

Program Overview	
PR Area	Academic Affairs
PR Division	Industry & Technology
PR Program	Cosmetology
Review Type	Academic Affairs
Year	2012
Program Overview Narrative	
<p style="text-align: center;"><b><u>Cosmetology Program Overview</u></b></p> <p><b>Our Mission Statement:</b></p> <p>We offer quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.</p> <p><b>Our Strategic Initiatives:</b></p> <ol style="list-style-type: none"> <li>1. SI A -Enhance teaching to support students learning using a variety of instructional methods and services.</li> <li>2. SI B - To strengthen quality educational and support services to promote student success.</li> <li>3. SI D - Develop and enhance partnership with schools, colleges, universities, businesses, and community-based organizations to respond to the workforce training and economic development needs of the community.</li> </ol> <p>Cosmetology is the art and science along with the practical application that follows the State Board of Cosmetology criteria. Courses include hair, skin care, and nails. Cosmetology courses consist of required subject matter from the State Board of Cosmetology. It is required by state law for the student to complete 1600 clocked hours of instruction along with theory and application. The El Camino College Cosmetology Program is designed to prepare students for the State Board Examination in order to obtain their Cosmetology license. Students are given the option to choose between the Day Program which is Full-Time or 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 go toward an Associate in Science Degree, a Certificate of Achievement or Certificate of Accomplishment. Once the student has obtained their license, they have the skills required to successfully obtain a career in the all phases of Cosmetology. The Cosmetology Program develops the skills and talents required to become a hair technician, skin-care technician, nail technician, product manufacturer representative, salon manager, business owner, and other career options in the Cosmetology profession.</p>	

### Special Events

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

- Retired Veterans of the Veterans Hospital – haircuts and manicures
- Children’s 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
- Locks of Love - haircuts
- Fashion Show at the Spectrum in Los Angeles - hair styling and make up

### **Status of all active Recommendations**

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1. Esthetician Program (Pending) in the new building floor plan for an esthetics studio will be specially designed and equipped with smart classroom equipment, esthetic furniture and other accessories. The Cosmetology Program would like to have the program implemented by 2014.
2. Level I – Certificate of Accomplishment (Accomplished) - 2010-2011. After earning a Certificate of Accomplishment, students will have the basic skills for entry-level positions as specified by the State Board of Cosmetology. A Certificate of Accomplishment will be granted upon completion of all program requirements. At least 50% of the courses required for the Certificate of Accomplishment must be completed at El Camino College. The department will review both certificates and determine if a Certificate of Attendance and Honor would better suit the needs for graduating students. These additional certificates can be attached with resume and proof of excellence applied in their training to become a cosmetologist.
3. Level II – Certificate of Achievement (Pending) - the certificate was rejected from the Chancellor’s Office, in which the department will rewrite and present to the Curriculum Committee in the near future. The department will review both certificates and determine if a Certificate of Attendance and Honor would better suit the needs for students graduating. These additional certificates can be attached with resume and proof of excellence applied in their training to become a cosmetologist.

4. Level III – Certificate of Achievement (Accomplished) -2010-2011. A Certificate of Achievement will be given to students at the completion of 1600 hours. This Certificate of Achievement shows proof that the student is prepared to take the California State Board of Cosmetology Examination. Level III – Certificate of Achievement is given only after completion of Level 1 and Level II. The department will review both certificates and determine if a Certificate of Attendance and Honor would better suit the needs for students graduating. These additional certificates can be attached with resume and proof of excellence applied in their training to become a cosmetologist.
5. Barbering Program (Pending) – no steps have been taken in putting forth a barbering program; however, when the new building is completed by 2014, faculty members will consider whether it is feasible for the program, and document the results in the CTE Questionnaire.
6. Teacher Training Program (Pending) – This will depend if it is applicable with the State Board licensing of teachers. The current trend is that this will not be happening any time in the near future. No steps have been taken in implementing a teacher-training program; however, when the new building is completed in 2014, faculty members will consider whether it is feasible for such a program, and document the results in the CTE Questionnaire.
7. Manicurist Program – The manicurist course has been inactivated. The program has been inactivated for several years and the current trend does not foresee an opening for this program. The manicurist field is saturated with manicure workers.

### Part 1: Review of the past four years

Research Data Analysis			
Research Data Analysis Narrative			
Curriculum			
Curriculum Narrative			
Our course review timeline, description of our current courses and future curriculum goals are described in Curriculum - see attached.			
El Camino College School of Cosmetology – Curriculum			
Program Parameters:			
<ul style="list-style-type: none"> <li>Each class includes a maximum of 30 students per class</li> </ul>			
	Hours per week	Weekly Schedule	Approximate number of semesters to complete program*

Full Time Students	37.5	M-F, 8:00 a.m. to 4:30 p.m.	3-4 semesters
Part Time Students	20	M-Th, 5:00 p.m. to 10:00 p.m.	6-7 semesters

\*Total number of semesters varies based on students' personal needs and class availability.

### 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 complies with Title 5 Regulations and the State Board of Barbering and Cosmetology. The department uses the Milady's Standard Cosmetology Curriculum, Milady's educational materials, and faculty expertise to prepare students who are embarking on a career in the field of cosmetology.

