COSMETOLOGY
Instructional Program Review 2010-2011

Spring 2012

Prepared by

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COSMETOLOGY Program Review Committee Members

Name	Title
Dr. Irene Malmgren	VP Academic Affairs
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Jeremy Clark	Academic Senate Representative
Rachel Mead	Curriculum Representative
Jim Woolum	Program Review Coordinator

PROGRAM REVIEW – COSMETOLOGY

The final summary of the program review process for COSMETOLOGY is attached to this page.

I affirm that this program has been reviewed according to the accepted District procedures for program review and that the final summary accurately reflects the consensus of the members of the review committee.

James Lancaster, Dean of Career and Technical Programs, Continuing Education	date
Michelle Plug, Articulation Officer	date
David Kary, Chair of Curriculum Committee	date
Irene Malmgren, Vice President of Academic Affairs	date
Roberta Eisel, Academic Senate President	date
Geraldine M. Perri, Superintendent/President	date

It will be the department's responsibility to communicate review recommendations with additional offices and services.

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1. Executive Summary
COSMETOLOGY

A. Program History/Description

This program prepares students who have successfully completed fifty-six units of applied preparation in lecture and lab experience to take the California Board of Barbering and Cosmetology examination to become licensed cosmetologists. The program uses Pivot Point Methodology. Of these 56 units, 18 units can be applied towards an Associate of Science Degree in Cosmetology. In this program, students are taught chemical reformation of the hair, haircoloring, hairsculpting, physical restructuring of the hair, manicuring, skin care, and salon management techniques.

The Advisory Council consists of 11 members, including graduates of the program, salon owners and managers who hire students from the program.

B. Strengths/Effective Practices

The strengths of the Citrus Cosmetology Department are numerous. First and foremost is preparation of students to enter the cosmetology industry workforce with the highest degree of professionalism, creativity and ability. Citrus Cosmetology is proactive in teaching, with current industry trends and standards as the priority for student success.

Curriculum has evolved to meet the growing demand to partner technology and technical artistry into the pedagogy of cosmetology instruction. This program prepares students with instruction, digital photography, an art exhibit with hair as the medium, an annual competitive hair show, philanthropic work, a course with salon success as the goal, student-generated I-movie tutorials, digital before and after work on models, and a Facebook page to show student work and market the program to past, current and future students as well as professional businesses.

The program is impacted and experiences high enrollment. Citrus Cosmetology is one of the best programs in Southern California. The reputation is supported by the attainment of student outcomes and course objectives. The program has been designed to promote highly prepared cosmetologists ready for the workforce. Students complete modules that specialize in the theory and practical instruction of haircutting, hair coloring, chemical reformation, hair design, skin care, nail care, and salon business at beginning, intermediate and advanced levels. The program evolves when needed to constantly improve student success.

Recently, the department changed the sequencing of classes. The new sequencing allows students to decide which specialty fits their interests taking the prerequisite and core courses.

The program has also adapted to ongoing changes the State Board of Barbering and Cosmetology recently made regarding testing and licensure. The State Board of Barbering and Cosmetology twice changed the method of testing with two months notice; Citrus Cosmetology immediately adapted, learned the new testing method

and forwarded this to students. The data from January 1, 2004 to November 2, 2010 shows that of 1058 candidates, 885 (84%) passed the practical portion of the examination with a score of 80% or better. The pass rate on the practical exam from April 1, 2011 through June 30, 2011 was 100%.

Cosmetology students are highly encouraged to seek an Associate Degree. The program is in line with the current Student Success Task Force recommendations to provide Career/Technical education, which prepares students to enter the workforce. Also, the Cosmetology program serves underrepresented students; specifically, program data reflects that 32.5% of Citrus Cosmetology students are Hispanic/Latino, 2.6% Asian and1.6% Black/African American. The student body reflects the diversity of the community we serve.

C. **Weaknesses/Lessons Learned**
Although Citrus Cosmetology Department is an excellent program there are several areas where improvement should occur.

1. The addition of a basic skills prerequisite/co-requisite course could improve the success of those students who need extra instruction and for whom English is their second language. This will improve the reading and comprehension levels of the candidates.

2. This program can improve the dialogue between High School Vocational ROP programs that offer cosmetology at their institutions and offer articulation into Citrus Cosmetology. An assessment exam would determine the acquired instruction prospective students have and allow those who pass into the program, forgoing the introductory level course.

3. A new electronic clock is replacing the old paper-driven system. The system documents all criteria required and is a more accurate form of documenting data. Also, this method is more technologically current in the business of cosmetology and schedules appointments, develops a client database, and retains client information and tracking inventory.

4. The projectors and smart boards are aging. Requests have been submitted for replacement.

5. Faculty would like a conference/meeting room close to their classroom area.

D. **Recommendations/Next Steps**
1. Recruit a new advisory committee made up of business owners and professional stylists, selected from a boarder segment of the profession. Including members of industry that are not connected to Citrus College will achieve a more honest. Choosing members based on their innovative ideas for the future of the cosmetology industry should prove to be more successful.

2. Increasing the number of full-time faculty to 12 within the next six years will

improve the continuity of instruction. Students will benefit from knowing no matter which facet of the program they are enrolled in (day or evening) the curriculum will be taught with the same rigor. As we move into the age of technology in salons, the implementation and understanding of electronic record keeping is essential for future professional cosmetologists and estheticians.

3. Implement a standardized assessment of Program Student Learning Outcomes, given in the beginning (freshman) class during the first week of instruction and again during the first week of the final class. This would serve to document the effective use of the curriculum to achieve program goals.

4. Facility needs: The addition of updated presentation equipment would benefit students. Faculty would like a work room and individual offices. The department would benefit from a larger hot water heater. Ergonomic equipment i.e.: shampoo bowls, shampoo and styling chairs are also needed.

ESTHETICIAN

A. Program History/Description

The Esthetician Program is a career/technical program that is a subset of the cosmetology program. It provides students with fundamental skills and knowledge related to healthy skin care, such as theoretical science, sanitation and disinfecting procedures, the safe employment of electricial modalities, various make-up applications, and cosmetic hair removal techniques. Courses lead to a certificate of achievement as an Esthetician Upon completion of 19 units of course work, students are qualified to take the State Board of Barbering and Cosmetology examination to become a licensed esthetician.

The Advisory Council consists of nine members, including graduates of the program, advanced makeup academy owners, school owners, salon owners, and other professionals from medical facilities and spas.

B. Strengths/Effective Practices

 1. The Barbering and Cosmetology examination statistics from 01/01/2004 to 11/02/2010 reports that of the 561 Citrus College candidates taking the practical examination, 549 (98 %) passed. By contrast, the Board of Barbering and Cosmetology average per esthetician school is a 75% Pass/Fail Rate for Written Esthetician.

2. The incorporation of guest speakers, former students who are currently working in the industry, contributes to the content-rich curriculum.

3. The curriculum exceeds minimum requirements outlined by the California State Board of Barbering and Cosmetology in the area of skin care, theory, lab, and clinical experience. This prepares students to confidently enter the industry ready to work.

C. Weaknesses/Lessons Learned

 The need for faculty trained in Esthetics (one new faculty member was hired Spring 2012).

D. Recommendations/Next Steps

1. The replacement of auxiliary video equipment with current technology is needed to provide students with a quality learning environment.

2. Need to examine the feasibility of providing additional space for program-specific learning environment/simulation.

2. Faculty

Full-Time Faculty	Adjunct Faculty
Salvador Hernandez	Jane Aplanalp
Sally Carver-Merkel	Carmen Betancourt
Albert Gracino	Scott Botma
Rachael Mead	Keisha Bowen
Maria Morrish	Felipe Felix
Susan Bautista	Irma Figueroa
Grace Lucido	Buchansha Graves
Patty Glover	Daniel Holm
	Cheryl Johnson
	Eugene Rock
	Theodore Schraff
	Antonio Valdez

3. Program description and mission

The Cosmetology Program prepares students who have successfully completed 56 units of applied preparation in lecture and lab experience to take the state mandated cosmetology examination to become a licensed cosmetologist. The department also offers advanced courses for licensed cosmetologists and licensed estheticians.

The curriculum offers theoretical and practical disciplines as well as interactive demonstrations and hands-on applications that teach students to utilize knowledge, language and skills for career opportunities in Haircutting, Hairstyling, Haircoloring, Chemical Specialist, Skin and Nail Spas, Sales and Entrepreneurship. Students will understand the importance of professionalism and artistic endeavor in this diverse industry through inspiration and challenge. This program of study also enables students to prepare and pass the California Board of Barbering and Cosmetology examinations.

4. Program Goals and Objectives

The goals and objectives of the Cosmetology/Esthetician Program are:
   a) Provide basic cosmetology knowledge and skills for students.
   b) Prepare students to pass the California State Board of Barbering and Cosmetology licensure examination.
   c) Provide courses required for students to complete certificates.
   d) Prepare students to enter the job market with clear knowledge of current industry trends, standards and technology.
   e) Support students in the completion of the Associate of Science degree in Cosmetology in addition to fulfilling the licensing requirements

5. Review of previous recommendations

Mission

a) Develop Student Learning Outcomes (SLOs) for all department curriculum: beginning in spring 2005 and completing by spring 2006.
  - Response: Student Learning Outcomes have been successfully developed for all department curriculum.

b) Integrate the Cosmetology program with the business department to learn basic business methodology.
  - Response: At this time, classes relating to the business aspect of Cosmetology have not been integrated with the college's Business Department, however information regarding business is being taught within the current curriculum. Students also have the option of completing an Associates of Science Degree with a business emphasis.

c) Increase number of students receiving Associate Degrees.
  - Response: The number of students receiving degrees has increased during the review period. Six students received a degree in 2004-2005 and that number increased to 12 in 2009-2010. During the review period the total number of degrees awarded was 57.

d) Increase student enrollment in the Evening Program.
  - Response: Due to the economic crisis, the number of sections offered during the evening hours has been reduced.

e) Utilize marketing and recruitment to attract more students.
  - Response: The Cosmetology/Esthetician program is impacted.

f) Develop a database tracking system for postgraduates and salons for accountability and recruiting.
  - Response: At this time a tracking system has not been developed. A high number of cosmetologists and estheticians are independent contractors making it difficult to track them.

g) Encourage partnerships with industry to enhance the program.
  - Response: Industry representatives are utilized as guest speakers and students perform salon observations as a portion of class work, however state regulations prohibit active participation within the industry prior to licensing.

h) Incorporate the Barbering Program into the Cosmetology Department.
  - Response: Discussion of a barber program has begun. The discussion has included both the full program and the 400 hour crossover program (students must have a Cosmetology license and then complete an additional 400 hours of Barbering Skills training). Faculty agree that the space is available for the 400 hour program to be taught as a part of the advanced training curriculum, however, there is currently not enough space available for a full time Barbering program. There is currently no other barbering program available in the area.

i) Advisory committee recommends:
  1. Increasing frequency of Advisory meetings.
    - Response: At this time the committee meets once a year in the fall semester. However, increasing the frequency of meeting is a viable method for improving communication between the department and the professional community. Beginning Fall 2012, two meetings will be scheduled each year.

