



COSMETOLOGY

Program Review 2016

Cosmetology Program

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Description of Program

A. Our mission is to provide our students with a quality education and cosmetology training to provide a higher level of customer satisfaction, promote pride, self-esteem, and motivation, and provide the skills and knowledge to pass the State Board exam, and prepare our students for job readiness around the world.

The purpose and the philosophy of El Camino College Cosmetology is to offer the latest in Cosmetology Education along with Business Classes which will center on the objective of developing student's proficiencies, goals, and attitudes, through industry related educational experiences and programs and services to ensure the educational success of students from our diverse community . The cosmetology department is to maximize the ability of its students to compete in today's job market goal, the department emphasizes current cosmetology trends in both the classroom and off-campus events. Our students have participated in several on campus events such as the El Camino College Job Fair where students are receiving haircuts, manicures, and hand massages between classes and El Camino Fashion Show by doing the models hair styles and their make-up for the show. Our students are well trained in all areas of cosmetology; however, some students tends to specialize in specific areas such as, colorist, makeup artist, and esthetician. According to the Bureau of Labor Statistics, "[the] employment of **Skin Specialist** is projected to grow 12 % from 2014-2024, faster than the average for all occupations." This make it only more imperative that our cosmetology department adapts to meeting the need and respond to the changes in the industry by providing well trained cosmetologists. The cosmetology department have a state-of-the-art facial classroom with all the necessary equipment to offer an esthetician program. The writing of the esthetician program has gone through curriculum and is slated to be offered in fall 2017 to the community and our students. The Math Department and the Cosmetology Department are collegially working together to Develop a "Contextualized CTE" math class. The math class will be taught in the transferable sequence, but will be presented in the context of the trades. It won't focus on one particular trade, but rather will concentrate on the threads that are common in all the trades, which may include project assignments that are particular to an industry (i.e. a project in the cosmetology lab). Math and the ability to communicate are important to advance in a career as a cosmetologist. Faculty members are currently engaged in using the Library TERC database for students to practice the written part of the State Board exam in improving written scores on the exam. It has proven to be successful for students in re-enforcing state board practice questions and scoring higher on their written exam. Cosmetology Department is implementing this fall the Student Equity Re-Envisioned course.

B. The El Camino College Cosmetology Programs is designed to prepare students for the State Board Examination in order to obtain their cosmetology license. It is required by the state law for the student to complete 1600 clocked hours of instructions along with theory and practical application. Students are given the

options to choose between Day Program which is full-time and the Night Program which is part-time. Day classes have approximately 60 students enrolled and Night classes also have 60 students enrolled. Cosmetology students also earn college credits toward an Associate in Science Degree along with three career certificates: Certificate of Accomplishment – Cosmetology Level I (500 hours – 13 units), Certificate of Achievement – Cosmetology Level II (1000 hours – 24-31 units pending California System Office approval), and Certificate of Achievement – Cosmetology Level III (1600 hours – 35-39 units). Also, the Cosmetology program successfully offers the Cooperative Work Experience Education – employment or volunteer work in a position related to the student’s major or career goals (2-4 units), and Independent Study in Cosmetology – provides special advanced studies in a subject field in cosmetology (1-3 units).

Once the student has obtained their license, they have the skills required to successfully obtain a career in all phases of Cosmetology. The Cosmetology Program develops the skills and manufacture representative, salon manager, business owner, and other career options in the Cosmetology profession.

Special Events

The Cosmetology program offers special services for several organizations throughout the years which helps the community and gives our students valuable hands-on experience.

- ✚ Barber Haircut Day – barber haircuts for the community and campus students and staff.
- ✚ Retired Veterans of the Veterans Hospital – haircuts and manicures
- ✚ Children Hospital – manicures and make-up
- ✚ Salvation Army Senior Fair – haircuts and hand massages
- ✚ Health Fair at Dominguez University – haircuts, manicures, and hand massages
- ✚ Job Fair at El Camino College – haircuts, manicures, and hand massages
- ✚ Make-Over – Working Wardrobes Women of the South Bay – hair styling, make-up and manicures
- ✚ El Camino Fashion Show – hair styling and make-up
- ✚ Halloween – make-up and special effects make-up
- ✚ Halloween Special – Dia De Los Muertos/Day of the Dead – make-up
- ✚ El Camino College Special Needs Students – haircuts and manicures

C. Strategic Initiative Alignments

The Cosmetology program aligns with the El Camino Community College's Strategic Initiatives Alignments in the following ways:

1. STUDENT LEARNING

Support student learning using a variety of effective instructional methods, educational technologies, and college resources. Faculty members are currently engaged in using the **Library TERC database** for students to practice the written part of the State Board exam in improving written scores on the exam. It has proven to be successful for students in re-enforcing state board practice questions and scoring higher on their written exam.

2. STUDENT SUCCESS & SUPPORT

Strengthen quality educational and support services to promote and empower students learning, success, and self-advocacy.





Cosmetology Department is implementing this fall the **Student Equity Re-Envisioned** course that will allow students to learn from former students who have already passed the State Board exam in improving student's written and practical scores.

3. COLLABORATION

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect.

The Math Department and the Cosmetology Department are collegially working together to Develop a "Contextualized CTE" math class. The math class will be taught in the transferable sequence, but will be presented in the context of the trades. It won't focus on one particular trade, but rather will concentrate on the threads that are common in all the trades, which may include project assignments that are particular to an industry (i.e. a project in the cosmetology lab).

The two full-time faculty members and two adjunct faculty members represent the Cosmetology Program and the Industry & Technology Division by serving on several college committees including:

-  Academic Senate
-  Division Curriculum Committee
-  Student Learning Outcome Facilitator
-  Student Equity Re-envisioned Committee (SER)

4. COMMUNITY RESPONSIVENESS

Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development needs of the community.

The Cosmetology Program Advisory Committee are made up of leaders in the beauty industry. The comments that are received from the Advisory Committee are used in guiding our department in developing curriculum changes. For example, an Esthetician program is slated for spring or fall 2017.. According to the Bureau of Labor Statistics, “[the] employment of Skin Specialist is projected to grow 12 % from 2014-2024, faster than the average for all occupations.” The Cosmetology Program partners with **The** International Dermal Institute (IDI), to provide on-site Undergraduate Day at the state- of-the-art Training Center in the city of Carson, California. This partnership provides the opportunities for students to increased their knowledge of skin care and learn the cutting edge treatment techniques that provides the foundation for a successful career in professional skin care. We look forward to meeting with the advisory members annually to get updates about examination changes that the state board are implementing and new industry trends that students need to know to be hire.