The Cosmetology Program requires students to complete 1,600 hours of technical instruction **shall mean instruction** by demonstration, lecture, classroom participation or examination; practical operation shall mean the actually performance by the student of a complete service on another person or on a mannequin, and assessments of Student Learning Outcomes (SLOs).

The 1,600 hours of education prepares students to test for the State Board of Barbering and Cosmetology. Once licensed, students are able to apply for entry level employment in the beauty industry to become makeup artists, nail technician, esthetician or a cosmetologist.

### Assessments of Student Learning (SLO)

#### Assessment of Student Learning Narrative

Cosmetology Program Review

#### Student Learning Outcomes

The Student Learning Outcomes (SLOs) for each course in the program follows:

#### Cosmetology 1- Introduction to Cosmetology Procedures

##### SLO:

Students will be able to list and describe the basic four hair color applications required for the State Board licensure exam.

##### Assessment Instrument:

A handout will be distributed with blank diagrams of four head designs that students will draw in the four application procedures and write out the basic steps required to completing the four

hair color applications.

**Assessment Results:** The results of the practical part of the exam.

Virgin Tint to Darken	90% Excellent
Virgin Tinting to Lighten	85% Above Average
Virgin Bleach	80% Average
Tint Back to Natural	65% Below Average
Average	80%

**What were the most important findings from the data?**

The success rate for the four hair color practical applications were in the range of 65 to 90%. The Tint Back to Natural applications seems to have been difficult for students to apply, whereas, the other three applications were successful.

**Recommended Changes:**

Students will need to spend more time practicing the Tint Back to Natural application on their mannequin and instructors will need to incorporate theoretical exercises to further students understanding and success in applying the Tint Back to Natural hair color application.

## **Cosmetology 2- Advanced Cosmetology Procedures**

**SLO:**

The students will be able to perform a permanent wave procedure on a mannequin by using professional product.

**Assessment Instrument:**

Students will be given the professional product to demonstrate their ability to:

1. Read and follow manufacture directions on their own.
2. Perform the steps of a permanent wave.
3. Assemble tools and materials for the procedures.
4. Clean up and dispose of materials correctly.

**Assessment Results:** The results of the practical part of the exam.

Twenty seven students were administered the exam. The class achieved a 68% passing rate.

Students did below average in the actual permanent wave procedure without receiving verbal instructions from the instructor.

What were the most important findings from the data?

Students need to spend more time going over the practical procedure on the mannequin and that more audible and written exercises need to be spent on the procedure.

Recommended Changes: Manufacture directions understanding.

Students should be allocated time to work independently without verbal instructions to see if critical thinking is taking place when applying the permanent wave product on a mannequin or a client.

### **Cosmetology 3- Advanced Cosmetology Applications**

SLO:

Students will be able to demonstrate the four curl patterns accordingly to the performance criteria required by the State Board of Cosmetology.

Assessment Instrument:

A rubric will be administered in assessing learning. Assigned points are applied to each curl pattern according to degree of completion. Questions: are **curl patterns that students are required to demonstrate at the State Board.**

1 = Failure	Questions: 1. Over-directed
2 = Below Average	2. On-base
3 = Average	3. ½ off-base
4 = Above Average	4. Off-base
5 = Excellence	

Assessment Results:

Twenty-five students were administered the practical exam in thermal styling. After reviewing and evaluating 25 completed examinations, and applying the rubric, the results are that the class received above average (80%) passing rate in demonstrating the four curl patterns.

What were the most important findings from the data?

Students recognized and take interest in practicing the four curl patterns because the skills are

imperative for any hairstylist to be successful in the salon.

Recommended Changes:

No changes are recommended since students are passing the subject with success.

**Cosmetology 4- Cosmetology Practicum**

SLO:

Students will be able to apply their knowledge of all application procedures in an appropriate lab environment by demonstrating concepts and theories in related hairdressing performance.

Assessment Instrument

Students will be observed in an open lab environment and be identified by using appropriate and inappropriate hairdressing procedures and demonstrate professional people skills in accordance to the criteria of the State Board of Cosmetology.

1. Average, 2. Good, 3. Excellent

1 2 3      1. Customer Consultation/Preparation

1 2 3      2. Disinfection and Safety

1 2 3      3. Practical Application of the procedures

Assessment Results:

29 students participated in the lab assessment. The results were:

- |                                             |                                                           |
|---------------------------------------------|-----------------------------------------------------------|
| 1. Customer Consultation/Preparation:       | Number of Students                                        |
|                                             | 10 out of 29 students received a score of 1 = 34%: Poorly |
| 2. Disinfection and Safety:                 | 25 out of 29 students received a score of 2 = 86%: Good   |
| 3. Practical Application of the procedures: | 9 out 29 students score 3 on their test = 31%: poorly.    |

What were the most important findings from the data?

Majority of the students did poorly in the customer consultation/preparation and in the practical application procedures. They have limited knowledge on how to interact professionally with their clients in communicating the basic results of a service(s) which simultaneously negatively affects the outcome of the procedure.