  2. Offering Continuing Education classes
    - Response: Continuing Education classes have not been offered. However, this is an area worth discussion.

  3. Incorporating advanced classes into salon apprenticeship programs.
    - Response: The cosmetology department does not currently have an apprenticeship agreement with any salon.

  4.In-service workshops.
    - Response: In-service workshops are scheduled as the program changes and updates become available from Pivot Point or from product and equipment providers. Pivot Point provides two classes per year, as does Redken and other company sponsors.

  5. Structure post-graduate classes in nine-week blocks. A review of recommendations as first made in the last six-year review and as updated annually.
    - Response: Future post graduate classes will be scheduled in 8-week blocks as outlined the current curriculum.

Need

a) Industry representatives should continue to be solicited for partnerships and the Cosmetology Advisory Committee from a broader spectrum of the business community.
  - Response: Beginning Fall 2012 meetings will be scheduled twice a year, one in October and one in April. Additional or new representatives to the Advisory Committee will be considered each year.

b) Develop a Salon Skills class requisite to cosmetology to better prepare students for entering the salon industry. This class would have a basis in Milady and Pivot Point "People Skills" module as well as state program "Personal and Professional Ethics" module.
  - Response: Pivot Point no longer uses "People Skills" module, but faculty have included materials from this area in a "Salon Success" module. The focus is on entry level salon skills, business and communication. A practicum lab addressing Candidate Information Bulletin Cosmetology and Candidate Information Bulletin Esthetics has been added to our program.

c) Additional full-time faculty to replace faculty lost through retirement to maintain consistency in the program, to increase diversity and to help facilitate Citrus College needs relative to full-time/part-time ratio.

- Response: One new instructor was hired in Fall 2010. An additional hire occurred in Spring 2012.

d) Our students need to be supported by instructors who are committed to Citrus College and its students and who are active in other areas of the institution through membership on committees and who are woven into the fabric of the institution.
 - Response: Faculty members are active on several committees including the Citrus College Faculty Association, Academic Senate, the Student Services Committtee and Grants Committee. Faculty collaborate with faculty members from other departments on campus such Performing Arts and Photography. Faculty provide support to students through the Cosmetology Club, campus activities such as the annual Hair Show, a collaborative gallery exhibit with photography and supervising community service activities that include Foothill Unity's back to school event, The Fred Jordon Mission's Back to school and Mother's Day event and Azusa Pacific University's annual Multi-cultural Fashion Show.

e) Encourage students to take business and computer courses related to the cosmetology industry (Advisory recommendation).
 - Response: While encouraging the students to take business courses outside of the discipline, the department developed a course, Salon Success, that specifically deals with the business side of the discipline -- Cosmetology/Esthetician. This course targets interpersonal skills, decision-making, communication basics, goal-setting, personal organization, clientele building, resume writing, the interview process, and overall success strategies for any business.

f) Schedule weekend workshops for advanced subject matter (Advisory recommendation).
 - Response: There has been a low level of interest in weekend courses from the students and current budget restrictions do not support addition of courses or sections. This may also be addressed as a Community Education and Non-Credit program.

g) Continue instructor technology training required to support new multimedia Milady and Pivot Point instructional programs.
 - Response: The program has shifted exclusively to the Pivot Point methodology. Two classes are provided annually as a portion of our institutional contract and faculty may attend additional courses at other institutions at no cost. During Spring 2009, several members of the faculty attended Pivot Point training at Golden West College.
Fall 2010, faculty attended Pivot Point training at Fullerton College. Faculty has access to all Pivot Point materials online. All faculty members and students are encouraged to utilize Blackboard in order to support the campus' efforts to reduce paper usage and go green.

h) Develop and market Cosmetology AA/AS degree.
 - Response: AA/ AS degrees are in place. Although the faculty encourages the completion of an associate degree either concurrently or after the completion of the program, students are advised to schedule a session with the vocational counselor prior to program completion.

i) Provide remediation for under-prepared or learning disabled students to succeed in the program.
  - Response: Under-prepared students are encouraged to utilize instructor office hours for individualized assistance. Disabled Students are referred to DSP&S for assistance.

j) Review instructor load.
  - Response: Instructor load was revised in 2010 through contract modification.

k) Increase enrollment in the evening programs.
  - Response: Due to the economic crisis, the number of sections offered during the evening hours has been reduced. The evening program is currently under review.

Quality

a) Faculty to support professional organizations and legislative bodies.
  - Response: Currently the faculty is associated with the following: The National Cosmetology Educators, Active Representative of the California Barbering and Cosmetology Board, National Hairdressers Association, Professional Beauty Association. The faculty would like to have an active role in Sacramento regarding the evolving changes occurring at the State level.

b) Improve availability of basic skills for cosmetology students.
  - Response: Dialogue has begun on this subject. A committee will be formed to look into the feasibility of integrating a basic skills class into COS 141, through writing assignments, projects requiring computation, calculation and critical thinking.

c) Earlier student assessment: first three days of class.
  - Response: Students will be referred to the Early Alert Program.

d) Continue to update faculty on new industry trends and programs.
  - Response: As stylist and speakers are invited into the school to give presentations for the students, the faculty is encouraged to attend. Many of our faculty continue to work in salons.

e) Increase faculty and student diversity.
  - Response: Citrus College has been recognized as an institution that serves under-represented minority groups. This department will target our feeder high school's that represent this demographic.

f) Improve student's success rate for passing state board examination.
  - Response: The Pivot point Salon Success Module has been implemented in order to better utilize lab time as an assessment tool of the student's proficiency in the state board practical applications. During the first quarter of 2011, the state board pass rate for Citrus students was 85% as compared to prior sessions where the rate averaged 75%.

g) Review courses for sensitivity to cultural differences and ethics in the context of cosmetology.

- Response: All courses have been updated during the restructuring of the Cosmetology program from an eighteen week format to our current sixteen week format.

h) Reinforce existing curriculum to bring cosmetology courses to a technological level of current industry standards (Advisory recommendation).
  - Response: Cosmetology is adapting an electronic system for tracking student hours and scheduling client services and appointments. The system should be operational in Fall 2012.

i) Complete Student Learning Outcomes (SLOs) for all program curriculum.
  - Response: All courses have been updated to include Student Learning Outcomes and SLOs are included in the syllabi.

Feasibility

a) Ongoing funding in the budget for Milady and Pivot Point Systems modules to support annual lease and faculty training.
  - Response: The Milady format has been discontinued. Adequate funding has been provided to support Pivot Point systems.

b) Incorporate Pivot Point module faculty needs to update technical knowledge for program instruction.
  - Response: All faculty members have been trained in the Pivot Point methodology and receive annual updates.

c) Continue with new instructional technology for teachers.
  - Response: Emerging technologies are identified and sought through the budget process. The Annual Program Review process will be used to request future funding. VTEA funds will be sought in 2012 - 2013 to improve program success.

d) Establish a multi-media library to support Esthetician curriculum.
  - Response: The department wants newer media: DVD's, on-line exams, on-line tutorials, etc. This multi-media library can be housed at the campus library.

e) Provide computers for on-line research and project planning for the Esthetician program.
  - Response: Computer labs are available for student use. There are also labs in the automotive department and business department that may be reserved for instruction.

f) The Cosmetology Program would like nine full-time day instructors and two full-time evening instructors: This reflects one full-time lead teacher for every scheduled program.
  - Response: One instructor was hired for Fall 2010 and another for Fall 2012. We currently have seven full time faculty members who provide instruction during day and evening classes.

g) Provide writing, business and critical thinking classes for students.
  - Response: These skills are included in the cosmetology curriculum and activities. Students receive instruction on how to proficiently write resumes, descriptions and

theoretical commentary. Writing skills are developed though activities such as outlines, formulations, and worksheets. Critical thinking is demonstrated by the students through client consultation and role play.

h) Develop an Advanced Salon course designed to meet prerequisite criteria.
  - Response: Advanced salon courses would be under post graduate courses or Community Education and Non-Credit.

i) Classrooms need special neutral lighting for accuracy in hair color development.
  - Response: A request to Facilities has been submitted.

j) Additional departmental flex day to be used for professional growth specific to the Cosmetology Department.
  - Response: Faculty will participate in campus-wide discussions regarding flex day and any staff development activities.

Compliance

a) Complete Student Learning Outcomes for all department curriculum by end of Spring 2006
  - Response: Student Learning Outcomes are complete.

6. List and Review of Degrees, Certificates, and Awards

The Cosmetology Program of Study leads to an Associate of Science Degree. This degree requires the successful completion of 56 units of coursework. Completion of this degree also prepares students to take the State Board of Cosmetology examination, earn a certificate and become a licensed cosmetologist.

Degree or Certificate Title	Date last reviewed by Curriculum	Average number of awards each year	Date degree SLOs written	Date degree SLOs Assessed	Date last reviewed by Advisory Council
Certificate of Achievement Cosmetology	Spring 2010	388	2009-2010	not assessed	Not reviewed
Associate of Science - Cosmetology	Spring 2010	10	2009-2010	not assessed	Not reviewed
Certificate of Achievement Esthetician	Spring 2010	74	2009-2010	not assessed	10/15/10

Degrees and Certificates awarded during the previous six years

Associate of Science: Cosmetology-57

Certificate of Achievement: Cosmetology - 2330

Certificate of Achievement: Esthetician - 444

Certificates of Achievement in the Esthetician area decreased from 69 awards in 2006-07 to 21 awarded in 2007-08. In 2008-09, 28 certificates were awarded. The decrease is primarily due to elimination of the evening program in Esthetics.

