accepts only cash. Adding credit payment services would give patrons more options for payments. To ensure accuracy and accounting of all products inside the dispensary, inventory software systems would be beneficial.

Academic Program Review: (8) Staffing First Submission: Version by **Moore, Sean** on **07/11/2024 21:16**

Describe the program's current staffing, including faculty, administration, and classified staff.
<u>Fall 2023 Staffing</u>

Full-time Faculty
1. Steve Ellis
2. Sean Moore
3. Lynda Wilkerson

Note: A fourth full-time position has not been created.

Adjunct Faculty
1. Char Brewer-Smith
2. Tony Calderon
3. Jacquelyn Glover
4. Daniela Hernandez
5. Veronica LaFarga
6. Allison Metchikoff
7. Evangelina Rosales
8. Mike Ruiz
9. Tiffany Williams
10. Joanna Wyatt

Full-time Classified Staff: Cosmetology Day Assistant
1. Melissa Dazo
2. Shirley Trammel

Part-time Classified Staff: Cosmetology Evening Assistant
1. Jaslynn Hill-Jones

Coordinator
None - Position has not been created.

Full-time Teaching Aid

None - Position has not been created.

Part-time Bonded Front Desk Cashier

None - Position has not been created.

Explain and justify the program's staffing needs in the immediate (1-2 years) and long-term (2-4+ years). Provide cost estimates and explain how the position/s will help the program better meet its goals.

<u>Immediate Staffing Needs and Recommendations (1–2 years)</u>

Coordinator

It is common among CCC Cosmetology Programs to have a coordinator. Provided the growth and size of our program, which includes the CC day and evening program and the PAS day off-site location, we require a coordinator to maintain consistency within our program. A coordinator contributes to the department running smoothly and their duties may include, yet not limited to, ordering kits, ordering books, scheduling field trips, and acting as a liaison between our department and other campus departments. Filling a coordinator position would cost approximately $45,000.

Full-time Teaching Aid

Additionally, having a full-time cosmetology aide to share between rooms TV-1 and TV-4 would benefit the quality of one on one instruction provided to all students at a cost of approximately $45,000.

Part-time Bonded Cashier

We have had the wonderful opportunity to employ CC students through CaL/WORKS to run our front desk. Although they have been an asset to our department, it would benefit the program to add an additional permanent bonded cashier position for our growing clinic floor. When we do not have Cal/WORKS student to run the front desk, enrolled students run the front desk. Due to the the high volume of cash we collect, it would be best if the cashier position was held by an official licensed and bonded part-time classified staff member at an annual cost of approximately $22,000.

Fourth Full-time Cosmetology Instructor

It is recommended that a fourth full-time cosmetology instructor is hired to ensure freshman courses have a full-time instructor to lead the courses at an annual cost ranging from $59,588.00 to $89,569.00.

<u>Staffing Needs and Recommendations (2–4+ years)</u>

Esthetics Instructor

As our department grows, and new infrastructure is completed, we remain open to offering an esthetics program. The programs would require an additional full-time esthetics instructor, at an annual cost ranging from $59,588.00 to $89,569.00. The esthetics program would serve as an entry point into the cosmetology field and enable students to access jobs faster; only 600 course hours are required to take the esthetics exam, as opposed to the 1,000 hours required to take the cosmetology exam. Additionally, with recent funding formulas becoming effective in the near future, the number of certificates offered through a new esthetics program would foster supplementary funding for our institution.

List any related recommendations.

<u>Overview of Recommendations</u>

In Spring 2023 the Academic Senate approved moving forward with developing curriculum for a Cosmetology Teacher Training Program. Hiring a coordinator, a teacher aid, a bonded cashier, and a fourth full-time cosmetology instructor will foster consistency in our program. In turn, our program will be better prepared to incorporate a Cosmetology Teacher Training Program into our existing program.

Academic Program Review: (9) Direction and Vision First Submission: Version by **Moore, Sean** on **07/11/2024 21:16**

Describe relevant changes within the academic field/industry. How will these changes impact the program in the next four years?