El Camino Community College
Industry and Technology Education Center
COSMETOLOGY ADVIOSRY MINTUES

Spring, 2016

Advisory Committee Members: Merriel Winfree, Patricia Gebert, Cathy Morado, Noelle Anderson, Charlene Brewer-Smith, Bobbi Barnfather, Lilah Larkin, Cherri Phan, Natalie Gandara, Bruce Tran, Michelle Cooper, Melissa Dazo, Vivian Nemie, Doris Mosley, Genersse Frank, Sarah Gibson-Tuttle, Shelia Murray, Hannah Culhno, Brandi Russell, Tony Calderon, Elena Arzoian, Serena Parungao

I. Welcome and Introduction:

Patricia Gebert

There were 23 people who had attended the dinner, 20 of them participated in the breakout meeting in the freshman’s theory classroom. That included full-time and part-time faculty members, and industry representatives. Everyone introduced themselves and talked briefly about their profession.

Everyone was advised to sign in, fill out the Advisory Committee Survey, and update the contact information roster.

Committee Members Profession

Hannah Culhno- Dermalogica
Brand Russell- Dermalogica

Bobbi Barnfather- Hairstyles & Sign- Language Interpreter
Natalie Gandara- Polish Perfect Nail Salon
Cherri Phan- Polish Perfect Nail Salon
Doris Mosley- Hairstylist & Educator
Generesse Frank- Olive & June Nail Salon
Sara Gibson Tuttle- Olive & June Nail Salon
Tony Calderon- Hairstylist & Educator

II. Discussions:

Patricia Gebert:

Esthetician Program:

The Esthetician curriculum has been CCC and state approved. The Certificate of Achievement has been DCC approved and sent to the curriculum office for review. This is very exciting for our program.

Cosmetology 2A, 2B, 2C, 2D:

Cosmetology 2D will be created as the 4th class in the cosmetology curriculum. It will replace Cosmetology 4 that was originally the 4th class in the program when Cosmetology 2abcd was inactivated. Cosmetology 2D will match Cosmetology 2A, 2B, 2C in lecture and lab hours and it will focus just on advanced state board exam review which will be very beneficial for our students. The members were very supportive of this new course.

Currently, Bruce Tran has been teaching the advance student state board requirements, and they are passing the State Board exam with his help.

Lab Skills Class:

We have been discussing offering a Saturday lab class where students would be able to work on clients to better prepare them for the workplace. This would greatly benefit our program and the committee was very supportive and was surprised that we did not have one already.

Each person was given the opportunity to talk about their professions and what requirements they felt were necessary for student's success.

Recommendations were:

Business Math
Business and Etiquette Skills
Conflict Resolutions
Advanced Education
Interview Skills
Communication Skills

III. Summary of Meeting:

Everyone collegially collaborated, shared, and engaged in conversation about specific people skills and business skills that students would need to be professional and successful in the industry. The above recommendations will be discussed with the students and implemented summer 2016 lesson plan for improvements in the areas that were discussed.

IV. Meeting Adjourned: 7:45 p.m.

The Cosmetology Program participates every semester in the Student Day Expo at California State University Dominguez Hills. It provides the opportunity for our students to connect and experience the University diverse population by providing free haircuts, manicures, and hand massages to students. Our cosmetology students enjoy the experience and look forward to the Student Day Expo every semester.

One of the criteria that the department uses for determining the success rate of students is by the number of Certificate of Achievement that are given to students once they have reached 1600 clocked hours. In 2014/2015 39 Certificate of Achievement, and 2015/2016 43 Certificate of Achievement were given to students who had successfully completed the program. The slight increase indicates that more students are completing the program due to new emphasis of students success, and the department is more diligent in making sure that students apply for their certificates.

5. INSTITUTIONAL EFFECTIVENESS

The Cosmetology Program assesses Students Learning Outcomes and Program Learning Outcomes every semester following the timeline schedule. Data from C the assessments is the catalyst for making changes and strengthening the program.

6. MODERNIZATION

In the spring 2015 semester, the Cosmetology Program moved into the newly build state-of-the-art Industry and Technology Educational Center. The classroom facilities were built to our specifications and include classrooms that allow for adult learning activities.

These include oversized classrooms for group learning as well as storage and a dispensary for professional products. The state of the art media stations allow for access to the internet, multi-media presentations, and even The WiFi capabilities allow students to use their laptop computers and mobile in the classroom. The new building has a facial classroom, media station with equipment that is slated for spring or fall 2017, for the first class to begin.

Previous Recommendations: Below is the list of recommendations from 2012 program review report.

1. Esthetician Program – Activation is slated for spring or fall 2017.
2. Level I – Certificate of Accomplishment - **Completed**
3. Level II- Certificate of Achievement – **Completed**
4. Level III- Certificate of Achievement - **pending California System Office approval**

5. Barbering Program – Once the activation of the esthetic program, faculty members will determine whether it is feasible for implementing a barbering program.
6. Teacher Training Program – No steps have been taken in putting together a teaching Training program; however, faculty members will consider whether it is feasible for such a program in the future.
7. Manicurist Program – The manicurist section has been **inactive**. The program has been inactivated for several years and the current trend does not foresee the opening of this program. The manicurist field is saturated with manicure workers with a license that inhibits their ability to diversify to other areas of cosmetology. Whereas, students who decide to get a cosmetologist license can cover more services including manicuring, barbering, makeup artist, esthetician, and hair coloring specialist.

2. Analysis of Institutional Research and Planning Data

A. Head Counts of Students in Program

The data indicates student's participation in the cosmetology program over the last four is averaging 105 students each term. The two freshman classes (30 students per class) and the two advanced classes (30 students per class) can comfortably accommodate 120 students in the cosmetology program per semester. The program is close to maximum enrollment and the head counts will increase due to the winter session starting January 2017.

B. Course Grade Distribution

The distribution of grades is relatively consistent across the years, having success ratio of 77% in 2011, 75% in 2012, 79% in 2013, and 76% in 2015. The majority of that success are A's and B's. There is always room for improvement so the department will focus on increasing the success rate to 80% for the next program review. That might prove to be a challenge for the department based on the number of "W" and "DR" that happens each semester due to personal reasons or financial issues. The department will work on creating an exit survey for tracking the number of "W" or "DR", where students can provide explanations for not continuing in the program. The survey should provide answers to issues that students are experiencing, and incentives that department can work on in helping students navigate to alleviate personal and financial issues by tapping into the resources available on campus to increase both access and success.

C. Success Rates

Course grading over the last four years has been consistent, with the distribution of grades in the A, B, and C range. The “W” and “DR” are a concern, but typically a result of personal issues and financial challenges rather than institutional issues. Students enrolled in cosmetology represented by more female (95%), than male, and a high percentage of recent high school graduates (89%), between the ages of 18, 19, 20, 25-29. While some students undecided in their educational goals, that number has not changed from 14% in 2012, to 13.9 in 2015. This indicates that students are becoming aware of their options about receiving Certificates because the program makes sure that students fill out their documents to receive Level I and Level II certificates after completing their required clocked hours; visiting the division counseling office to inquire about receiving their A.S. in Cosmetology or A.A. in general studies, and instructors announcing in their class(s) the resources that are available on campus to help students in their educational goals. Our cosmetology students are taking advantage of the resources on campus because former students stop by the department and inform instructor(s) that they are working on their degree at El Camino College. The cosmetology success standard would be to offer a Barbering Program to get more male students in the program. The male student’s enrollment is currently at 5%. The department will have to work on putting together a curriculum that will attract more male students; collaborate with departments within our division for ideas that will help to increase our male enrollment.