7. List of Industry-Based Standard Certificates and Licenses

Cosmetology

Esthetician

Cosmetology
The data from January 1, 2004 to November 2, 2010 shows that 885 candidates were awarded a cosmetology license from the California State board of Barbering and Cosmetology.

Through participation in the Pivot Point methodology, each student receives a certificate of completion for the following areas at the cosmetology/esthetician graduation ceremony: Hair Sculpture, Hair Design, Hair Texturizing, Hair Color, and Esthetician. These certificates are recognized within the industry; however they are not a requirement for licensing.

Esthetician

The data from January 1, 2004 to November 2, 2010 shows that 453 candidates were awarded an esthetician license from the California State board of Barbering and Cosmetology.

8. Advisory Committees

The program has two Advisory Committees. One group advises the Cosmetology Program and the other advises the Esthetics Program. Advisory The committees meets on two times a year one meeting to be held in the Fall Semester and one meeting to be held in the Spring Semester. The members have diverse experience in the industry and include former Citrus College Cosmetology students who have successfully entered the career field.

Cosmetology Advisory Committee

Name	Position / Company
Cris McConel	Cosmetologist/Mane Street Salon
Patti Horwath	Consultant/ P&G- Wella
Victor Valverde	Owner/ Salon Sessions
David Para	Cosmetologist/Strands Salon
Albert Cortez	Cosmetologist/Tamtrum Salon & Store*
Cindy Pritchard	Cosmetologist/Supercuts
Deanna Norrdin	Owner/Clippings Hair Design

Esthetician Advisory Committee

Name	Position / Company
Dr. Daniel Gormley	Dermatologist/Foothill Clinic
Alejandra Barranza	Makeup Artist, Former Student/TNT Agency
Hector Barranza	Make Up Academy Owner/ TNT Agency
Lori Paley	Esthetician, Former Student/ salon owner
Sari Snyder	Owner of Aesthetics International
Annmarie Torres	Esthetician/Former Student, Allure Salon

9. Program Student Learning Outcomes

Cosmetology

The Cosmetology Program has adopted the Institutional General Education Competencies of Citrus College (as approved by Steering December 8, 2008). General education competencies serve as a common set of core curricular components identified and defined by faculty. Student learning outcomes are behaviors based on these competencies.

Any student transferring, completing a degree or certificate from Citrus College, must demonstrate effectively assessed awareness, understanding, knowledge, skills, and abilities in the selected competencies.

Students completing courses in the Cosmetology Program will have acquired the following competencies:

1) Communication (personal expression and information acquisition)
Students will be familiar with terminology related to the cosmetology industry and explain procedures, processes, and health and safety hazards to clients.

2) Computation
Students will determine the appropriate formula , ratios, and percentage of chemical compunds used during procedures.

3) Creative, Critical, and Analytical Thinking, and Information Competency
Students will be able to identify the appropriate procedure, processes, and supplies necessary for client service.

4) Community/Global Consciousness and Responsibility

5) Technology

6) Discipline / (Subject Area Specific Content Material)
Students will develop the industry skills necessary to pass the California State Board of Barbering and Cosmetology exam.

Esthetician

The Esthetician Program has adopted the Institutional General Education Competencies of Citrus College (as approved by Steering December 8, 2008). General education competencies serve as a common set of core curricular components identified and defined by faculty. Student learning outcomes are behaviors based on these competencies.

Any student transferring, completing a degree or certificate from Citrus College, must demonstrate effectively assessed awareness, understanding, knowledge, skills, and abilities in the selected competencies.
Students completing courses in the Esthetician Program will have acquired the following competencies:

1) Communication (personal expression and information acquisition)
Understand the components of creating a professional atmosphere through observation, demonstration, client interaction, and exams.

2) Computation

3) Creative, Critical, and Analytical Thinking, and Information Competency
Develop confidence, proficiency and appreciation for the specialized knowledge required for a lucrative career within a professional environment through interaction with clients, peers, observation and practical.

4) Community/Global Consciousness and Responsibility

5) Technology

6) Discipline / (Subject Area Specific Content Material)
a) Recognize facial treatment philosophies through observation, demonstration and exams.

b) Master the art of makeup design and hair removal to ensure success in the industry through observation, demonstration and exams.

c) Successfully complete 600 hours and pass the California State Board exams through exams, observation and demonstration.

10. Curriculum Review and Student Learning Outcomes Assessment

Curriculum/ SLO Assessment Map: Cosmetology

CC 1: Communication	CC 4: Community/global consciousness and responsibility
CC 2: Computation	CC 5: Technology
CC 3: Creative, Critical, ad analytical thinking, information competency	CC 6: Discipline/Subject Area Specific Content Material

	CC1 Familiar with terminology , processes and health and safety hazards to clients	CC2 Determine appropriate formulas, ratios, and percentage of chemical compound used during procedures	CC3 Students will be able to identify the appropriate procedures, processes and supplies necessary for client services	CC6 Students will develop industry skills necessary to pass the CA State Board of Barbering and Cosmetology exam	Date of Assessment= F11, S12 or CA=(Ongoing, Continuing Assessment)
COS 141–Introduction to Cosmetology (12 Units), Applicability-D/C/S Last Offered-SP 12, Last Curriculum Date:SP10 , Curriculum Revision Date: SP 2016 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award					
SLO 1			I	I	F11
SLO 2			I	I	F11
SLO 3	I			I	F11
SLO Key: I= Introduced, D=Developed, M=Mastered					

COS 151–Salon Success (4 Units), Applicability-D/C/S Last Offered-W12, Last Curriculum Date: SP 10 , Curriculum Revision Date: SP 2016 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award					
SLO 1	D				
SLO 2	D				W12
SLO 3	D			D	
SLO Key: I= Introduced, D=Developed, M=Mastered					

COS 161 A–Haircolor I (4 Units), Applicability-D/C/S Last Offered- SP 12, Last Curriculum Date: SP 10, Curriculum Revision Date: SP 2016 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award					
SLO 1	I	I	I	I	F11
SLO Key: I= Introduced, D=Developed, M=Mastered					

COS 161 B–Haircolor II (4 Units), Applicability-D/C/S Last Offered- SP 12, Last Curriculum Date: SP 10, Curriculum Revision Date: SP 2016 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award					
SLO 1	D				
SLO 2		D,M	D,M	D,M	S12
SLO 3		D,M	D,M		
SLO Key: I= Introduced, D=Developed, M=Mastered					

	CC1 Familiar with terminology, processes and health and safety hazards to clients	CC2 Determine appropriate formulas, ratios, and percentage of chemical compound used during procedures	CC3 Students will be able to identify the appropriate procedures, processes and supplies necessary for client services	CC6 Students will develop industry skills necessary to pass the CA State Board of Barbering and Cosmetology exam	Date of Assessment= FA11, SP12 or CA=(Ongoing, Continuing Assessment)

COS 172 A–Hair Design I (4 Units),
Applicability-D/C/S Last Offered-SP 12, Last Curriculum Date: SP 10, Curriculum Revision Date: SP 2016
Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award

SLO 1		I	I	I	F11

<center>SLO Key: I= Introduced, D=Developed, M=Mastered</center>

COS 172 B–Hair Design II (4 Units),
Applicability-D/C/S Last Offered-SP 12, Last Curriculum Date: SP 10, Curriculum Revision Date: SP 2016
Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award

SLO 1	D				
SLO 2		D	D	D	S12
SLO 3	D				

<center>SLO Key: I= Introduced, D=Developed, M=Mastered</center>

COS 178 A–Chemical Texturizing I (4 Units),
Applicability-D/C/S Last Offered-SP 12, Last Curriculum Date: SP 10, Curriculum Revision Date: SP 2016
Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award

SLO 1	I,D				F11
SLO 2		I,D		I,D	F11
SLO 3		I	I,D	I,D	

<center>SLO Key: I= Introduced, D=Developed, M=Mastered</center>

COS 178 B–Chemical Texturizing II (4 Units),
Applicability-D/C/S Last Offered-SP 12, Last Curriculum Date: SP 10, Curriculum Revision Date: SP 2016
Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award

SLO 1	D,M				S12
SLO 2		D,M	D,M	D,M	F11
SLO 3	D,M		D,M	D,M	F11

<center>SLO Key: I= Introduced, D=Developed, M=Mastered</center>

COS 181 A–Hairsculpting I (4 Units),
Applicability-D/C/S Last Offered-SP 12, Last Curriculum Date: SP 10 Curriculum Revision Date: SP 2016
Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award

SLO 1			I	I	F11
SLO 2	I				F11
SLO 3			I	I	F11

<center>SLO Key: I= Introduced, D=Developed, M=Mastered</center>

	CC1 Familiar with terminology, processes and health and safety hazards to clients	CC2 Determine appropriate formulas, ratios, and percentage of chemical compound used during procedures	CC3 Students will be able to identify the appropriate procedures, processes and supplies necessary for client services	CC6 Students will develop industry skills necessary to pass the CA State Board of Barbering and Cosmetology exam	Date of Assessment= FA11, SP12 or CA=(Ongoing, Continuing Assessment)

COS 181 B–Hairsculpting II (4 Units),
Applicability-D/C/S Last Offered-SP 12, Last Curriculum Date: SP 10 Curriculum Revision Date: SP 2016
Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award

SLO 1		D,M	D,M	D,M	S12
SLO 2	D,M				
SLO 3		D,M	D,M	D,M	
SLO Key: I= Introduced, D=Developed, M=Mastered					

COS 182–Skincare (4 Units),
Applicability-D/C/S Last Offered-SP 12, Last Curriculum Date: SP 10 Curriculum Revision Date: SP 2016:

SLO 1		I,D	I,D	I,D	F11
SLO 2			I,D	I,D	F11
SLO 3	I,D				F11
SLO Key: I= Introduced, D=Developed, M=Mastered					

COS 183–Nail Care (4 Units),
Applicability-D/C/S Last Offered-SP 12, Last Curriculum Date: SP 10 Curriculum Revision Date: SP 2016:

SLO 1	I,D				F11
SLO 2		I,D	I,D	I,D	F11
SLO 3			I,D		S12
SLO Key: I= Introduced, D=Developed, M=Mastered					

Curriculum/ SLO Assessment Map: Esthetician

CC 1: Communication	**CC 4: Community/global consciousness and Responsibility**
CC 2: Computation	**CC 5: Technology**
CC 3: Creative, Critical, ad analytical thinking, information competency	**CC 6: Discipline/Subject Area Specific Content Material**