Recommended Changes:

Instructors should incorporate more people skills exercises in their lesson plans and roles playing scenarios that will enhance students' skills in the applications and customer consultation areas.

**Cosmetology 10- Introduction to Cosmetology I**SLO:

Students will be able to perform a Predisposition test (skin patch, allergy test) procedure using simulated hair products, such as, tint and peroxide.

Assessment Instrument:

A rubric will be administered in assessing learning. Assigned point(s) are to each step according to degree of completion.

1 = Average      1   2   3      1. Client Safety and Protection

2 = Good          1   2   3      2. Perform Predisposition Test

3 = Excellence    1   2   3      3. Record Card

Assessment Results:

23 students participated in the lab assessment. The results were:

- |                                  |                                                                           |
|----------------------------------|---------------------------------------------------------------------------|
| 1. Client Safety and Protection: | Number of Students<br>21 of 23 students received a score of 1 = 91%: Good |
| 2. Perform Predisposition Test:  | 22 out of 23 students received a score of 2 = 96%: Good                   |
| 3. Record Card:                  | 23 out of 23 students received a score of 3 = 100%: Excellent             |
| Average score = 96%              |                                                                           |

What were the most important findings from the data:

Students demonstrated well above the 90% percentile in following through with the procedure and understood the importance of performing a P.D test prior to any hair coloring application.

Recommended Changes:

No changes are recommended since students are passing the subject with success.



**Cosmetology 11- Introduction to Cosmetology II****SLO:**

Students will be able to demonstrate a blunt-cut, graduate uniform-layered and long-layered haircut by using zero, ninety, and forty-five degree angles. Identify reference points on the head and understand their role in haircutting.

**Assessment Instrument:**

A rubric will be administered in assessing learning. Assigned point(s) are to each step according to degree of completion.

- (1) **Development Opportunity:** There is little or no evidence of competency; assistance is needed; performance includes multiple errors.
- (2) **Fundamental:** There is beginning evidence of competency; task is completed alone; performance includes few errors.
- (3) **Competent:** There is detailed and consistent evidence of competency; task is completed alone; performance includes rare errors.
- (4) **Strength:** There is detailed evidence of highly creative, inventive, mature presence of competency.

**Assessment Results:**

22 students participated in the lab assessment. The results were:

- (1) 0/22 = 0%
- (2) 18 out of 22 students received a score of 2 = 82% students were successful
- (3) 2 out of 22 students received a score of 3 = 9% Average
- (4) 2 out of 22 students received a score of 4 = 9% Average

**What were the most important findings from the data?**

Majority of the students fell in the fundamental area of the assessment which is average and expected from freshman students; whereas, only four students scored above average in the competent and strength areas of the haircutting performance.

Recommended Changes:

No changes are recommended since majority of the students are passing the subject with success in the introduction course.

**Cosmetology 12- Intermediate Cosmetology**SLO:

Students will be able to demonstrate finger waving, pin curls, roller setting, and hair wrapping.

Assessment Instrument:

A rubric will be administered in assessing learning. Assigned point(s) are to each step according to degree of completion.

(1) **Development Opportunity:** There is little or no evidence of competency; assistance is needed; performance includes multiple errors.

(2) **Fundamental:** There is beginning evidence of competency; task is completed alone; performance includes few errors.

(3) **Competent:** There is detailed and consistent evidence of competency; task is completed alone; performance includes rare errors.

(4) **Strength:** There is detailed evidence of highly creative, inventive, mature presence of competency.

Assessment Results:

25 students participated in the lab assessment. The results were:

- (1) 19 out of 25 students received a score of 1 = 76%      students were not successful
- (2) 3 out of 25 students received a score of 2 = 12%      difficulty performing fingerwave
- (3) 1 out of 25 students received a score of 3 = 4%      somewhat successful
- (4) 2 out of 25 students received a score of 4 = 8 %      successful

What were the most important findings from the data?

Majority of the students had difficulty performing finger-waving and demonstrated little or no evidence of competency. Finger-waving is expected to be difficult for most freshman students when learning the procedure.

Recommended Changes:

Instructors needs to implement more repetitive practice sessions so that students are responsible for completing at least 10 assigned finger waving applications before moving to the next course-level. Instructors will adjust their lesson plan to include more practice time for improvement.

**Cosmetology 13- Advanced Cosmetology I**SLO:

Students will be able to safely and skillfully disinfect their implements, materials, and equipment.

Assessment Instrument: A rubric will be used to assess learning.

Assessment Results:

The students skill levels were above average in disinfecting their implements and equipment. On the average the students score 84%, which is satisfactory for meeting the standard criteria of the State Board Exam.

What were the most important findings from the data?

That majority of the students disinfected their implements and equipment properly to prevent the spread of diseases.

Recommended Changes:

No changes are recommended since majority of the students are passing the subject with success.

**Cosmetology 14- Advanced Cosmetology II**

SLO: Students will be able to perform a basic pedicure.

Assessment Instrument:

A rubric will be used to assess learning. Students will team up with a classmate and display the proper use of pedicure implements, and materials.