D. Retention Rates

The cosmetology department retention rates for the past three years have been successful with the exception of 2015. Having a success ratio of 91% in 2012, 88% in 2013, 93% in 2014 and 72% in 2015. The reason for the 72% retention rate might be from the number of “D”, “F”, and “W” that were given in Cosmetology 10. Cosmetology 10 is a freshmen night class that is repeated twice because of the number of hours that students receive per semester (320 hours). It is a four days a week class and five hours per night, whereas, the day classes are five days a week and 7 ½ hours per day. It’s a slower pace for night students to accumulate clocked hours, it takes two years to complete the program, and most of the students have full-time jobs in the day, family and children, which inadvertently could impact students grades and the program retention rate for 2015.

E. Comparison of Success and Retention Rates

The cosmetology Program allows students the opportunity to learn job skills in one year for day students and two years for night students, to become self-employed, employed, upgrade job skills, and earn specialized certificates that contribute to students completing the requirements that impact the department success and retention rates. The classes are filled every semester and some students are turned away due to limited space. These students are referred to the Compton Cosmetology Program that was launched this fall.

F. Enrollment Statistics with Section and Seat Counts and fill rates

The Cosmetology Program has been able to reach seat capacity every semester without a significant decline in the number of seats that are offered to students. The growth sections in Cosmetology has decreased from 108% in 2012 to 94.7% in 2105 due to students not being aware of the initial cost of \$1,600.00 to begin the program. The \$1600.00 includes the Cosmetology Kit, Cosmetology Bundle 3 Books, Style Envy Student Nail Kit, and Dermalogica Facial Kit that is used for the entire course. This price does not include The students are required to purchase their kits within the first week of school so that learning can start immediately and registration fees, parking fees, and health fee. The State Board criteria are met within the sixteen week of the semester. If students were allowed to purchase their kits individually that would create problems where students would either not purchase their materials at all, they would cherry pick what materials they needed , and show up to class without any of their materials. These are some and not all of the problems that instructors would encounter daily if students were allowed to purchase their kits outside the bookstore. We have vendors that supply the kits to the bookstore and have been doing business with for over 20 years and have been extremely professional throughout the years. The department would work on seeking grants, work with companies, foundations, and involve our advisory members to help in providing assistance and expertise in finding solutions to offset kit costs for our students. A lot of our students walks through the door unprepared financially to begin the program because of financial challenges and unawareness of the financial resources available on campus until the first day of school. Also, the number does not reflect the number of students turned away from attending Cosmetology program because classes had met their ceiling enrollment.

G. Scheduling of Courses

The Cosmetology Program offer a full schedule of daytime (1, 2A, 2B, 2C, 99) and evening classes (2C, 10, 11, 99). Students are given the opportunity to choose between the Day Program which is Full-Time and Night Program which is Part-Time. Day classes have approximately 60 students enrolled and Night classes also have 60 students enrolled. The course sequences do support the Day and Night programs. Day students have the opportunity to complete the program in a year and night students complete the program in in two years. The course sequences that are offered to students every semester support the scheduling courses due to the capacity that's allowed in the department.

H. Improvement Rates

The Cosmetology Department is implementing this fall the **Student Equity Re-Envisioned** that will allow students to learn from former students who have already passed the State Board exam in improving student's written scores by restructuring the way students are preparing for the written exam by aligning with State Board standards to focus on the course areas of deficiency. Adjustment to course content and new SLO statements will be implemented to support and track whether students are scoring higher on their written exam.

Grade Distribution, Success, and Retention

Cosmetology

Spring

Program Cosmetology

Term Spring

Preliminary Success Standard 79.7%

5 year Success Average 81.6%

5 year Success Minimum 77.8%

Do Not select more than one term or Program.

				Grade I														
Year	COURSE	Method	Wks	'A'	'B'	'C'	'P'	'D'	'F'	'NP'	Inc P	Inc NP	'DR'	'W'	Total	Succ.	Reten.	
2012	COSM-1	Lecture	16	12	8	3	-	-	-	-	-	-	2	4	27	85.2%	85.2%	
	COSM-10	Lecture	16	1	5	1	-	-	-	-	-	-	-	1	8	87.5%	87.5%	
	COSM-11	Lecture	16	4	4	-	-	1	-	-	-	-	-	1	10	80.0%	90.0%	
	COSM-12	Lecture	16	1	2	1	-	2	-	-	-	-	-	1	7	57.1%	85.7%	
	COSM-13	Lecture	16	1	1	5	-	1	1	-	-	-	-	1	10	70.0%	90.0%	
	COSM-14ABCD	Lecture	16	1	4	3	-	1	1	-	-	-	1	-	10	80.0%	100.0%	
	COSM-2ABCD	Lecture	8	2	6	29	-	8	-	-	-	-	-	3	48	77.1%	93.8%	
2012 Total				22	30	42	-	13	2	-	-	-	3	11	120	78.3%	90.8%	
2013	COSM-1	Lecture	16	7	10	8	-	-	-	-	-	-	-	3	28	89.3%	89.3%	
	COSM-10	Lecture	16	2	2	-	-	-	4	-	-	-	-	3	11	36.4%	72.7%	
	COSM-11	Lecture	16	-	4	2	-	-	3	-	-	-	-	2	11	54.5%	81.8%	
	COSM-12	Lecture	16	3	3	-	-	-	-	-	-	-	-	1	7	85.7%	85.7%	
	COSM-13	Lecture	16	1	6	3	-	-	-	-	-	-	-	-	10	100.0%	100.0%	
	COSM-14ABCD	Lecture	16	3	4	1	-	-	-	-	-	-	-	1	9	88.9%	88.9%	
	COSM-2ABCD	Lecture	8	18	19	5	-	-	7	-	-	-	-	4	53	79.2%	92.5%	
2013 Total				34	48	19	-	-	14	-	-	-	-	14	129	78.3%	89.1%	
2014	COSM-1	Lecture	16	8	8	-	-	1	1	-	-	-	-	3	21	76.2%	85.7%	
	COSM-10	Lecture	16	-	5	2	-	-	2	-	-	-	-	-	9	77.8%	100.0%	
	COSM-11	Lecture	16	2	5	1	-	-	3	-	-	-	-	1	12	66.7%	91.7%	
	COSM-12	Lecture	16	2	2	-	-	1	3	-	-	-	-	3	11	36.4%	72.7%	
	COSM-13	Lecture	16	-	2	4	-	1	3	-	-	-	-	-	10	60.0%	100.0%	
	COSM-14ABCD	Lecture	16	-	2	1	-	1	2	-	-	-	-	-	6	50.0%	100.0%	
	COSM-2ABCD	Lecture	8	10	23	9	-	1	-	-	-	-	-	4	47	89.4%	91.5%	
	COSM-99ABC	Independ	16	7	3	-	-	-	-	-	-	2	-	-	12	83.3%	100.0%	
2014 Total				29	50	17	-	5	14	-	-	2	-	11	128	75.0%	91.4%	
2015	COSM-1	Lecture	16	18	5	-	-	-	-	-	-	-	-	4	27	85.2%	85.2%	
	COSM-10	Lecture	16	3	1	4	-	-	-	-	-	-	-	6	14	57.1%	57.1%	
	COSM-11	Lecture	16	1	3	1	-	1	-	-	-	-	-	-	6	83.3%	100.0%	
	COSM-13	Lecture	16	-	2	1	-	-	-	-	-	-	-	1	4	75.0%	75.0%	
	COSM-14ABCD	Lecture	16	-	2	1	-	-	2	-	-	-	-	1	6	50.0%	83.3%	
	COSM-2ABCD	Lecture	8	29	12	1	-	-	-	-	-	-	-	-	42	100.0%	100.0%	
	COSM-99ABC	Independ	16	3	-	-	-	-	-	-	-	-	-	1	4	75.0%	75.0%	
2015 Total				54	25	8	-	1	2	-	-	-	-	13	103	84.5%	87.4%	
																	(6) 81 W/01	(6) 81 W/01