	CC1 Understanding the component of creating a professional atmosphere through observation, demonstration, client interaction and exams.	**CC3** Develop confidence, proficiency and appreciate the specialized knowledge required for a lucrative career in a professional environment	**CC6 a** Recognize different facial treatment philosophies	**CC6 b** Master the art of makeup design and hair removal to ensure success in the industry	**CC6 c** Successfully complete 600 hours and passing Ca State Board exams	**Date of Assessment= FA11, SP12 or CA=(Ongoing, Continuing Assessment)**

COS 199 A–Esthetician I (8 Units),
Applicability-C   Last Offered-SP 12, Last Curriculum Date:SP10 , Curriculum Revision Date: SP 2016
Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award

	CC1	CC3	CC6 a	CC6 b	CC6 c	Date
SLO 1	I	I			I	SP 12
SLO 2		I	I	I	I	
SLO 3		I	I,D	I	I	
SLO 4		I	I,D	I	I	

SLO Key: I= Introduced, D=Developed, M=Mastered

COS 199 B–Esthetician II (8 Units),
Applicability-C   Last Offered-SP 12, Last Curriculum Date:SP10 , Curriculum Revision Date: SP 2016
Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award

	CC1	CC3	CC6 a	CC6 b	CC6 c	Date
SLO 1	D,M	D,M			D	
SLO 2		D	D,M	D,M	D	SP 12
SLO 3		D	D,M	D,M	D	

SLO Key: I= Introduced, D=Developed, M=Mastered

COS 199 C–Esthetician Salon Success (3 Units),
Applicability-C   Last Offered-W12, Last Curriculum Date:SP10 , Curriculum Revision Date: SP 2016
Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award

	CC1	CC3	CC6 a	CC6 b	CC6 c	Date
SLO 1	D,M				D	SP 12
SLO 2		D,M			D	
SLO 3		D,M			D	

SLO Key: I= Introduced, D=Developed, M=Mastered

11. Evaluation Criteria – Need

Labor market data from the California Employment Development Department 2008-2018 Industry Employment Projections for the Los Angeles-Long Beach-Glendale Metropolitan Division indicates that Skin Care Specialist (Estheticians) projects the largest area of growth, at 14.9%. Makeup Artists and Theatrical and Performance Occupations show an expected growth of 12.2%. The report also indicates that Self Employment will increase by 3.4% in the same period. Other areas represented in the Personal Care and Service Occupations show little or negative growth for the period reviewed.

The 2008-2018 Occupational Employment Projections for the Riverside-San Bernardino-Ontario Metropolitan Statistical Area (Riverside and San Bernardino Counties) indicate expected growth in Skin Care Specialists at a total of 15.8%, Cosmetology at a rate of 10.3% and Manicurists and Pedicurists 8.6%. Other areas of Personal Appearance Worker growth is projected at 9.9%. Self Employment shows a minimal increase.

The 2008-2018 Occupational Employment Projections for the Santa Ana-Anaheim-Irvine Metropolitan Statistical Area (Orange County) projects growth in the following areas: Skin Care Specialists at 28.8%,Cosmetologists 13.3%, Manicurists and Pedicurists 10.9%, Personal Appearance Workers 13.2%, and Self Employment 1.6%.

Projections data from the National Employment Matrix reveal positive growth rates: Cosmetologists 20%, Manicurists and pedicurists 19%, Skin care specialists 38%, and Shampooers/Assistants 15%.

For the projection years 2008-2019 the "Occupational Outlook Handbook, 2010-11 Edition" prepared by the United States Depart of Labor Bureau of Labor Statistics reports: "Employment trends are expected to vary among the different occupational specialties. Employment of hairdressers, hairstylists, and cosmetologists will increase by about 20 percent, much faster than average, while the number of barbers will increase by 12 percent, about as fast as average. This growth will primarily come from an increasing population, which will lead to greater demand for basic hair services. Additionally, the demand for hair coloring and other advanced hair treatments has increased in recent years, particularly among baby boomers and young people. This trend is expected to continue, leading to a favorable outlook for hairdressers, hairstylists, and cosmetologists."

Cosmetology programs are offered at Pasadena City College, Los Angeles Trade Tech, Fullerton College, Cerritos College, Riverside City College and Golden West College. There are also private schools in the Los Angeles / Orange County area that provide similar vocational programs. Programs in this area will be similar due to state mandated curriculum.

Student demand at Citrus College exceeds the capacity of courses available. Class offerings are generally filled within the first week of registration.

COMMENDATIONS:

Citrus Cosmetology has received the following:
 - The President of the United State of America Honor Roll for extraordinary and exemplary community service contributions - 2009
 - Foothill Unity Center's Neighbors Helping Neighbors Award - 2008
 - County of Los Angeles Community Organization Award - 2008
 - State of California Senate Certificate of Recognition - 2008
 - David & Margaret Youth and Family Services Award - 2007
 - Citrus College Service Learning Award of Recognition - 2005
 - Partners with Dermalogica--Bi-Annual Student Honor Awards

RECOMMENDATIONS:

1. Faculty should evaluate the market need for a barbering school in Los Angeles County and identify curriculum and facility requirement to implement this program by fall 2014.
2. Faculty should develop a course towards certification in Make-up due to the growing demand for this occupation.

12. Evaluation Criteria – Quality

The Cosmetology program was condensed into the 16 week schedule in Fall 2010. As a part of this change, all course outlines were updated to include course level Student Learning Outcomes. During the appraisal of the cosmetology/esthetician program three classes were added to the curriculum: Salon Success (COS151), Salon Success (COS 199C), and Hairsculpting (COS181A and B). During the review, lecture and lab hours were reviewed and adjusted to conform to the 16 week schedule.

The program supports the mission of the college in the area of development of occupational skills. Perkins IV CORE Indicators show that Cosmetology (TOP 300700) is above the goal in Core 1 (Skill Attainment 95.97 vs. goal of 87.93) and Core 2 (Completion 80.37 vs. goal of 78.95). Core 3 (Persistence in higher education) was at 60.86, below the goal of 83.62. This may be due to students who leave school to enter the workforce. Core 4 (Employment) at 72.73 is slightly below the goal of 80.33. Faculty believe that a tracking system may give us a better look at this area. Core 5 (Training leading to non-traditional employment) is well below the goal of 19.05 at 3.79.

Assessment of course level Student Learning Outcomes commenced in Fall 2011.

COMMENDATIONS:
Lecture and lab hours have been reviewed as a part of the update of curriculum.

RECOMMENDATIONS
1. Institute a system to track employment of and receive feedback from cosmetology /
esthetician graduates utilizing social media.
2. Implement a program schedule that allows students to select their own course of
career focus.

13. Evaluation Criteria – Feasibility

It is possible for full-time students to complete the program in two years as illustrated by
the program course map.