Assessment Results:

Students demonstrated with 85% accuracy in the step-by-step procedure. They understood the subject matter and performed satisfactory to meeting the standard criteria of the State Board Exam.

What were the most important findings from the data?

Students skilled level had improved in performing pedicures on their classmates and on clients. Students perform above average because of the repeatability that allows students to improve.

Recommended Changes:

No changes are recommended since majority of the students are passing the subject with success.

**Cosmetology 16- Cosmetology Applications**SLO:

Students will be able to explain the Ph (potential hydrogen) and its importance; explain the role of surfactants in shampoo; perform proper scalp manipulations as part of the shampoo service and demonstrate proper shampoo and conditioning procedures.

Assessment Instrument:

A rubric will be administered in assessing learning. Assigned point(s) are to each step according to degree of completion.

- |                |       |                                       |
|----------------|-------|---------------------------------------|
| 1 = Average    | 1 2 3 | 1. Potential Hydrogen (PH)            |
| 2 = Good       | 1 2 3 | 2. Shampoo Surfactants & Shampoo      |
| 3 = Excellence | 1 2 3 | 3. Scalp Manipulations & Conditioning |

Assessment Results:

20 students participated in the lab assessment. The results were:

- |                                            |                                                                      |
|--------------------------------------------|----------------------------------------------------------------------|
| 1. Potential Hydrogen (PH)                 | Number of students<br>17 out of 20 received a score of 1 = 85%: Good |
| 2. Shampoo Surfactants<br>and Shampoo      | 15 out of 20 received a score of 2 = 75%: Average                    |
| 3. Scalp Manipulations<br>and Conditioning | 15 out of 20 students received a score of 3 = 75%: Average           |
| Average score = 78%                        |                                                                      |

What were the most important findings from the data?

Science is not a favorite topic for cosmetology students and some students have difficulty passing because of prior study habits.

Recommended Changes:

There needs to be a collaborative effort among the instructors to create science exercises that would improve students' comprehensive, retention, and analytical skills. Instructor will meet and collaborate on how to accomplish such task and use the Miliday's Course Management Guide. The instructors will implement these exercises in their lesson plan for 2013.

**Cosmetology 103- Introduction to Manicuring Arts ( Inactivated)**

**Program Level Student Learning Outcome**

SLO: Student who take the California State Board of Cosmetology Licensure Examination will successfully pass the written and practical exams on their first attempt by eighty percent or higher.

Assessment Instrument:

The Board of Barbering of Cosmetology Applicant Tracking system (BBC Examination Statistics). The results of the CSBC are mailed to the school quarterly. The quarterly report will include all students who took the exam from 2009-2010.

Assessment Results:

The quarterly report dated 01-01-2010 to 03-31-2010, indicated that 7 out of 7 students passed with 100% on the practical exam, and 6 out of 7 students passed with 86% on the written exam. One students was a no-show and the other students passed only the written part of the exam. with 100%

What were the most important findings from the data?

Students are passing the practical and written part of the examinations with success on their first attempt.

Recommended Changes:

No changes to the methods, curriculum or program at this time, due to the BBC report.

**Student Learning Outcomes Questionnaire**

How well the does the assessment process work in the program?

The department needs to work on including part-time faculty members in the SLO process so

that a broader scope of assessments can take place to impact all level of courses.

Is there a broad-based participation?

No. Only full-time faculty members participate in the assessments. Part-time faculty members need to be involved in the student learning outcomes assessment process. Full-time faculty members are going to make a effort to include part-time faculty members in the meetings and contact through emailing part-time faculty members when the process of student learning outcomes starts.

What has been rewarding or useful about the process? The rewarding parts of the assessments are that it allows faulty members to assess, critique, and improve in areas of their lesson plans and delivery of information. Also, faculty members have the opportunity and freedom to be creative as long as the lessons are conducive for students to retain and be successful in comprehending the subject materials that are being taught.

What improvements can be made?

1. Have a dialogue with part-time faculty members about Student learning outcomes so that the can become involve and learn the process.
2. Teach part-time faculty members how to navigate CurricUNET by providing a work during the semester so that they can help input the assessment information.
3. Create a variety of assessments instruments - Find assessments tools through the Miliday's Curriculum that so the department can have a variety of assessment instruments to improve in assessing our student learning outcomes.

**ACCJC Rubric**

Sustainable Continuous Quality Improvement

**Describe how well the assessment process works within your program and justify the rating you gave the assessment work in your program.**

**Program's Level of Implementation: Awareness; Development; Proficiency; or Sustainable based on ACCJC Rubric**

The Cosmetology Program is at the proficiency level in its SLO implementation:

- Results of assessments have been used to guide the department in improving its courses and program. The department has completed courses and program assessments according to the department four-year timeline.
- Decision-making is purposefully directed towards improving student learning based on the results of the assessments.
- The department will have to work on getting the appropriate resources for researching our next program-level assessment. (e.g. IT and institutional research with our program-