Demographic and Enrollment Characteristics

Cosmetology

Spring

Will show 0.0% if you did not select Program **AND** Term on the Academics Tab

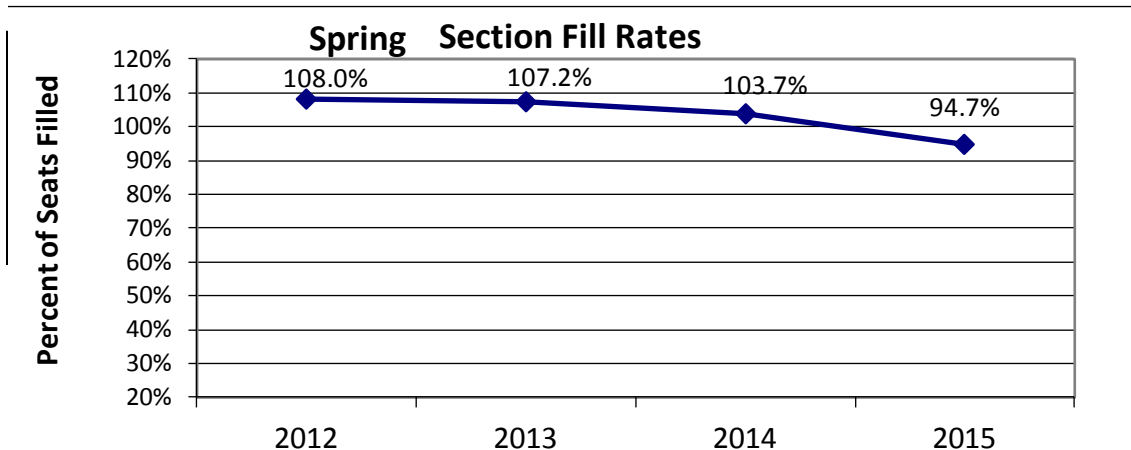
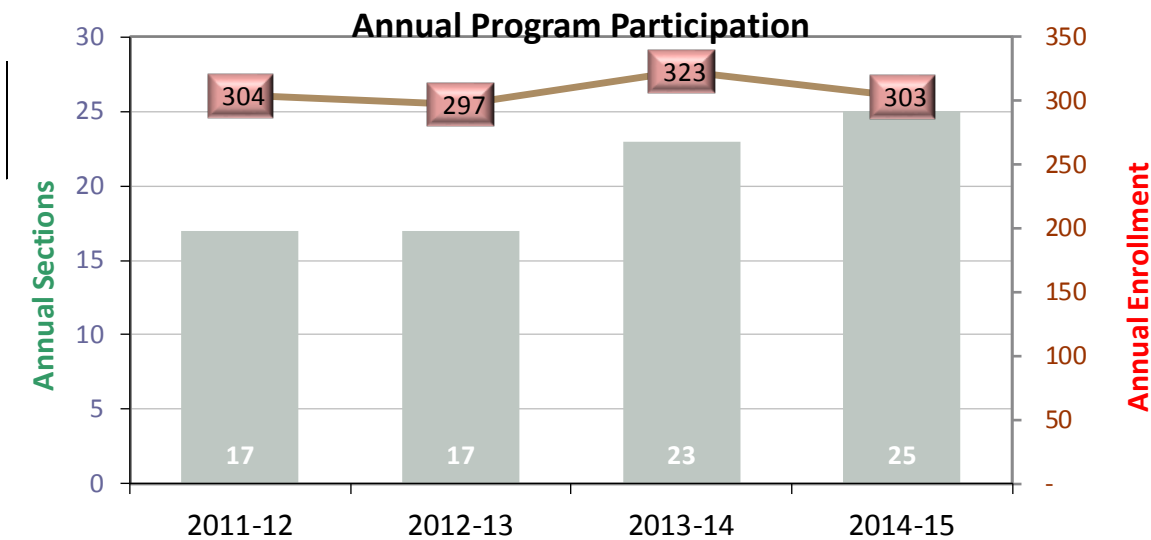
Spring						ECC Student Population	District Boundary Population
		Term				Spring 2015	2010 Census
Term Headcount		2012	2013	2014	2015	22,667	556,400
Gender	F	94.4%	91.9%	96.1%	95.0%	51.7%	51.0%
	M	5.6%	8.1%	3.9%	5.0%	48.3%	49.0%
Ethnicity	African-American	45.8%	37.8%	37.3%	31.7%	15.3%	15.1%
	Amer. Ind. or Alask. Native	0.0%	0.0%	1.0%	0.0%	0.1%	0.2%
	Asian	6.5%	4.5%	4.9%	4.0%	15.1%	13.6%
	Latino	37.4%	45.9%	43.1%	48.5%	50.0%	34.5%
	Pacific Islander	0.0%	0.0%	0.0%	0.0%	0.5%	0.5%
	White	3.7%	5.4%	5.9%	5.9%	13.8%	32.8%
	Two or More	2.8%	5.4%	6.9%	8.9%	4.5%	2.9%
	Unknown or Decline	3.7%	0.9%	1.0%	1.0%	0.7%	0.4%
Age/ Age Group	<17	0.0%	0.0%	0.0%	0.0%	1.0%	24.2%
	17	0.9%	0.0%	0.0%	1.0%	1.0%	
	18	6.5%	5.4%	8.8%	5.0%	4.2%	
	19	12.1%	13.5%	9.8%	9.9%	8.5%	2.5%
	20	17.8%	14.4%	17.6%	18.8%	7.2%	
	21	4.7%	13.5%	9.8%	7.9%	5.2%	
	22	11.2%	6.3%	4.9%	5.9%	3.6%	3.9%
	23	6.5%	8.1%	3.9%	7.9%	2.8%	
	24	2.8%	3.6%	5.9%	5.9%	2.2%	
	25-29	21.5%	15.3%	20.6%	21.8%	13.6%	7.4%
	30-39	10.3%	12.6%	12.7%	9.9%	8.9%	14.9%
	40-49	3.7%	5.4%	3.9%	5.0%	3.8%	15.9%
	50-64	1.9%	1.8%	2.0%	1.0%	3.0%	18.1%
	65+	0.0%	0.0%	0.0%	0.0%	0.7%	10.6%
Class Load	Full-time	31.8%	30.6%	26.5%	28.7%	32.6%	
	Part-time	67.3%	60.4%	73.5%	71.3%	66.2%	
Academic Level	College degree	4.7%	6.3%	3.9%	4.0%	11.6%	
	HS Grad	88.8%	82.0%	84.3%	89.1%	82.3%	
	Not a HS Grad	2.8%	0.0%	1.0%	0.0%	0.3%	
	K-12 Special Admit	0.0%	0.0%	0.0%	0.0%	2.0%	
	Unknown	3.7%	11.7%	10.8%	6.9%	3.7%	
Educational Goal	Intend to Transfer	21.5%	15.3%	12.7%	20.8%	30.8%	
	Degree/Certificate Only	12.1%	14.4%	8.8%	7.9%	3.7%	
	Retrain/recertif.	8.4%	8.1%	12.7%	21.8%	3.3%	
	Basic Skills/GED	4.7%	6.3%	9.8%	5.9%	5.9%	
	Enrichment	0.9%	2.7%	2.9%	5.0%	2.3%	
	Undecided	14.0%	12.6%	13.7%	13.9%	16.6%	
	Unstated	38.3%	40.5%	39.2%	24.8%	38.0%	