<u>Changes within the Academic Field Industry</u>

The state of California has reduced required cosmetology clock-hours for licensure from 1,600 to 1,000. This substantial change caused cosmetology courses and program revisions in Curriqunet. As a result, new 1,000 hour student time cards needed to be designed that align with the new curriculum and available to view below. The reduction in hours may cause our advanced clinic floor to have fewer students enrolled because, based on attendance, they may not need COSM - 114 and COSM - 116 to complete their clock-hours.

Front of Time Card

Compton College - Cosmetology Student Weekly Record   Student #

Week #

	Print First Name		Print Last Name					
Practical Training	Prior	Mon	Tues	Wed	Thurs	Fri	Week Total	New Total
75 op	Wet Style Thermal						0	0
60 op	Permanent Waving Chemical Straightening						0	0
100 op	Hair Coloring Hair Bleaching						0	0
100 op	Haircutting Clipper Cut						0	0
100 op	Facials Make-Up						0	0
50 op	Hair Removal/ Eyebrow Lash Beautification						0	0
20 op	Manicuring Pedicuring						0	0
50 op	Artificial Nails Nail Wraps						0	0
80 op	Disinfection & Sanitation						0	0

Hours   0

Monday	Tuesday	Wednesday	Thursday	Friday	
					Prior Clock Hours
Instructors Signature	Instructors Signature	Instructors Signature	Instructors Signature	Instructors Signature	
					Total Clock Hours
Students Signature	Students Signature	Students Signature	Students Signature	Students Signature	0.00

Back of Time Card

Technical Instruction	Prior	Mon	Tues	Wed	Thurs	Fri	Week Total	Total

30 hrs	**Hairstyling** Hair analysis, shampooing, finger waving, pin curling, comb cuts, straightening, waving, thermal styling	0	0
30 hrs	**Permanent Waving & Chemical Straightening** Acid & alkalie Permanent waving, chemical straightening, sodium hydroxide & other base solutions	0	0
60 hrs	**Hair Coloring/Bleaching** PD & strand test, safety, formula mixing, tinting , bleaching, hi & low lights, dye removers	0	0
20 hrs	**Haircutting** Use of scissors, razor (shaper), electrical clippers/trimmers & thinning (tapering) shears for wet & dry cutting	0	0
50 hrs	**Manual Electrical/Chemical Facial/ Make-up** Manual Facials. cleansing, scientific manipulations, packs and masks. Electrical Modalities, dermal lights & electrical apparatus for facials.	0	0
25 hrs	**Eyebrow & Lash Beautification/Hair Removal** Eyebrow Arching and Hair Removal, including the use of wax, tweezers, (electric/manual) & depilatories for the removal of superfluous hair.	0	0
10 hrs	**Manicuring and Pedicuring** Water & oil manicure, including nail analysis & hand/foot/arm/ankle massage	0	0
20 hrs	**Artificial Nails & Wraps & Acrylics** Liquid and powder brush-ons, artificial nail tips, nail wraps and repairs	0	0
20 hrs	**Laws and Regulations** The Barbering and Cosmetology Act and the Board's Rules and Regulations	0	0
15 hrs	**Health & Safety Considerations** Cosmetology chemistry. Chemical & physical changes in matter. Hazardous substances, Electricity, bacteriology, diseases & MSDS	0	0
20 hrs	**Disinfection & Sanitation** Disinfection and Sanitation. Proper procedures to protect the health & safety of the consumer & technician. Disinfection procedures.	0	0
15 hrs	**Anatomy & Physiology** Human Anatomy, Human Physiology	0	0

Instructors note:

I certify under penalty of perjury under the laws of the State of California that all the information contained herein is true and correct.

Signature of Student   Signature of Instructor   Signature of Assistant

Explain the direction and vision of the program and how you plan to achieve it.

<u>Direction and Vision</u>

The direction and vision for our program is structured around an organizational culture of growth that supports student learning in diverse areas of the beauty industry.

Esthetics Program

Depending on the new infrastructure, esthetics curriculum may be re-activated and implemented to create a new esthetics program. The contemporary program will allow students to earn

an esthetics license upon completing 600 course hours. This exciting development will allow each student to earn a certificate and gain entry into the growing skin care trade. Because the program is completed in less time than the cosmetology license, students may enter the workforce at a faster pace and begin earning current industry wages.