<p>level assessments.)</p> <ul style="list-style-type: none"> <li>• The department will have to work on completing comprehensive assessment reports on a regular basis.</li> <li>• Students are aware of students learning outcomes because they are on course syllabi.</li> <li>• Continue to work on aligning the program level outcomes to course level outcomes during spring 2013.</li> <li>• Rating the assessment work in your program: There needs to be more participation from part-time faculty members and initiate mandatory department meeting once a month to discuss, improve, and monitor the implementation process so that all faculty materials are included and accounted for during the assessment phase to get better results and findings.</li> </ul>
<b>Facilities and Equipment</b>
<b>Facilities and Equipment Narrative</b>
<p style="text-align: center;"><b>Facilities and Equipment</b></p> <p>The Industry and Technology building is scheduled for remodeling January 2013 and will be identified as the new Industry and Technology Building 1. The new building is scheduled to be completed by June, 2014. New equipment will be installed during the renovation, therefore, these problems will be resolved. The complete list of equipment can be found in Appendix 1.</p> <p>The freshman classroom currently is inadequate and has 7 drafting tables, twenty-seven vinyl plastic chairs, 2 shampoo bowls, 1 shampoo chair, 5 manicure tables, 1 desk, and 2 unsafe desk chairs.</p> <p>The advanced classroom currently is adequate and has forty workstations, and forty station chairs, 5 manicure tables, 6 shampoo chairs and 6 shampoo bowls, 7 facial beds, 7 facial chairs and 7 stools, 6 facial steamers, 4 facial function machines, 2 hot towel cabinets, 2 facial units, 7 trolleys, 12 hair dryers with chairs, and 4 pedicure ottomans. The daytime freshman's and advanced classrooms are used from 8:00 am until 4:30 pm, for 5 days a week.</p> <p>The nighttime freshman and advanced classroom are used from 5:00 pm to 10:00 pm, for four days a week.</p> <p>The freshman classroom has drafting tables that are designed for a drafting class. The chairs are made of hard vinyl plastic that is uncomfortable to sit in for the duration of at least 4 hours out of 8 hours a day. There are two shampoo sink in the classroom that consistently remains clogged. The circuit breaker is too small to support twenty-five students using electrical equipment at the same time. The stairways that students use to get to their work area are bleacher stairs. They are hazardous and dangerous when students are carrying their books and suitcases. The classroom is unsatisfactory to teach in, however, these problems will be resolved when the new building is completed in June, 2014.</p> <p>The advanced classroom is designed and equipped for teaching cosmetology. The workstations are approximately 11 years old and are still in satisfactory condition with the exceptions of a few</p>

broken trolleys that are adjacent to the stations. Manicure tables and salon chairs need to be replaced every year because they are utilized by day and night students. Salon chairs, facial stools, skin care equipment, and other cosmetology equipment were ordered approximately 5 years ago, and are in satisfactory condition. The classroom is satisfactory to teach in.

### **Immediate needs of Facilities and Equipment (1-2 years)**

The new Industry and Technology building is scheduled for remodeling this fall. The new building is schedule to be completed by June 2014. New equipment, furniture, and technology will be installed during the renovation period. However, the Cosmetology department needs to keep operable and workable equipment in the department to prevent from being cited and fined by California State Board Inspectors. Students will not be able to practice their craft or work on clients if classroom equipment is not kept updated. It is paramount to maintain a safe environment for our students and clients. The list below described the equipment that is necessary to replace in 1 to 2 years because of continuous wear and tear by day and night students. (See Appendices file Attachments for timeline of an estimated replacement cycle.)

Item Description	Quantity	Price
1. Manicure Tables (4)	4 x \$ 105.00	\$ 420.00
2. Ottoman Foot Stools (3)	6 x \$ 219.00	\$ 1,314.00
3. Station Chairs (5)	5 x \$ 329.00	\$ 1,645.00
4. Shampoo Chairs (3)	3 x \$409.00	\$ 1,227.00
5. Facial Stools (5)	5 x \$139.00	\$ 695.00
6. 7-in-1 Functional Machines (1)	1 x \$2695.00	\$ 2,695.00
7. Facial Steamers (2)	2 x \$299.00	\$ 598.00
8. Heat Lamp	4 x \$ 284.00	\$ 1,136.00
9. Sanitizers	4 x \$ 229.00	\$ 916.00
10. Ozone Hair Treatment	2 x \$1000.00	\$ 2,000.00
11 Tri-Pod Mannequin Stand	8 x \$62.23	\$ 497.84
12. Paper Shredder	2 x \$ 200.00	\$ 400.00
13. Printers	2 x \$1000.00	\$ 2,000.00
14. Cosmetology Kits	7 x \$580.00	\$ 4,060.00



**Long range needs of Facilities and Equipment (2-4 years)**

The Industry and Technology building is scheduled for remodeling Spring, 2013. The new Industry and Technology building is schedule to be completed by June, 2014. New equipment, furniture, and technology will be installed during the renovation period. The Cosmetology department will work on creating and implementing an inventory business plan to serve as a checklist for ordering new equipment and furniture for immediate (1–2 years) or long-range (2–4 years). The list below described the equipment that is necessary to replace in 2 to 4 years because of continuous wear and tear by day and night students. (See Appendices file attachments for timeline of an estimated replacement cycle.)