Program Participation (4-year Trend)

Cosmetology

Years: 2011-12 to 2014-15

	2011-12	2012-13	2013-14	2014-15	4 Yr Average
Annual Enrollment	304	297	323	303	307



Enrollment by Time of Day

Spring Term	2012	2013	2014	2015
Day	65.9%	64.2%	56.4%	64.2%
Night	34.1%	35.8%	35.0%	31.4%
Weekend/Unknown	0.0%	0.0%	8.6%	4.4%

Demographic Success Characteristics

Cosmetology

Spring: 2012 to 2015

	Spring 2012		Spring 2013		Spring 2014		Spring 2015	
<i>Ethnicity</i>	Success	N	Success	N	Success	N	Success	N
African-American	77.8%	54	70.2%	47	73.3%	45	71.0%	31
Amer. Ind. or Alask. Native	0.0%	X	0.0%	X	100.0%	X	0.0%	X
Asian	88.9%	X	100.0%	X	71.4%	X	100.0%	X
Latino	77.3%	44	82.0%	61	76.3%	59	88.0%	50
Pacific Islander	0.0%	X	0.0%	X	0.0%	X	0.0%	X
Two or More	100.0%	X	83.3%	X	71.4%	X	90.0%	X
Unknown or Decline	60.0%	X	100.0%	X	100.0%	X	100.0%	X
White	80.0%	X	71.4%	X	75.0%	X	100.0%	X
<i>Gender</i>								
M	100.0%	X	70.0%	X	80.0%	X	66.7%	X
F	77.2%	114	79.0%	119	74.8%	123	85.6%	97
X	0.0%	X	0.0%	X	0.0%	X	0.0%	X
<i>Age Groups</i>								
19 or less	69.6%	23	80.0%	25	59.1%	22	86.7%	15
20 to 24	77.8%	54	76.3%	59	79.7%	59	84.6%	52
25 to 49	82.9%	41	81.4%	43	79.5%	44	82.9%	35
Over 49	100.0%	X	50.0%	X	33.3%	X	100.0%	X
X: Counts are suppressed for groups with less than 10 students.								
Shaded regions indicate groups achieving at a rate less than 80% of the reference group, respectively.								
Reference groups are White, male, and 20 to 24 years old.								

3. Curriculum

Cosmetology curriculum for students enrolled in cosmetology courses shall consist of sixteen hundred (1600) clocked hours of technical instruction and practical operation covering all practices constituting the art of cosmetology.

✚ Full - time hours per week 37.5

Monday thru Friday 8:00 to 4:20 (day students)

✚ Part-time 20 hours per week (evening students)

Monday thru Thursday 5:00 to 10:15

Student Options:

✚ State License

✚ State License and Associate of Science Degree (with standard requirements)

✚ State License and Certificate of Achievement and/or Certificate of Accomplishment

El Camino Cosmetology Program implements the Milady's curriculum which is one of the most respected leaders in the industry and education continually set the standards of excellence in the world-wide. Professional growth is faculty driven within their expertise and teaching discipline with the guidelines of title 5 and the set standards of State Board of Barbering and Cosmetology. Through demonstration, lecture, classroom presentation, or examination, practical operations that are actually performed by the students to do a complete service on another person or on a mannequin. The curriculum allows our students a strong opportunity to pass State Board of Barbering and Cosmetology of California and apply for an entry level employment in the beauty industry.

A. Curriculum Review Time Line:

COSMETOLOGY CURRICULUM - 2012 – 2017					
COURSE	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Cosmetology 1		Course Review			CTE 2 Year Review
Cosmetology 2abcd		Course Review	INACTIVATED		
Cosmetology 2A				New – Approved	Prerequisite Change
Cosmetology 2B				New – Approved	Title Change
Cosmetology 2C				New – Approved	Title Change
Cosmetology 2D					New!
Cosmetology 3				In Progress	
Cosmetology 4				CTE 2 Year Review	Title Change
Cosmetology 5ab	INACTIVATED				
Cosmetology 10		Course Review		Course Review	
Cosmetology 11			2 Year CTE Review		
Cosmetology 12		INACTIVATED			
Cosmetology 13		INACTIVATED			
Cosmetology 14abcd		INACTIVATED			
Cosmetology 16				to 16 (from 16abcd) CTE 2 Year Review	
Cosmetology 20 - Esthetician				New – Approved	
Cosmetology 21 - Esthetician				New – Approved	
Cosmetology 30 - Barbering				New - In Progress	
Cosmetology 31- Barbering				New - In Progress	
Cosmetology 50		INACTIVATED			
Cosmetology 95 (from 95abcd)				APPROVED	
Cosmetology 99 (from 99abc)			APPROVED		