Current Cosmetology Course Map
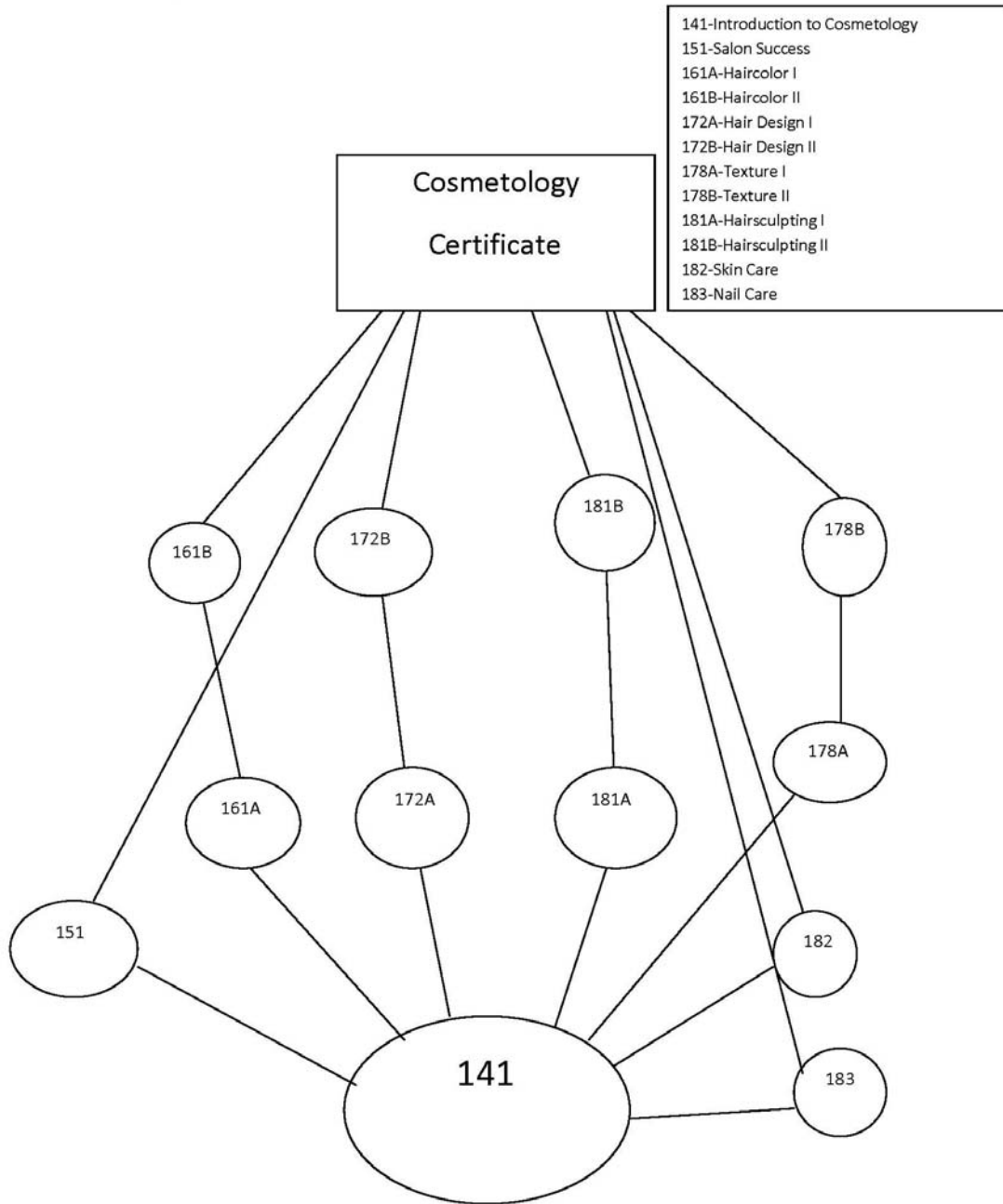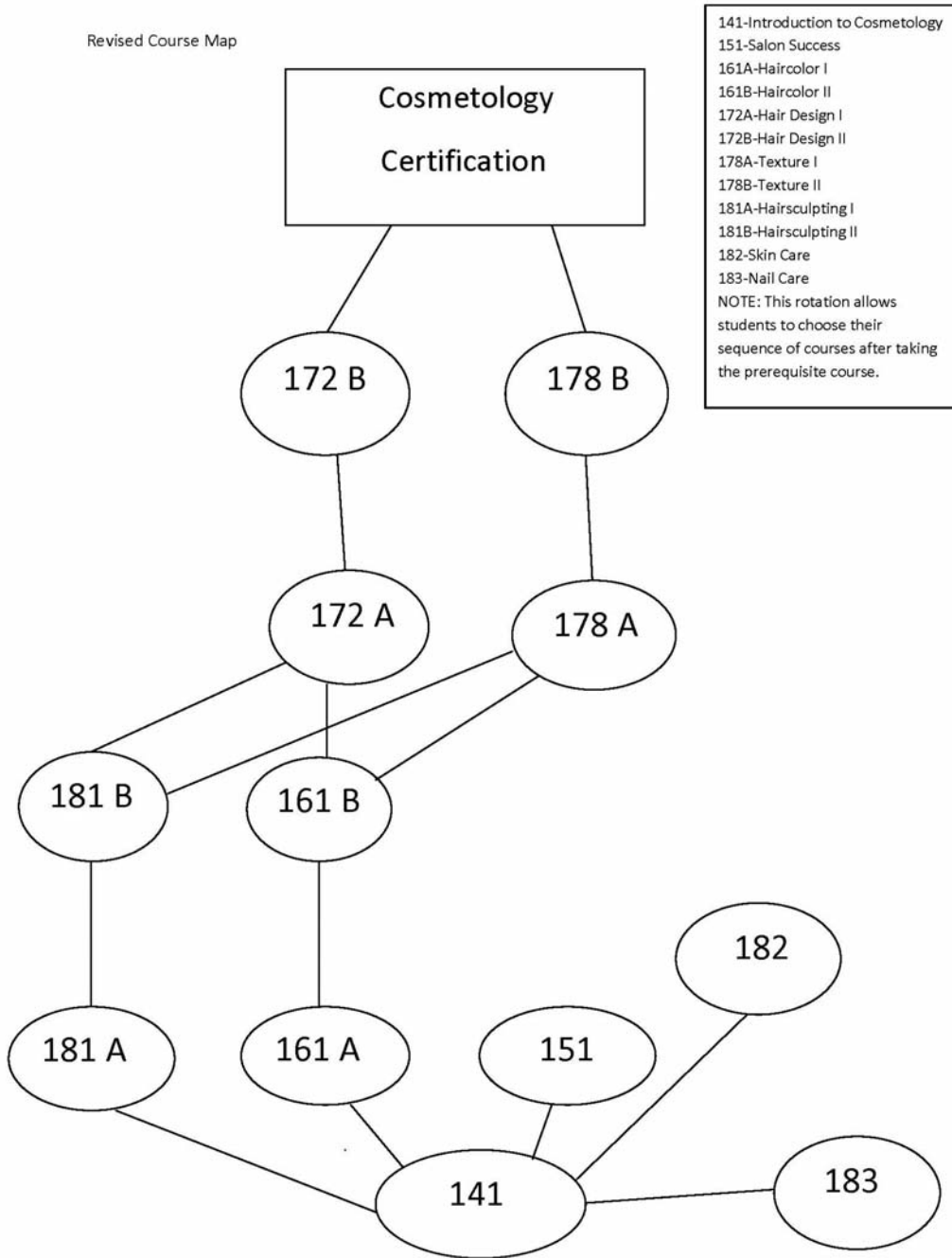
141-Introduction to Cosmetology
151-Salon Success
161A-Haircolor I
161B-Haircolor II
172A-Hair Design I
172B-Hair Design II
178A-Texture I
178B-Texture II
181A-Hairsculpting I
181B-Hairsculpting II
182-Skin Care
183-Nail Care

Revised Course Map

Cosmetology

Certification

141-Introduction to Cosmetology
151-Salon Success
161A-Haircolor I
161B-Haircolor II
172A-Hair Design I
172B-Hair Design II
178A-Texture I
178B-Texture II
181A-Hairsculpting I
181B-Hairsculpting II
182-Skin Care
183-Nail Care
NOTE: This rotation allows
students to choose their
sequence of courses after taking
the prerequisite course.

172 B

178 B

172 A

178 A

181 B

161 B

181 A

161 A

151

182

141

183

Course Map
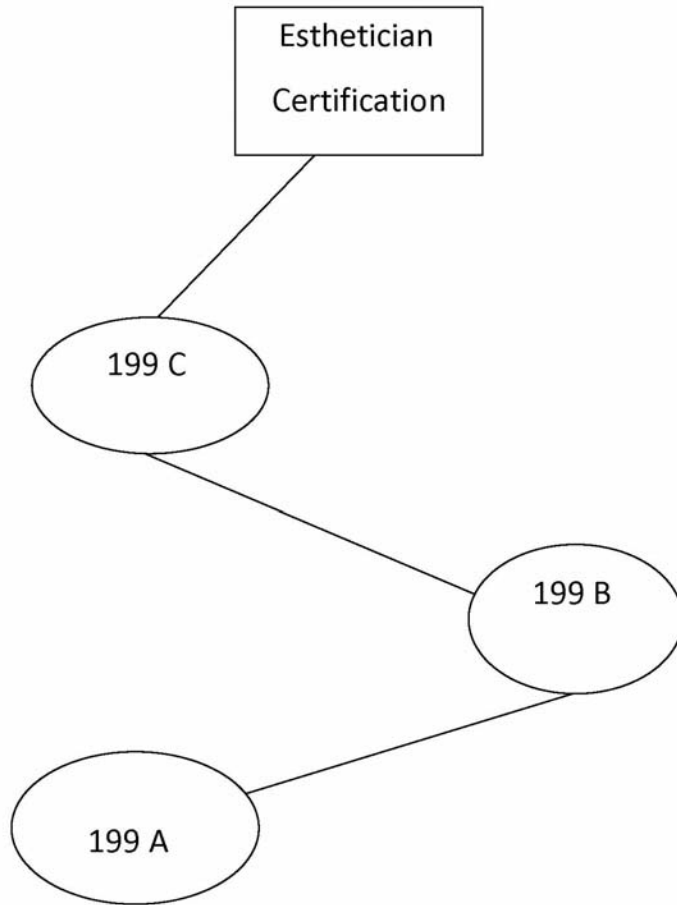
COMMENDATIONS:
1. Career and Technical Education Programs has a counselor who is aware of the needs of the students in the program. Changes in the Cosmetology and Esthetics programs will require additional CTE counselor support to ensure student completion.
2. A full time student can complete the Cosmetology program in one year and three months, or in two years and one semester taking night classes. The Esthetician program is completed in one semester and four and one-half weeks.
3. The Cosmetology program is in two formats, full-time day and part-time evening.
4. The esthetician program is in a daytime format only.

RECOMMENDATIONS

1. There is a need for an increase from 8 full-time faculty for total of 12 full-time qualified faculty which will increase consistancy through out the program.
2. A part-time day program is needed to meet the needs of non-tradational and part-time students.
3. Provide additional specialized counseling support.

14. Evaluation Criteria – Compliance

The Cosmetology program course outlines of record are compliant with the California State Board of Barbering and Cosmetology curriculum for both cosmetology and esthetics. Historically, the cosmetology advisory board met annually in the spring. Beginning Fall 2012, two meetings will be scheduled each year. The advisory is made up of industry professional and faculty.

 COMMENDATIONS:
Course outlines of record were updated and modified to convert the program to the sixteen week calandar in Fall 2010.

RECOMMENDATIONS
Review current facility to identify areas of improvement.

15. Evaluation Criteria – Other

16. Recommendations

Rank	Description of recommendation (actions or behaviors to be completed)	Responsible person(s)	Target Date	Personnel	Facilities	Equip. / Software	Supplies
1	Develop a webpage which includes a virtual tour of the department	Faculty / TECHs	Spring 2012	☐	☐	☒	☐
2	Utilize social networking media to enhance visibility of the program	Faculty	Winter 2012	☐	☐	☒	☐
3	Institute a system to track employment of cosmetology graduates	Faculty or classified staff		☒	☐	☒	☐
4	Review the current facility to identify areas of improvement	Faculty / Facilities / Consultant	Fall 2012	☐	☒	☐	☐
5	Develop and participate in a team building workshop to facilitate communication and cooperation among faculty	Dean / Faculty/ Human Resources	Summer 2012	☒	☐	☐	☐
6	Faculty development through Pivoit Point should be expanded.	Faculty/ Dean	Spring 2012	☒	☐	☐	☐
7	Faculty should evaluate the market need for a barbering school in Los Angeles County and identify curriculum and facility requirement to implement this program.	Faculty/Dean	Fall 2014	☒	☒	☒	☒
8	Faculty should do research on development of a course towards certification in Make-up due to the growing demand for this occupation.	Faculty		☐	☐	☐	☐
9	Institute a system to track employment of and receive feedback from cosmetology/esthetician graduates utilizing social media.	Faculty		☐	☐	☐	☐
10	Implement a program schedule that allows students to select their	Faculty		☐	☐	☐	☐

	own career focus.						
11	There is a need for an increase from 8 full-time faculty for total of 12 full-time qualified faculty which will increase consistancy through out the program. Counseling support is needed to ensure student completion.	Dean		☐	☐	☐	☐
12				☐	☐	☐	☐
				☐	☐	☐	☐

17. Budget Recommendations

Resources are needed in the following areas:

Certificated Personnel (FNIC)

Position	Discuss impact on goals / SLOs	Impact ◊	Priority ‡
Faculty (4 positions)	During 2011-12 three faculty members will retire. We are currently have one full time position that was unfilled during 2010-11 due to a hiring freeze. Replacement faculty members are necessary to maintain the qualility of the program.	M, Q	B
CTE counselor/Cosmetology Academic advisor	Student Completion/Student persistence	M, Q	B