Item Description	Quantity	Price
1. Manicure Stations (1)	1 x \$552.00	\$ 552.00
2. Esthetics Beds (2)	2 x \$305.00	\$ 610.00
3. Hair Dryer with Chair (2)	2 x \$628.00	\$ 1,256.00
4. Lecture Stools (2) *		
5. Classroom Chairs (4) *		
6. Classroom Tables (4) *		
7. Office Chairs (1) *		
8. Lobby Chairs (4) *		
* See catalog for prices		

**Technology and Software****Technology and Software Narrative****Technology and Software**

New technologies and software will be installed the new Industry and Technology building. The complete list of technologies and software can found in Appendix 2.

The freshman and advanced classrooms currently have smart classroom equipment, which is approximately 5 years old. Various technologies, such as, LCD projectors, DVD/VCR combo, audio amplifiers, audio speakers, screens, mini smart panel control podiums, 4 desk top computers, and 2 printers. Full-time faculty members are provided with laptops from El Camino College.

Furthermore, because our smart classroom equipment and laptops are over 5 years old and utilized by full-time and part-time faculty members, parts and technology will age and will need to be updated in the future.

**When we move into the new building we will need a replacement schedule to sustain are equipment for the program on an annual basic.**

### **Immediate Technology and Software (1-2 years)**

Updated presentation equipment would benefit the students in a number of ways. Students should have the capability of using laptops as note taking instruments. Also, the use of laptops, I-pads, and notebooks would allow students to download software and applications from outside vendor or educators regarding the newest technology and trends. Dermalogica (is a skin care system developed by The International Dermal Institute), and the Face-Mapping smart-phone application are a few examples of the many applications that are available for students learning. Students have their own laptops or notebooks and computers are available on campus for students to uses. The list below described the technology that is necessary to replace in 1 to 2 years because of continuous usage by faculty members.

- New Printers for the department (2)
- New Desktops Computers for the department (2)
- Updated software for the department
- Maintenance service for the technological equipment in the classrooms

## **Staffing**

### **Staffing Narrative**

#### **STAFFING**

##### **FACULTY**

Patricia Gebert

Merriel Winfree

Vivian Nemie

##### **ADJUNCT**

Charlene Brewer-Smith

Sheila Murray

Gene Rock

Scott Botma

Steven Ellis

### **Clerical and Lab Facilities Technicians**

Due to recent retirement of one of our full time faculty member it is necessary to replace another full time instructor.

Our part-time faculty of 4 adjuncts that work with us but also share workloads at other facilities is important that we create a list of more part-time personnel that could be available in case of illness or retirement. The need is to have access to these instructors and be board approved.

Faculty and staff stand united in providing positive and a 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 departments the approximate costs:

- 2 Full time faculty personnel           \$100,000.00
- 2 Full time Lab Technicians           \$50,000.00

#### **2-4 years**

Because of staffing for the future esthetician, barbering and manicure programs, there will be a need for 2 full time faculty, 5 part time instructors, 2 lab technicians and two front desk receptionists . Below is the cost for day and night programs:

- |                                                      |           |       |                 |
|------------------------------------------------------|-----------|-------|-----------------|
| • Full-time instructors                              | \$100,000 | x 2 = | \$200,000       |
| • Part-time instructor                               | \$50,000  | x 1 = | \$50,000        |
| • Esthetician Part-time instructors                  | \$50,000  | x 5 = | \$250,000       |
| • 2 Lab technician                                   | \$ 25,000 | x 2 = | \$50,000        |
| • 2 front receptionists                              | \$25,000  | x 2 = | <u>\$50,000</u> |
| • (answer phone, greet clients,<br>collect money...) | Total     | =     | \$750,000       |

### **Career and Technology Education (CTE)**

#### **How strong is the current occupational demand for the program?**

The current demand for the program can be substantiated through a review of the Cosmetology – Labor Market Survey from EMSI, 2010, from the Employment Development Department, State of California, which shows the strong need for hair dressers, hairstylists and cosmetologists. In the survey we find that the demand within this industry has increased from 32,910 in 2007 to 33,159 jobs in 2010. We can also project that the occupational need for this time period will

increase between 2008 -2018 is 41,100. 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 cosmetologists in the next 5 years.

**What is the district's current need for the program?**

The cities served by El Camino College are El Segundo, Manhattan Beach, Hermosa Beach, Redondo Beach, Torrance, Lawndale, Hawthorne, Gardena, Lennox and Inglewood that encompass a population of almost one million residents. These communities are in need of locally trained and qualified cosmetologist to maintain and operate hair salons that provides services and jobs in the communities that impacts the economy in the surrounding areas.

**What is the state's current need for the program?**

As illustrated by the graph from EMSI (Economic Modeling Specialist, Inc) Industry change provided in the Cosmetology Group Analyst Report, shows the upward trend in California by 19% growth rate for jobs between 2007-2016. This industry is a business that has many facets of employment, and a turnover of retirement of existing business continues to fill the employment needs of the industry. The population age ranges from 1 to 99 years grantees across the state of California the need of cosmetologist, manicurist, barbers and estheticians. Chart can be found in Appendix.