COSMETOLOGY CURRICULUM - 2012 - 2017					
ASSOCIATE IN SCIENCE DEGREES AND CERTIFICATES	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Associate in Science Degree <i>Cosmetology</i>					Adding Cosmetology 2D
Associate in Science Degree <i>Cosmetology</i> Removing Cosmetology 2abcd, 12, 13, 14abcd – adding 2A, 2B, 2C			APPROVED		
Certificate of Achievement <i>Cosmetology Level II</i>					Adding Cosmetology 2D
Certificate of Achievement <i>Cosmetology Level II</i> Inactivated – Level II was CCC approved but not approved by LOWDL - inactivation needed to use Level II for the original Level III certificate			APPROVED		
Certificate of Achievement <i>Cosmetology Level III</i> Removing Cosmetology 2abcd, 12, 13, 14abcd – adding 2A, 2B, 2C Changed to Cosmetology Level II			APPROVED		
Certificate of Achievement <i>Esthetician</i>				NEW! In Progress	

B. Course Additions:

In 2013-2014, Course Review were for Cosmetology 1, 10, and 2abcd; and Cosmetology 99 was approved; in 2015-2016, Cosmetology 2A, 2B, 2C are new and approved; Esthetician 2, 20, 21, are new and approved; Cosmetology 16abcd changed to 16; Barbering 30, 31, new and in progress; in 2016-2017, Cosmetology 2A Prerequisite change; Cosmetology 2B and 2C Title Change and Cosmetology 2D is new and need curriculum approval.

In 2012-2013, Cosmetology 5ab was inactivated; in 2013-2014 Cosmetology 12, 13, 14abcd and 50 were inactivated; in 2014-2015, Cosmetology 2abcd was inactivated; in 2014-2015, Cosmetology 2abcd was inactivated due to eliminating the repeatability of a course.

D. Distance Education: The cosmetology program currently does not offer distance education.

E. Cosmetology students are completing the sequence of Courses and receiving Certificates at Level I and Level II after earning 1600 clocked hours. All courses have been offered within the past two years and there are no concerns regarding program courses and their articulation.

F. According to the El Camino Community College Degree and Certificates Awarded Trends, the Cosmetology Program has handed out 28 certificates in 2010-11, 49 certificates in 2011-12, 43 certificates in 2012-13, and 36 certificates in 2013 to 2015.

The cosmetology students take a State Board licensure exams, and in the last quarter students passed the written and practical exams at 95%. The success was due to instructors teaching and implementing State Board drills that focused on consistent

weekly drills of the State Board practical exam that enhanced students confidence and knowledge in passing the practical exam.

4. Assessment and Student Learning Outcomes

The Cosmetology Program have been diligent in completing our Student Learning Outcomes and Program Level Outcomes assessments. Adjunct faculty members have contributed and been involved from the start in helping the department complete assessments. The department follows the four-year timeline grid each semester and full-time faculty members are designated an SLOs to assess. Part-time faculty members volunteer to help in completing the process by conducting surveys, providing data entry help, and being supportive when called upon. The results of the assessments have been used to guide the department in improving lesson plans that directly influenced the classroom topics in keeping the subjects interesting to students and students morale about the program.

E. Department Improvements Due to SLOs –

The cosmetology program is 100% proficient in assessing its Student Learning Outcomes and Program Level Outcomes.

- ✚ Results of assessments have been used to guide the department in improving courses and the program. The department has completed courses and program assessments according to the four-year timeline.
- ✚ Decision making is purposefully directed towards improving student learning based on the result of the assessments.
- ✚ **Rating the assessment work in the program:** There needs to be more participation from part-time faculty members and mandatory department meetings once a month to discuss, monitor, and improve the implementation process so that all faculty materials are included and accounted for during the assessment phase to get better results and findings.
- ✚ The cosmetology department will be hiring one part-time instructor for fall 2016, who will participate and help with SLO'S, Program Review (2020), which will enhance and give fresh perspectives and ideas for the future of the program.
- ✚ The Cosmetology Program have done an exemplary job in completing and assessing SLO's and PLO's in the past; however, there will be greater concentration helping the newly hired part-time and full-time instructors in spring 2017, to help with generating new student learning statements to match the lesson plan that is being taught by the newly hired faculty members.
- ✚ A large majority of the students in the cosmetology program are scoring below 70% on the written exam and not passing. Therefore, the department is collaborating with other instructors across campus in implementing the **Student Equity Re-envisioned program** to help our students

increased their scores and be successful in passing their written exam which will impact the SLO's statements and assessments results in the future.

- One recommendation that have come from student learning outcomes assessments is that the department have put through curriculum a course (Cosmetology 4), that is schedule to be implemented in spring 2017, that is specifically designed to focus entirely on the theoretical section of the state board exam.

A. Alignment Grid

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.		
ILOs	1. Critical Thinking <i>Students apply critical, creative and analytical skills to identify and solve problems, analyze information, synthesize and</i>	2. Communication <i>Students effectively communicate with and respond to varied audiences in written, spoken or signed, and artistic forms.</i>	3. Community and Personal Development <i>Students are productive and engaged members of society, demonstrating personal responsibility, and community and social awareness</i>	4. Information Literacy <i>Students determine an information need and use various media and formats to develop a research strategy and locate, evaluate, document, and</i>		
LO-PLO-ILO ALIGNMENT NOTES:						
ark 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.						
O 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 the manufacturer's instructions.			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			X			

SLOs

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		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					
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		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				
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		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				
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		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					
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		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					
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		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				
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

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.

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.

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.

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.

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.

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.

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.

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.

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.

SLO Timeline <i>Worksheet</i>		
Division: Industry & Technology	Program: Cosmetology	Program
Review Date: <u>2016</u>		
<p>Directions: Use this worksheet to schedule assessments for each SLO Statement over the four-year timeline.</p> <p style="text-align: center;">When complete, return to your facilitator by January 31 for input into TracDat.</p>		

[illegible]

# 3															
COSM 2C SLO # 1															
COSM 2C SLO # 2															
COSM 2C SLO # 3															
COSM 2abcd SLO #1		X									X				
COSM 2abcd SLO #2					X								X		
COSM 2abcd SLO #3							X								
COSM 3 SLO #1				X										X	
COSM 3 SLO #2						X									
COSM 3 SLO #3												X			
COSM 4 SLO #1												X			
COSM 4 SLO #2														X	
COSM 4 SLO #3															
COSM 10 SLO #1		X											X		
COSM 10 SLO #2					X										
COSM 10 SLO #3											X				
COSM 11 SLO #1			X										X		
COSM 11 SLO #2					X										
COSM 11 SLO #3											X				
COSM 12 SLO			X									X			

[illegible]

C. Percentage of Course assessed – The cosmetology program is 100% proficient in assessing Student Learning Outcomes and Program Level Outcomes.