Cosmetology Teacher Training Program
A second program that may be considered is a teacher training program that requires 600 clock-hours. The Academic Senate approved moving forward with designing the curriculum in Spring 2023.

Crossover Barber Program
Thirdly, a crossover barber program may be considered that will allow current cosmetology license holders to earn the 200 clock-hours necessary to take the barber's exam through the State Board of Barbering and Cosmetology. The potential barber program, like the esthetics program, may also provide a certificate to each graduating student. At this time, the Academic Senate has not approved moving forward with designing a barber curriculum.

<u>Overview</u>
Although these three programs offer enrollment pipelines that potentially increase student numbers on campus and foster academic funding in correlation with the new funding formula, the primarily goal is to foster student success in career technology training so students may earn a livable wage. Seeing these new programs come to fruition will require the support of requested recommendations identified throughout program review sections being achieved.

List any related recommendations.
<u>Related Recommendations and Overview</u>
Related recommendations are intertwined with staffing recommendations, infrastructure developments, and new program curriculum design. In order to best implement new programs, the staffing recommendations of a coordinator, esthetics instructor, bonded cashier, fourth full-time cosmetology instructor, and a teacher aid is essential to effective departmental consistency. To ensure the completed design is conducive to future program growth opportunities, all full-time cosmetology instructors should be consistently involved throughout infrastructure developments.

Academic Program Review: (10) Prioritized Recommendations First Submission: Version by **Moore, Sean** on **07/08/2024 00:16**

Provide a single, prioritized list of recommendations and needs for your program/department (drawn from your recommendations in sections 2-8). Include cost estimates and list the college strategic initiative that supports each recommendation.

1. Invite ca counselor to beginning and advanced courses to foster certificate and degree student application completion information.
2. Streamlining the process for students to receive their certificates upon reaching program requirements would foster increasing the number of certificates achieved. Hiring a coordinator to oversee certificate processes as a primary duty would assist achieving this aim.
3. The program review survey can be further tailored to differentiate among the two campuses with specific questions related to Cosmetology Program students. It is recommended to meet with the Department of Institutional Effectiveness to request the modification of the survey questions to produce accurate data.
4. Updated timeclock systems that employ biometric time reporting.
5. The front desk / reception area would be able to manage more accurately with computer scheduling.
6. The front desk currently accepts only cash. Adding credit payment services would give patrons more options for payments.
7. To ensure accuracy and accounting of all products inside the dispensary, inventory software systems would be beneficial.
8. Hire a part-time dispensary evening person at Paramount to manage timecards.
9. It is common among CCC Cosmetology Programs to have a coordinator. Provided the growth and size of our program, which includes the CC day and evening program and the PAS day off-site location, we require a coordinator to maintain consistency within our program. A coordinator contributes to the department running smoothly and their duties may include, yet not limited to, ordering kits, ordering books, scheduling field trips, and acting as a liaison between our department and other campus departments. Filling a coordinator position would cost approximately $45,000.

10. Additionally, having a full-time cosmetology aide to share between rooms TV-1 and TV-4 would benefit the quality of one on one instruction provided to all students at a cost of approximately $45,000.
11. We have had the wonderful opportunity to employ CC students through CaL/WORKS to run our front desk. Although they have been an asset to our department, it would benefit the program to add an additional permanent bonded cashier position for our growing clinic floor. When we do not have Cal/WORKS student to run the front desk, enrolled students run the front desk. Due to the high volume of cash we collect, it would be best if the cashier position was held by an official licensed and bonded part-time classified staff member at an annual cost of approximately $22,000.
12. As our department grows, and new infrastructure is completed, we remain open to offering an esthetics program. The programs would require an additional full-time esthetics instructor, at an annual cost ranging from $59,588.00 to $89,569.00. The esthetics program would serve as an entry point into the cosmetology field and enable students to access jobs faster; only 600 course hours are required to take the esthetics exam, as opposed to the 1,000 hours required to take the cosmetology exam. Additionally, with recent funding formulas becoming effective in the near future, the number of certificates offered through a new esthetics program would foster supplementary funding for our institution.