**How does the program address needs that are not met by other similar programs in the area?**

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 Resource Center (SRC), which allows the cosmetology department to provide education for the disabled and students with special needs or learning disabilities.

Also the appropriate size of the Cosmetology department allows the instructors to take a personal interest and know each of their students individually. The program is not large compared to other school that students feel as though they are just a number, but more of a community of learners or practitioners.

**Are the students satisfied with their preparation for employment? Are the employers in the field satisfied with the level of preparation of our graduates?**

1-Results from Instructor Evaluation surveys show students are satisfied in their ability, skills and knowledge that they have acquired to pass the state board examination needed for licensing. It is stressed by every instructor that although you obtain your license this is a lifelong learning career. The student is highly encouraged to continue going to shows and advanced classes so that they can stay on top of new techniques and trends in the industry. The skills that are required to obtain a cosmetology license and gain employment are taught at El Camino. After licensure and obtaining employment it is the responsibility of each individual to continue their professional growth in their chosen area of expertise in the cosmetology field.

2-A survey was sent out to a network group of cosmetology professionals known from the faculty at El Camino College. A small group of doctors, salon and spa owners as well as professional product distributors were asked their opinion of recent graduates. Instructors attend shows and speak to a variety of professionals in the industry. The employers were satisfied with the skills needed to obtain the cosmetology license. Most employers were even willing to take recent graduates and assist in advanced education to improve the technical aspects of their particular business. The one area of improvement that was mentioned on the survey from an overwhelming number of employers was the subject of professionalism, proper client communication and positive work ethics and attitude. It was communicated to a faculty member that this would be mentioned as a result of their valued opinion shared to us their feedback. (see Appendices File - Survey for Cosmetology Industry Professionals)

### **What are the completion success and employment rates for the students?**

4,178 students from the demographic area of Los Angeles county which includes El Camino College completed 1600 hours in a cosmetology program according to the Cosmetology Group Analyst Report. For students who are enrolled in the Cosmetology Program, we have two certificates and a third certificate pending:

Certificate of Accomplishment – Level I – 500 hours

Certificate of Achievement – Level II – 1000 hours – pending

Certificate of Achievement – Level III – 1600 hours

According to the California State Board of Cosmetology Quarterly Report (2012), 73% of the students who took the State Board Exam for Cosmetology from El Camino College passed thus making them employable in the industry.

The statistics 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 the job market.

### **What impact does the advisory board have on the program?**

The purpose of the Cosmetology Advisory Committee is to provide input where changes are occurring in the industry, State Board updates, and recommendations that will enhance and contribute to our students success at an entry-level positions in the industry. It also allows advisory members to gather once a year to collaborate and discuss issues that impact our students future and careers. Whether the information be about State Board changes, new hair trends, hair shows workshops or seminars, or personal anecdotes. This forum of communication imparts information that impacts and serves our students as well the instructors in the Cosmetology Program.

Members are solicited and selected on the basis of their expertise in their career field. Students and community representatives are chosen for their interest and knowledge in a particular area in the Cosmetology industry.

## Part 2: Future Direction

<b>Direction and Vision</b>
<b>Direction and Vision Narrative</b>
<p><b><u>Direction and Vision</u></b></p> <p>Our mission is to provide a quality education and cosmetology training to provide a higher level of customer satisfaction, promote pride, self-esteem and motivation, provide the skills and knowledge to pass the State Board exam, and prepare the student for job readiness around the world.</p> <p>The purpose and philosophy of El Camino College Cosmetology Program is to offer the latest in cosmetology education along with business and technology classes, which will center on the objective of developing student's proficiencies, goals and attitudes, through industry related educational experiences.</p> <p>In the next few years the Cosmetology Department will be moving to a new facility. There are a few items to consider regarding the direction and vision that would be possible in a new building.</p> <ol style="list-style-type: none"> <li>1. The new facility would allow the Cosmetology Department to broaden its scope of education and increase the student enrollment with development of an Esthetician program. The esthetician program is a career technical program that is subset of the Cosmetology Program.</li> <li>2. The final aspiration of the Cosmetology Department would be in to develop and annual Hair Show for the campus and community. The Hair Show event showcases the student's creative talents, imagination creativity and strengthens their skills. The Hair Show has shown at other schools to really develop a sense of pride within the students. The program promotes good morale within the faculty and staff. It can be utilized as a fundraiser for campus foundation.</li> <li>3. The Records Department has issued 44 Certificate of Achievements to our students during 2010-2011, which has improved our success rates. The one area the department will have to work on is providing students the opportunities to further their educational goals. This can be accomplished by educating and exposing our students to the resources that are available on campus to enhance their opportunities.</li> </ol> <p>These proposed implementations and improvements would definitely fulfill the college mission and meet the strategic initiatives.</p>
<b>Recommendations</b>
<b>Justification for Prioritization</b>