D. Assessment Results – There needs to be more participation from part-time faculty members and mandatory department meetings once a month to discuss, monitor, and improve the implementation process so that all faculty materials are included and accounted for during the assessment phase to get better results and findings.

5. **Analysis of Student Feedback**

A. Describe the results of relevant surveys

Cosmetology Program Student Survey results and questions. The survey was administered during the spring semester and included 73 students' responses. There was a total of 12 Questions on the survey and the last Question #12 (I would recommend students interested in Cosmetology to El Camino College) received the best results of 72.61%. Almost three-quarters of the students strongly agree and agree that they would recommend the cosmetology program to someone.

Student Support - The survey supports students by allowing students to communicate their likes and dislikes about the program and that answering the survey would impact the department in making changes for student success in the future.

B. Curriculum –The students expressed in the survey that they would like classes on makeup, hair weaving, and business courses. The department will get together and discussed ideas that would be conducive in implement a makeup and hair weaving class(s) in the future.

Facilities, Equipment, and technology – Question #7 on the survey (I am satisfied with the equipment [stations-kits-textbook, etc.]). The survey indicated that 32 students disagree and strongly disagree with the question, while 28 students agree or strongly agree with the question. So, half the class disagree and agree about the question. The department will take a look at the cosmetology kit at the end of this fall semester and make the necessary items changes in the kits.

Program Objectives -The program objective is to work on involving students in department discussions that pertains to issues that impact their lives inside the classroom.

Implication of the Survey – this was the first time this survey was given to students, and there's no prior survey results to measure against to determine whether there have been any improvements to the program. In the next program review slated for 2020, the same survey will be re-issue to student and at that time the department will compare results and make necessary changes to meet student success in the program. The Cosmetology program at El Camino Community College does more than offer training and development. We offer opportunities for personal and professional success. As part of our curriculum, we encourage students to envision where they expect to be in two years, what is needed to achieve that vision, and assistance with their cover letters and resume. Success is not just a matter of just teaching to students but guiding each individual students to reach for the stars and fulfill their dreams.

C. The department will seek out vendors and collaborate with other departments within the division to determine the best solution in solving how to provide quality and updated equipment for our students. We will take a look at leasing equipment for our students and consider having students choose from a list of vendors and put their own equipment together.

6. Facilities and Equipment

The Cosmetology program will be implementing an Esthetic program slated for spring or fall 2017. The materials below are imperative for the program to function, and carry out its curriculum so that students will have the appropriate equipment in the classroom to support students learning and success.

Cosmetology 2015 Recommendations #1

1. (4) wig dryers – **completed**

Cosmetology 2016-17 Recommendations Program Review #1 & #2

2. Hire one part-time faculty members – **completed** (1 part-timed instructors hired fall 2016.)

3. Hire a part-time Receptionist for the front lobby area in the department (**pending**)

4. **Recommended materials for the Esthetic Program: (pending)**

This information is in the Program Review Planning

- A. Stainless Steel Facial Carts – 10 units at \$430.00 ea. /\$4,300.00
- B. Facial Stool – 4 units at \$130.00 ea. /\$520.00
- C. Paragon Towel Warmer – 4 units at \$320.00 ea. / \$1,280.00
- D. Paragon Towel Warmer Carts – 4 units at \$560.00 ea. /\$2,240.00
- E. Paragon Facial Vaporizer & Mag. Lamp – 2 units at \$790.00 ea. /\$1,580.00
- F. 9 Function Multi-Purpose Facial Machine – 10 units at \$1,199.00 ea. /\$11,990.00
- G. Maintenance Contract for equipment, approximately \$5,000.00 per year.

7. **Technology and Software**

The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Time clock or time scanners are required at all board approved cosmetology programs to track hours accumulated.

Accuracy - Time will be calculated with software. / Miscalculation from manually adding and subtracting hours will no longer occur.

Secure - Hand punch will only allow student registered to clock in. / Eliminate students from committing fraud by preventing someone other than the registered student to clock in/out.

Up to date information. – Student's time would be recorded real time and would be available immediately.

Alerts - Software will notify staff/instructor and student of missed clock in/out. Notify when they are getting close to their total required hours of completion.

Time clock required - Board of Barbering requires that we have a time clock or time scanner in our program.

Quote by TimeClock Plus TimeClock Plus v7 Standard Edition (Electronic Download) (One Time Fee) \$400

V7 Standard Employee Licenses Edition (Electronic Download) (One Time Fee) \$4000

4 x Bio RDT 400 w/keypad (One Time Fee) \$8196

Annual Support for software and Hardware - annual cost: \$1799.40

Total Cost (S & H and Tax included in price) \$15,541.29

IT department suggested that we use the time clock software they currently have available called CI Track. We are in the process of having a computer transferred to us which will be dedicated for the CI Track time keeping software.

Spoke with vender about using an R.F.I.D. badge card and equipment to use for a student to use to clock in and out. We were told that exchange of badge card allows students to perform a fraudulent clock transaction for another student. Vender suggests we use finger print biometric to eliminate the age-old problem of students clocking each other in.

8. Staffing

Faculty

Merriel Winfree

Patricia Gebert

Adjunct

1. Sheila Murray
2. Charlene Brewer-Smith
3. Bruce Tran
4. (2) Clerical and Lab Facilities Technician

Due to the recent retirement of one full-time faculty and another faculty member retiring at the end of the fall semester (2016), it is necessary to replace the two full time instructors to provide consistency for students, keep up with the increased responsibilities, and provide continuity and stability for the program.

The faculty and staff stand united in providing positive and cohesive learning environment and fostering a life-long learning climate. This empowers the students to reach their career goals of ensuring that students are prepared for State Board examination licensing and entry level position that meet the industry demand.

1-2 years

To improve the staffing needs in the department the approximate costs:

✚ Fulltime faculty personnel	\$ 100,000.00 x 2 = \$200,000
✚ Front Receptionist	\$ 25,000.00 x 2 = \$50,000
✚ Part-time Esthetician Instructor	\$ 25,000 x 2 = \$50,000

2-4 Years

Staffing for the future esthetician and barbering programs there will need to be 2 full-time faculty, 2 front receptionists and two barbers includes day and night program costs.

✚ Full-time instructors	\$100,000 x 2 = \$200,000
✚ Front Receptionists	\$ 25,000 x 2 = \$ 50,000
✚ Part-time Esthetician Instructor	\$ 25,000 x2 = \$ 50,000
✚ 2 Part-time Barbers	\$ 25,000 x 2 = \$50,000

The department is in need of two front receptionist. One for day and the other one for the night. Due to the structure of the front lobby area it is a blind spot where you cannot see who's walking into the department until they have entered the lab area where students are at their station. It is a safety issue that needs to be taken care of. The department will consider options such as a ring bell sensor or a half-door or buzzer to alert staff when someone has entered the lobby area to receive services.