Classified Personnel

Position	Discuss impact on goals / SLOs	Impact ◊	Priority ‡
Full-Time Secretary	Replace two retirement positions	M,Q	2
Clerk II	Replace one retirement position	M,Q	2

Facilities

Facilities / repairs or modifications needed	Discuss impact on goals / SLOs	Bldg / Room	Impact ◊	Priority ‡
A full review of Cosmetology facilities is needed to identify modifications necessary to meet current industry standards and program growth.	The program is being hampered by an outdated building design which impedes student exposure to an entry level experience in the industry.	PC	N, F	C
Faculty offices / workroom/ break room	Faculty members need individual office space (each office has three faculty members sharing space) as well as a workspace for material preparation and breaks.	PC	Q	C

Computers / Software (Tecs)

Item	Discuss impact on goals / SLOs	Cost	Impact ◊	Priority ‡
Computer and scheduling software	We currently schedule clients on a paper calendar - this system has been replaced in the industry years ago. Our students need to be exposed to scheduling software as a part of their education. The change would also provide enhanced levels of service to clients.	$3, 000	Q	C

Equipment

Item	Discuss impact on goals / SLOs	Cost	Impact ◊	Priority ‡
Large screen monitor	A monitor is needed for use during	$7,000	Q	C

(Approx 75 in)	lecture and demonstrations.			
Esthetician Beds (12)				

Supplies (Division)

Item	Discuss impact on goals / SLOs	Cost	Impact ◊	Priority ‡

Additional information:

◊ **Impact:**
M = Mission: Does program meet the District's mission and established core competencies? Does program reflect the District's diversity?
N = Need: How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?
Q = Quality: Are lecture/lab unit values appropriate? Have the course outlines been reviewed / updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Does program meet stated objectives in the form of SLOs? Are course pre-requisites and co-requisites validated?
F = Feasibility: Are facilities, equipment, and library resources adequate? Are evening programs and services adequate? Are course offerings frequent enough for students to make adequate progress in both day and evening programs? Does the program have adequate communication with & support from Counseling?
C = Compliance: Do course requisites meet Federal, State & District requirements? Do the course outlines meet state, district & federal regulations for content? Do vocational programs have regular advisory meetings?

‡ **Priority: (Note: When discussing priority, consider the following and address in Column 2)**
A. Is this goal mandated by law, rule, or district policy?
B. Is this goal essential to program success?
C. Is this goal necessary to maintain / improve program student learning outcomes?

Attachment A: Key Performance Indicator data pages

	Key Performance Indicators: Cosmetology	Fall04	Fall05	Fall06	Fall07	Fall08	Fall09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	Program Access						
1	Majors (total)						
2	New Majors						
3	Courses Offered	14.0	12.0	12.0	12.0	12.0	11.0
4	Sections Offered	34.0	32.0	32.0	32.0	32.0	31.0
5	Morning Secions	22.0	22.0	22.0	22.0	22.0	22.0
6	Afternoon Sections	1.0					
7	Evening Sections	11.0	10.0	10.0	10.0	10.0	9.0
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	30.0	30.0	30.0	30.0	30.0	30.0
11	DistanceEd Full-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
12	DistanceEd Short-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
13	Enrollment	767	723	751	708	669	643
14	Weekly Student Contact hours (WSCH)	7375.7	6869.3	7295.5	7309.2	6862.9	6892.1
15	Full-Time Equivalent Students (FTES)	252.9	235.5	250.1	225.5	211.8	212.7
	Program Resources						
16	Full-Time Equivalent Faculty (FTEF)	9.4	8.5	8.5	9.0	9.1	8.6
17	Credit Reimbursement Rate	**$2,922.30**	**$3,259.71**	**$3,476.34**	**$3,668.28**	**$3,834.46**	**$3,834.46**
	Program Operation						
18	WSCH/FTEF	788.8	804.4	854.3	813.0	754.2	799.5
19	FTES/FTEF	27.0	27.6	29.3	25.1	23.3	24.7
20	Fill Rate at Census	65.9	70.0	87.9	98.1	95.4	94.6
	Program Success						
21	Course Retention	94.8	98.5	99.2	98.9	99.0	99.8
22	Course Success	89.4	93.6	95.1	96.3	96.3	96.7

	Key Performance Indicators: Cosmetology				Winter08	Winter09	Winter10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	Program Access						
1	Majors (total)						
2	New Majors						
3	Courses Offered						
4	Sections Offered						
5	Morning Secions						
6	Afternoon Sections						
7	Evening Sections						
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections						
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections						
13	Enrollment						
14	Weekly Student Contact hours (WSCH)				0.0	0.0	0.0
15	Full-Time Equivalent Students (FTES)						
	Program Resources						
16	Full-Time Equivalent Faculty (FTEF)						
17	Credit Reimbursement Rate				$3,668.28	$3,834.46	$3,834.46
	Program Operation						
18	WSCH/FTEF						
19	FTES/FTEF						
20	Fill Rate at Census						
	Program Success						
21	Course Retention						
22	Course Success						

	Key Performance Indicators: Cosmetology	Spring05	Spring06	Spring07	Spring08	Spring09	Spring10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	Program Access						
1	Majors (total)						
2	New Majors						
3	Courses Offered	14.0	12.0	12.0	12.0	11.0	11.0
4	Sections Offered	33.0	32.0	32.0	32.0	31.0	31.0
5	Morning Secions	21.0	22.0	22.0	22.0	22.0	22.0
6	Afternoon Sections	1.0					
7	Evening Sections	11.0	10.0	10.0	10.0	9.0	9.0
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	29.0	30.0	30.0	30.0	30.0	30.0
11	DistanceEd Full-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
12	DistanceEd Short-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
13	Enrollment	699	788	779	717	646	656
14	Weekly Student Contact hours (WSCH)	6341.7	7483.3	7374.8	7428.8	6893.4	6850.6
15	Full-Time Equivalent Students (FTES)	217.4	256.6	252.9	229.2	212.7	211.4
	Program Resources						
16	Full-Time Equivalent Faculty (FTEF)	8.7	8.5	8.5	9.1	8.9	26.9
17	Credit Reimbursement Rate	**$2,922.30**	**$3,259.71**	**$3,476.34**	**$3,668.28**	**$3,834.46**	**$3,834.46**
	Program Operation						
18	WSCH/FTEF	728.1	876.3	863.6	812.8	775.4	254.9
19	FTES/FTEF	25.0	30.0	29.6	25.1	23.9	7.9
20	Fill Rate at Census	49.7	73.2	87.0	100.9	94.8	94.4
	Program Success						
21	Course Retention	95.0	99.0	98.3	99.7	99.5	99.4
22	Course Success	90.6	94.9	93.8	96.8	95.5	95.9

	Key Performance Indicators: Cosmetology	Summer04	Summer05	Summer06	Summer07	Summer08	Summer09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	Program Access						
1	Majors (total)						
2	New Majors						
3	Courses Offered	10.0	11.0	10.0	10.0	11.0	11.0
4	Sections Offered	14.0	14.0	15.0	16.0	16.0	15.0
5	Morning Secions	10.0	11.0	10.0	10.0	11.0	11.0
6	Afternoon Sections						
7	Evening Sections	4.0	3.0	5.0	6.0	5.0	4.0
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	14.0	14.0	15.0	16.0	16.0	15.0
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
13	Enrollment	306	289	325	306	314	306
14	Weekly Student Contact hours (WSCH)	2601.4	2701.4	2887.5	2585.0	3448.1	3502.9
15	Full-Time Equivalent Students (FTES)	89.2	92.6	99.0	88.6	106.4	108.1
	Program Resources						
16	Full-Time Equivalent Faculty (FTEF)	3.2	3.5	5.3	5.4	6.9	6.8
17	Credit Reimbursement Rate	**$2,922.30**	**$3,259.71**	**$3,476.34**	**$3,668.28**	**$3,834.46**	**$3,834.46**
	Program Operation						
18	WSCH/FTEF	812.9	774.0	550.0	480.5	502.6	515.1
19	FTES/FTEF	27.9	26.5	18.9	16.5	15.5	15.9
20	Fill Rate at Census	47.5	80.5	64.8	86.4	89.3	93.3
	Program Success						
21	Course Retention	96.7	95.5	98.5	98.7	100.0	99.0
22	Course Success	94.8	88.9	95.4	92.8	96.2	97.1

	Demographics: **Cosmetology**	04-05		05-06		06-07		07-08		08-09		09-10	
		Year1		Year2		Year3		Year4		Year5		Year6	
Gender													
	Female	451	97.8%	448	96.8%	444	95.5%	378	94.3%	358	94.0%	360	94.2%
	Male	10	2.2%	15	3.2%	20	4.3%	20	5.0%	16	4.2%	14	3.7%
	Missing					1	0.2%	3	0.7%	7	1.8%	8	2.1%
	Total	461	100.0%	463	100.0%	465	100.0%	401	100.0%	381	100.0%	382	100.0%
Age													
	19 or younger	144	31.2%	186	40.2%	164	35.3%	115	28.7%	130	34.1%	111	29.1%
	20-24	211	45.8%	197	42.5%	224	48.2%	211	52.6%	183	48.0%	196	51.3%
	25-29	49	10.6%	46	9.9%	43	9.2%	39	9.7%	40	10.5%	51	13.4%
	30-34	18	3.9%	15	3.2%	15	3.2%	17	4.2%	19	5.0%	14	3.7%
	35-39	17	3.7%	4	0.9%	6	1.3%	5	1.2%	2	0.5%	4	1.0%
	40-49	16	3.5%	10	2.2%	8	1.7%	12	3.0%	5	1.3%	5	1.3%
	50 and above	6	1.3%	5	1.1%	5	1.1%	2	0.5%	2	0.5%	1	0.3%
	Total	461	100.0%	463	100.0%	465	100.0%	401	100.0%	381	100.0%	382	100.0%
Ethnicity													
	Asian	27	5.9%	25	5.4%	29	6.2%	28	7.0%	21	5.5%	10	2.6%
	Black or African American	30	6.5%	23	5.0%	12	2.6%	13	3.2%	12	3.1%	6	1.6%
	Hispanic/Latino	205	44.5%	219	47.3%	229	49.2%	176	43.9%	138	36.2%	124	32.5%
	American Indian or Alaska Native	4	0.9%	4	0.9%	3	0.6%	3	0.7%	3	0.8%	4	1.0%
	Native Hawaiian or Other Pacific Islander							3	0.7%	6	1.6%	4	1.0%
	White	167	36.2%	163	35.2%	165	35.5%	145	36.2%	137	36.0%	106	27.7%
	Two or More Races											3	0.8%
	Unknown/Non-Respondent	28	6.1%	29	6.3%	27	5.8%	33	8.2%	64	16.8%	125	32.7%
	Total	461	100.0%	463	100.0%	465	100.0%	401	100.0%	381	100.0%	382	100.0%
Educational Goal													
	Degree & Transfer	76	16.5%	66	14.3%	64	13.8%	4	1.0%	26	6.8%	41	10.7%
	Transfer	39	8.5%	31	6.7%	25	5.4%		0.0%	4	1.0%	9	2.4%
	AA/AS	14	3.0%	24	5.2%	22	4.7%	18	4.5%	50	13.1%	60	15.7%
	License	40	8.7%	40	8.6%	41	8.8%	11	2.7%	20	5.2%	19	5.0%
	Certificate	241	52.3%	261	56.4%	269	57.8%	22	5.5%	56	14.7%	60	15.7%
	Job Skills	23	5.0%	14	3.0%	14	3.0%	50	12.5%	76	19.9%	93	24.3%
	Basic Skills							5	1.2%	2	0.5%	7	1.8%
	Personal											1	0.3%
	Undecided							11	2.7%	20	5.2%	54	14.1%
	Not Reported	28	6.1%	27	5.8%	30	6.5%	280	69.8%	127	33.3%	38	9.9%
	Total	461	100.0%	463	100.0%	465	100.0%	401	100.0%	381	100.0%	382	100.0%