**Recommendation #1: Recommendation #1- Software Pricing:**

\$2,395.00 Discovery Pro Professional - Includes all software features.  
 \$1,995.00 Discovery Pro Standard- Does not include point of sale Software  
 \$449.00 Annual Technical Support/Maintenance - 1 year  
 \$1,047.00 - Technical Support/Maintenance for 3 years (Save 352.00)  
 \$995.00 2010 Upgrade - Active support clients - List of updates and hot fixes included in the 2010 upgrade  
 Accessories:  
 \$399.00 Steel Cash Drawer – USB  
 \$279.00 Card Reader Scanner for Attendance or Handheld Scanner for Retail -USB  
 \$499.99 Omni Multi Directional Scanner for Attendance - USB, Free Standing

**Program Review Reference****Current Status**

New

**Status Report****Impact and Required Resources**

No Impacts or Required Resources for this Recommendation

**Recommendation #2: Recommendation #1 Priorities List:****COSMETOLOGY PRIORITIES****Item Description Quantity Price**

1. Hot Towel Cabinet with Sterilizer 4 4@ 214.00 = \$856.00
2. Reception Desk 1 \$1,395.00
3. Reception Chair 10 10 @ \$259.00 = \$2,590.00
4. Reception Bench \$130.00 per Sq. Ft. \$130.00 x12 sq. ft. = \$1,560.00
5. Display and Showcases 2 2@\$1500.00 = \$3,000.00
6. Styling Stations 30 15@ 1,395.00 = \$20, 925.00
7. Salon Chairs 30 30@ \$329.00 = \$9,870.00
8. Shampoo Chairs 10 10@ \$409.00 = \$4,090.00
9. Hair Dryers 10 10@ \$625.00 = \$6,250.00
10. Pedicure Spa Unit 2 2@2495.00 = \$4,990.00
11. Shampoo Cabinets 2 2@ \$1295.00 = \$2,590.00
12. Shampoo Bowl 12 10@ 409.00 = \$4,908.00
13. Roll About Carts 16 16@ 139.00 = \$2,224.00
14. Stools 15 15@ 139.00 = \$2,085.00
15. Manicure Table 14 14@ 105.00 = \$1,260.00
16. Pedicure Ottoman 12 12@ 219.00 = \$2,628.00
17. Lockable Trolley 12 12@ 119.00 = \$1,428.00
18. Facial Chairs 13 13@ 305.00 = \$4,635.00
19. Manicure Station 4 4@ 349.00 = \$1,396.00
20. Sanitizers 4 4@229.00 = \$916.00
21. 6000 Complete 8 Function Machine 10 10@2695.00 = \$26,950.00
22. Locker Cabinet 60 60@100.00 = \$6,000.00
23. Cabinet 3 3@795.00 = \$2,385.00
24. Heat Lamp 4 4@284.00 = \$ 1,136.0025

**COSMETOLOGY Recommendation****PRIORITY**

<b>Item Description Quantity Price</b>	
25. Ozone Hair Treatment Mach. 2 2@1000.00= \$2,000.00	
26. Tri-Pod Mannequin Stand 8 <a href="#">8@62.23</a> = \$497.84	
27. Cosmetology Kits 7 7@580.00 = \$4,060.00	
28. Dermalogica Facial kits 7 7@220.00 = \$1,540.00	
29. Nail Kits 7 7@130.00= \$910.00	
30. Desk Top Computers 2 2@2000.00 = \$2,000.00	
31. Printers 2 <a href="#">2@2000.00</a> = \$4,000.00	
32. Office Chairs 6 <a href="#">6@500.00</a> = \$3,000.00	
33. Paper shredder 2 2@200.00 = \$400.00	
34. Discovery Pro Cosmetology Software System 2 2@11,162.00 = 22,324.00	
35. Esthetics Beds 2 <a href="#">2@305.00</a> = \$610.00	
36. Hair Dryers with Chairs 2 <a href="#">2@628.00</a> = \$1,256.00	
37. Lecture Stools 2	
38. Classroom Chairs 4	
39. Classroom Tables 4	
49. Office Chairs 1	
50. Lobby Chairs 4	
<b>Program Review Reference</b>	
<b>Current Status</b>	New
<b>Status Report</b>	
<b>Impact and Required Resources</b>	
No Impacts or Required Resources for this Recommendation	
<b>Recommendation #3: Replace retired full-time instructor.</b>	
<b>Program Review Reference</b>	
<b>Current Status</b>	New
<b>Status Report</b>	
<b>Impact and Required Resources</b>	
No Impacts or Required Resources for this Recommendation	
<b>Attached Files - Please refer to attachments in Curricunet</b>	
<a href="#">Immediate and Long range needs of Equipment</a>	
<a href="#">CURRICULUM</a>	
<a href="#">Cosmetology Analyst Report - EMSI</a>	
<a href="#">Survey for Cosmetology Industry Professionals</a>	
<a href="#">Cosmetology Four-Year Timeline</a>	
<a href="#">Equipment Timeline Replacement Cycle</a>	
<a href="#">Equipment Timeline Replacement Cycle 2</a>	
<a href="#">Research Data Analysis Chart</a>	

\* Attachments can be obtained from links in CurricUNET.