9. Direction and Vision

The Cosmetology Department have moved into the new facility and since then, there are a few items to consider regarding the direction and vision that would be possible in a new building. According to BeautySchool.edu, "[Cosmetology industry is growing] so much so, that the number of professional salon employees, 1.7 million, greatly outnumbers the number of lawyers across the United States. Not only is the industry growing but so are the career possibilities. A cosmetologist can easily move into any number of jobs such as Esthetician, Movie Stylist, Product Sales Representative and many more professions. Even Better, Cosmetologist can easily set up their own professional salon business out of their

homes or Elsewhere. And, according to the National Accrediting Commission of Cosmetology Arts And Sciences (NACCAS) 2007 JOB Demand in the Cosmetology Industry report, the Cosmetology industry constantly needs highly trained cosmetology professional due to the increased grown of salons.” To support this the study cited:

- ✚ 1,682,641 professionals were employed in 370,215 salons, which included nail salons, barber shops, beauty salons and unisex salons
- ✚ There has been an **18.3% growth** in the number of salons during the past three years.
- ✚ 65% of salons are employed-owned, an increased since 2003

Due to the growth of salon ownerships, contributes to the fact that there is going to be a need for licensed cosmetologist with business acumen. There are going to be real opportunities for individual wanting to start their own business. “The report also cited cosmetology as a sizeable profession, with the total number of professional employees increasing by 5% in the last three years, reflecting the **18% growth in new salons.**” Not only is cosmetology growing in leap and bound but the opportunity to own your business is a trend that is taking on new meaning and favorable for years to come.

The new facility would allow the Cosmetology Department to broaden its scope of education and increase the student enrollment with development of an addition Esthetician Program and Business certificate. The Esthetician and Business is a career programs that are a subset of the Cosmetology Program.

Esthetician program has gone through curriculum and is ready to be implemented. The program is slated for spring or fall of 2017.

- ✚ **Business Certificates** are in the process of being evaluated by Joshua Troesh, Business faculty member who is in collaborating with the cosmetology department to create an inter-disciplinary certificate program for cosmetology students who are interested in starting their own business or learning more about gaining and developing their career. The goal is to develop cosmetology business certificates that would provide students with a competitive edge in applying for jobs in their industry or in starting their own business. The certificates

would consist of a small number of cosmetology courses and the business courses which are most applicable to cosmetology career.

The proposed certificates:

- Cosmetology Marketing & Selling
- Salon Management and Ownership

10. Prioritized Recommendations

A. Strategic Initiative: Student Learning

Support student learning using a variety of effective instructional methods, educational technologies, and college resources.

1. 9- Function Multi-Purpose Facial Machines– 10 units at \$1,199.00 ea. /\$11,990.00
2. Maintenance Contract for equipment, approximately \$5,000.00 per year.
3. Stainless Steel Facial Carts – 10 units at \$430.00 ea. /\$4,300.00
4. (4) Paragon Towel Warmers & (4) Paragon Towel Warmer Carts
5. Paragon Facial Vaporizer & Mag. Lamp – 2 units at \$790.00 ea. /\$1,580.00
6. Facial Stool – 6. units at \$130.00 ea. /\$520.00

The department currently have 10 facial beds, 10 facial stools, 10 facial carts, and 10 facial steamers. However, number 1, the 9-Function Multi-Purpose Facial Machines is imperative and the bedrock for any program to be successful and for students learning to take place. The facial machine will allow students to perform specialized facial treatments, treat skin disorders, and perform multitudes of facial applications that are pertinent to being a licensed esthetician. The vendor that supply the Facial Machines will provide a maintenance contract for repairing equipment. After 1 and 2, the other equipment will be gradually phased into the program.

B. The department will work on tracking alumni by creating a Facebook page or by having students fill out a demographic information form when student apply for certificates.

Cosmetology CTE Supplemental Questions

1. How strong is the occupational demand for the program?

The demand for hairdressers, hairstylists and cosmetologists nationwide is projected to grow by 8 to 14 percent between 2012-2022, according to O*Net Online, the Web-based career overview site sponsored by the U.S. Department of Labor (DOL). The DOL projects cosmetology job opening nationwide to be more than 222,000. The indications this is very positive because it is proof of a steady increase of need for this field. It can be assumed that there will be a strong need for cosmetologist in the future.

2. How does the program address needs that are not met by similar programs in the region?

The El Camino College Cosmetology Department has the ability to serve its students completely through all the extra departments available at the community college level not offered at a private cosmetology school. We have the Special Resources Center (SRC), which allows the cosmetology department to provide education for the disabled and students with special needs or learning disabilities.

3. What are the completion, success, and employment rates for the students?

Completion Rate:

According to the El Camino Community College Degree and Certificates Awarded Trends, the Cosmetology Program has handed out 28 certificates in 2010-11, 49 certificates in 2011-12, 43 certificates in 2012-13, 36 certificates 2013-14, and 36 certificates in 2014-15. The data indicates that in 2011 to 2013 the department gave out more certificates than in 2013 to 2015. The reason for that is that our students attend cosmetology classes for various reasons. Some students return to re-fresh their skills to pass the State Board exam; some come for financial aid and dropout; and some students discontinue for personal reasons, such as family issues, financial problems or become employed in other areas of the industry. However, further research will have to take place to further explain the significant drop in Certificates.

Success Rate:

Applicants are receiving notice of their examination date four to six weeks after graduating from cosmetology. The Board recently implemented a national exam and the last quarter of 2015, our students passing rate was 95% on the written and practical exams, thus making immediately employable in the job market.

Employment Rates:

The statistic of El Camino College, students who pass the State Board of Cosmetology from El Camino College and become employed is not available from the Institutional Research Office at El Camino College. As students graduate, local industries contact us and we place approximately 10 students a semester in a job market.

4. If there is a licensure exam for students to work in their field of study, please

List the exam and the pass rate? The cosmetology students who completes 1600 clocked hours take the State Board of Cosmetology written and practical examinations. In 2015 the cosmetology students are averaging 95% on the written part of the exam, and 95% on the practical part of the exam. Prior to 2015, students were scoring below 50% on the written exam, and 90% on the practical exam.

5. Is the advisory committee satisfied with the level of preparation of program graduates?

During our last Advisory meeting, the group collegially collaborated, shared and engaged in conversation about specific people skills and business skills that students were lacking when showing up for a job interview. And that students needed to work on being professional, well-groomed, and prepared for the industry. By collaborating with the business department on campus students will be exposed and taught business skills and how to be professional in business in the courses that are applicable to the cosmetology career.