	Key Performance Indicators: Cosmetology	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
		Year1	Year2	Year3	Year4	Year5	Year6
	Program Resources						
23	Revenue: FTES*Reimbursement Rate	$1,638,697.14	$1,897,607.58	$2,116,082.92	$1,929,478.60	$2,063,207.89	$1,967,806.53
24	Total District Adopted Program Budget	1,614,725	1,587,599	1,784,235	1,806,444	1,875,205	1,913,026
25	Support Personnel (wage without benefit, 2200 and 2400 in budget)	280,629	360,327	281,472	443,010	82,476	82,476
26	Supplies (4300 in budget)	85,410	80,877	87,817	7,914	109,200	93,200
27	Cost	1,419,127	1,572,816	1,732,643	1,813,867	1,974,623	
28	Total FTES for the year	561.14	582.14	608.71	525.99	538.07	513.19
29	Cost per FTES	$2,529.01	$2,701.78	$2,846.42	$3,448.48	$3,669.83	
	Degrees and Certificates						
30	Degree: Cosmetology	6	9	8	12	10	13
31	Certificates: Cosmetology	248	236	304	262	260	230
32	Skill Awards						
33	Licenses (reported by department)						
	Career Technical Education Programs						
34	VTEA Grant						
35	Industry Contributions to Program Resources						
36	Available Jobs						
37	Attach one copy of the three most recent College Core Indicator Information forms for each of the appropriate TOP codes						
38	Please include "Student Satisfaction" and "Employer Satisfaction" in the program review write-up.						
39	Labor market data						

	Key Performance Indicators: Esthetician	Fall04	Fall05	Fall06	Fall07	Fall08	Fall09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	Program Access						
1	Majors (total)						
2	New Majors						
3	Courses Offered	2.0	2.0	2.0	2.0	2.0	2.0
4	Sections Offered	3.0	3.0	3.0	3.0	3.0	3.0
5	Morning Secions	2.0	2.0	2.0	2.0	2.0	2.0
6	Afternoon Sections						
7	Evening Sections						
8	Arranged Sections						
9	Weekend Sections	1.0	1.0	1.0	1.0	1.0	1.0
10	Short Term Sections	2.0	2.0	2.0	2.0	2.0	2.0
11	DistanceEd Full-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
12	DistanceEd Short-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
13	Enrollment	100	100	93	87	90	85
14	Weekly Student Contact hours (WSCH)	1944.5	1944.5	1808.3	1919.2	2023.5	1893.2
15	Full-Time Equivalent Students (FTES)	66.7	66.7	62.0	59.2	62.4	58.4
	Program Resources						
16	Full-Time Equivalent Faculty (FTEF)	2.3	2.3	2.3	2.6	2.7	2.7
17	Credit Reimbursement Rate	**$2,922.30**	**$3,259.71**	**$3,476.34**	**$3,668.28**	**$3,834.46**	**$3,834.46**
	Program Operation						
18	WSCH/FTEF	834.6	834.6	776.1	727.0	757.9	709.1
19	FTES/FTEF	28.6	28.6	26.6	22.4	23.4	21.9
20	Fill Rate at Census	102.0	102.1	96.9	86.9	89.9	94.4
	Program Success						
21	Course Retention	98.0	98.0	98.9	98.9	96.7	96.5
22	Course Success	97.0	92.0	95.7	95.4	91.1	96.5

	Key Performance Indicators: Esthetician				Winter08	Winter09	Winter10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	Program Access						
1	Majors (total)						
2	New Majors						
3	Courses Offered						
4	Sections Offered						
5	Morning Secions						
6	Afternoon Sections						
7	Evening Sections						
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections						
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections						
13	Enrollment						
14	Weekly Student Contact hours (WSCH)				0.0	0.0	0.0
15	Full-Time Equivalent Students (FTES)						
	Program Resources						
16	Full-Time Equivalent Faculty (FTEF)						
17	Credit Reimbursement Rate				$3,668.28	$3,834.46	$3,834.46
	Program Operation						
18	WSCH/FTEF						
19	FTES/FTEF						
20	Fill Rate at Census						
	Program Success						
21	Course Retention						
22	Course Success						

	Key Performance Indicators: Esthetician	Spring05	Spring06	Spring07	Spring08	Spring09	Spring10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	Program Access						
1	Majors (total)						
2	New Majors						
3	Courses Offered	2.0	2.0	2.0	2.0	2.0	1.0
4	Sections Offered	3.0	3.0	3.0	3.0	3.0	1.0
5	Morning Secions	2.0	2.0	2.0	2.0	2.0	
6	Afternoon Sections						
7	Evening Sections						
8	Arranged Sections						
9	Weekend Sections	1.0	1.0	1.0	1.0	1.0	1.0
10	Short Term Sections	2.0	2.0	2.0	2.0	2.0	0.0
11	DistanceEd Full-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
12	DistanceEd Short-Term Sections	0.0	0.0	0.0	0.0	0.0	
13	Enrollment	96	86	79	82	89	29
14	Weekly Student Contact hours (WSCH)	1866.7	1672.1	1575.0	1857.9	2065.0	649.8
15	Full-Time Equivalent Students (FTES)	64.0	57.3	54.0	57.3	63.7	20.1
	Program Resources						
16	Full-Time Equivalent Faculty (FTEF)	2.3	2.3	2.3	2.7	2.8	1.0
17	Credit Reimbursement Rate	**$2,922.30**	**$3,259.71**	**$3,476.34**	**$3,668.28**	**$3,834.46**	**$3,834.46**
	Program Operation						
18	WSCH/FTEF	801.1	717.7	676.0	683.1	742.8	649.8
19	FTES/FTEF	27.5	24.6	23.2	21.1	22.9	20.1
20	Fill Rate at Census	101.3	89.6	83.3	82.7	95.1	96.7
	Program Success						
21	Course Retention	99.0	98.8	100.0	98.8	98.9	100.0
22	Course Success	97.9	97.7	91.1	92.7	97.8	100.0

	Key Performance Indicators: Esthetician	Summer04	Summer05	Summer06	Summer07	Summer08	Summer09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	Program Access						
1	Majors (total)						
2	New Majors						
3	Courses Offered						
4	Sections Offered						
5	Morning Secions						
6	Afternoon Sections						
7	Evening Sections						
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections						
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections						
13	Enrollment						
14	Weekly Student Contact hours (WSCH)	0.0	0.0	0.0	0.0	0.0	0.0
15	Full-Time Equivalent Students (FTES)						
	Program Resources	$2,922.30	$3,259.71	$3,476.34	$3,668.28	$3,834.46	$3,834.46
16	Full-Time Equivalent Faculty (FTEF)						
17	Credit Reimbursement Rate						
	Program Operation						
18	WSCH/FTEF						
19	FTES/FTEF						
20	Fill Rate at Census						
	Program Success						
21	Course Retention						
22	Course Success						

		Demographics: **Esthetician**	04-05		05-06		06-07		07-08		08-09		09-10	
			Year1		Year2		Year3		Year4		Year5		Year6	
Gender														
	COSE	Female	100	100.0%	94	98.9%	93	97.9%	85	96.6%	88	95.7%	56	96.6%
	COSE	Male		0.0%	1	1.1%	1	1.1%	1	1.1%	2	2.2%	1	1.7%
	COSE	Missing					1	1.1%	2	2.3%	2	2.2%	1	
	COSE	Total	100	100.0%	95	100.0%	95	100.0%	88	100.0%	92	100.0%	58	100.0%
Age														
	COSE	19 or younger	33	33.0%	25	26.3%	16	16.8%	25	28.4%	21	22.8%	16	27.6%
	COSE	20-24	35	35.0%	28	29.5%	39	41.1%	27	30.7%	38	41.3%	19	32.8%
	COSE	25-29	11	11.0%	17	17.9%	12	12.6%	11	12.5%	14	15.2%	7	12.1%
	COSE	30-34	6	6.0%	9	9.5%	11	11.6%	9	10.2%	9	9.8%	3	5.2%
	COSE	35-39	7	7.0%	5	5.3%	5	5.3%	4	4.5%	3	3.3%	3	5.2%
	COSE	40-49	4	4.0%	8	8.4%	7	7.4%	9	10.2%	3	3.3%	6	10.3%
	COSE	50 and above	4	4.0%	3	3.2%	4	4.2%	3	3.4%	4	4.3%	4	6.9%
	COSE	Missing					1	1.1%						
	COSE	Total	100	100.0%	95	100.0%	95	100.0%	88	100.0%	92	100.0%	58	100.0%
Ethnicity														
	COSE	Asian	8	8.0%	7	7.4%	13	13.7%	5	5.7%	5	5.4%	1	1.7%
	COSE	Black or African American			3	3.2%	3	3.2%			3	3.3%	1	1.7%
	COSE	Hispanic/Latino	41	41.0%	37	38.9%	43	45.3%	30	34.1%	28	30.4%	8	13.8%
	COSE	American Indian or Alaska Native	1	1.0%	2	2.1%		0.0%			1	1.1%		
	COSE	Native Hawaiian or Other Pacific Islander							2	2.3%	2	2.2%		
	COSE	White	43	43.0%	40	42.1%	30	31.6%	43	48.9%	37	40.2%	12	20.7%
	COSE	Two or More Races											1	1.7%
	COSE	Unknown/Non-Respondent	7	7.0%	6	6.3%	6	6.3%	8	9.1%	16	17.4%	35	60.3%
	COSE	Total	100	100.0%	95	100.0%	95	100.0%	88	100.0%	92	100.0%	58	100.0%
Educational Goal														
	COSE	Degree & Transfer	12	12.0%	8	8.4%	7	7.4%	1	1.1%	4	4.3%	2	3.4%
	COSE	Transfer	7	7.0%	3	3.2%			1	1.1%	1	1.1%		0.0%
	COSE	AA/AS	6	6.0%	1	1.1%	3	3.2%	5	5.7%	12	13.0%	8	13.8%
	COSE	License	5	5.0%	6	6.3%	9	9.5%			3	3.3%	2	3.4%
	COSE	Certificate	56	56.0%	65	68.4%	69	72.6%	21	23.9%	28	30.4%	16	27.6%
	COSE	Job Skills	5	5.0%	7	7.4%	3	3.2%	20	22.7%	27	29.3%	21	36.2%
	COSE	Basic Skills							1	1.1%	2	2.2%	1	1.7%
	COSE	Undecided							1	1.1%	8	8.7%	6	10.3%
	COSE	Not Reported	9	9.0%	5	5.3%	4	4.2%	38	43.2%	7	7.6%	2	3.4%
	COSE	Total	100	100.0%	95	100.0%	95	100.0%	88	100.0%	92	100.0%	58	100.0%

	Key Performance Indicators: Esthetician	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
		Year1	Year2	Year3	Year4	Year5	Year6
	Program Resources						
23	Revenue: FTES*Reimbursement Rate	$381,595.60	$404,204.04	$398,631.91	$427,538.03	$481,109.70	$300,890.08
24	Total District Adopted Program Budget	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA
25	Support Personnel (wage without benefit, 2200 and 2400 in budget)	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA
26	Supplies (4300 in budget)	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA
27	Cost	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA
28	Total FTES for the year	130.67	124	114.67	116.55	125.47	78.47
29	Cost per FTES	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA
	Degrees and Certificates						
30	Degree						
31	Certificates	95	83	79	49	53	57
32	Skill Awards						
33	Licenses (reported by department)						
	Career Technical Education Programs						
34	VTEA Grant						
35	Industry Contributions to Program Resources						
36	Available Jobs						
37	Attach one copy of the three most recent College Core Indicator Information forms for each of the appropriate TOP codes						
38	Please include "Student Satisfaction" and "Employer Satisfaction" in the program review write-up.						
39	Labor market data						

Attachment B: Library Report

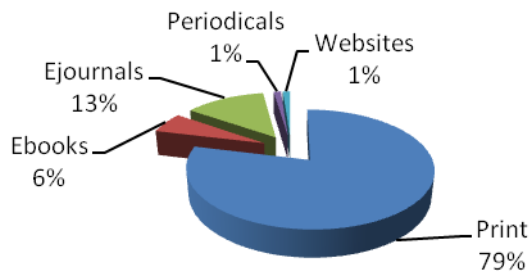LIBRARY ACTIVITY:

        Library Orientations 2

        Circulation of materials in subject area
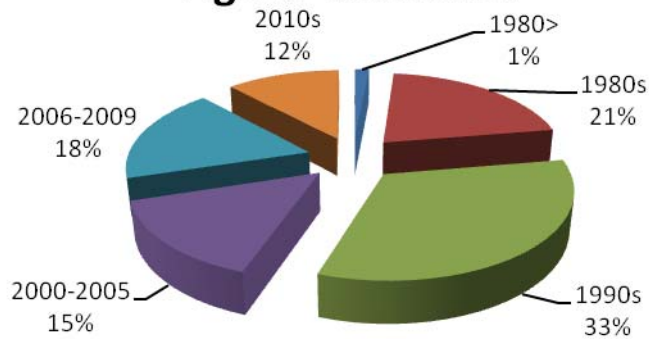   .2 % of total circulation
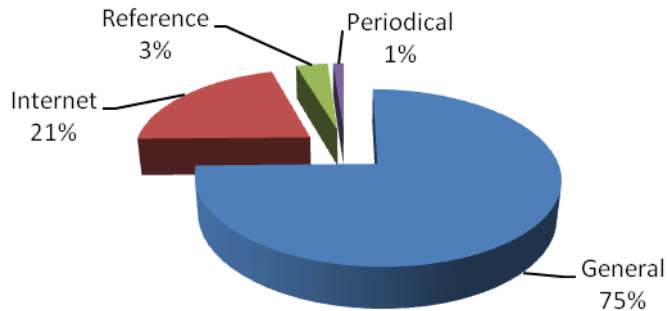
LIBRARY RESOURCES:

        Dewey   646.72 - 646.727

Formats of Collection

- Periodicals 1%
- Websites 1%
- Ejournals 13%
- Ebooks 6%
- Print 79%

Age of Collection

- 2010s 12%
- 1980> 1%
- 1980s 21%
- 2006-2009 18%
- 1990s 33%
- 2000-2005 15%

Locations of Collection

- Reference 3%
- Periodical 1%
- Internet 21%
- General 75%

Databases:

EBSCO's	Other:
Academic Search Premier *(1975-) Multi-displinary database for academic publications including peer-reviewed journals, & images.	**Gale Virtual Reference Library*** reference books & specialized reference sources for multidisciplinary research.
MasterFILE Premier *(1975-) Magazines, reference books, biographies, primary documents, & images.	**Salem Health** *Magill's Medical Guide,6th ed.* Medical encyclopedia.
Business Source Premier (1965-; some 1922-) accounting, economics, finance, international bus., management, marketing, country economic reports, company profiles, market research reports, & industry profiles.	
Health Source: Consumer ed. behaviorial health, childcare, food sciences & nutrition, medical sciences, sports medicine & general health. Includes *Merriam-Webster's Medical Desk Dictionary*	
Newspaper Source Plus* (1997-) Includes *San Gabriel Valley Tribune, Inland Valley Daily Bulletin, &* radio & TV news transcripts.	
Alt HealthWatch*(1990-) Complementary, holistic & integrated approaches to health care & wellness journals.	
Vocational & Career *(1985-) Trade and industry-related journals*.*	
History Reference Center biographies, books, documents, films, maps, photos, videos, & periodicals.	

Sample of ejournal titles in Cosmotology:

Cosmetic surgery times (1094-6810)   Title details from ulrichsweb.com™
from 09/01/2001 to present in Business Source Premier and MasterFILE Premier

Global cosmetic industry (1523-9470)   Title details from ulrichsweb.com™
from 01/01/1999 to present in Business Source Premier and Vocational & Career Collection

International journal of cosmetic science (0142-5463)   Title details from ulrichsweb.com™

from 02/01/2000 to 1 year ago in Academic Search Premier and MEDLINE Select

Journal of cosmetic and laser therapy (1476-4172)   Title details from ulrichsweb.com™
from 01/01/1999 to 1 year ago in Academic Search Premier

Journal of cosmetic dermatology (1473-2130 Title details from ulrichsweb.com™

from 09/01/2002 to 1 year ago in Academic Search Premier
Facial care in the United States   Title details from ulrichsweb.com™
from 01/01/2004 to present in Business Source Premier

Global facial care   Title details from ulrichsweb.com™
from 01/01/2004 to present in Business Source Premier
Make-up in the United States   Title details from ulrichsweb.com™
from 01/01/2002 to present in Business Source Premier

Global make-up   Title details from ulrichsweb.com™
from 01/01/2004 to present in Business Source Premier
Skin research and technology (0909-752X)   Title details from ulrichsweb.com™
from 02/01/1998 to 1 year ago in Academic Search Premier

Sample of Subject Headings:
Beauty culture – Vocational guidance.
Beauty, Personal.
Cosmetics.
Dermatology – Periodicals.
Hair – Care and hygiene.
Haircutting.
Manicuring.

New Cosmetology Titles

1. **Encyclopedia of hair:** *a cultural history* / Victoria Sherrow.
2. **Spa business strategies:** *a plan for success* / Janet M. D'Angelo.
3. **Skin disease:** *diagnosis and treatment* / Thomas P. Habif ... [et al.].
4. **Milady's standard cosmetology exam review** / Catherine M. Frangie.
5. **Spa and salon alchemy: step by step spa procedures** / Sandra Alexcae Moren.
6. **Can you get hooked on lip balm?** : *top cosmetic scientists answer your questions …* / Perry Romanowski.
7. **Ugly beauty**: *Helena Rubinstein, L'Oreal, and the blemished history of looking good* / Ruth Brandon.
8. **Milady's standard esthetics**: *fundamentals exam review* / Jeryl Spear.
9. **Hair structure and chemistry simplified**: *exam review* / John Halal.
10. **Milady's standard cosmetology**: *haircoloring and chemical texture services.*
11. **Milady's standard professional barbering exam review.**
12. **The skin care answer book**: *real-world answers to 275 most-asked skin care questions* / Mark Lees.
13. **Milady's standard esthetics** : *fundamentals : step-by-step procedures* / Joel Gerson
14. **Milady's standard esthetics**: *advanced: step-by-step procedures* / editorial contributor, Letha Barnes.
15. **12 months of marketing for salon and spa**: *from single chair to multi-station to chain* / Elizabeth Kraus.
16. **Make over your marketing***: 12 months of marketing for salon and spa* / Elizabeth Kraus.

Attachment C: Citrus College Core Indicators

PERKINS IV Core Indicators of Performance by Vocational TOP Code

Summary by College for: CITRUS - CITRUS

COSMETOLOGY AND BARBERING	Core 1 Skill Attainment	Core 2 Completion	Core 3 Persistence	Core 4 Employment	Core 5a NT Participation	Core 5b NT Completion
Indicators for 2009-2010	96.30	91.94	58.37	75.57	2.39	1.27
Indicators for 2010-2011	95.97	80.37	60.86	72.73	3.79	3.70