



## Instructional Annual Program Review Update Form

### BACKGROUND:

Program Review (PR) is an integral part of the campus planning process. As programs and areas monitor their progress on the current comprehensive four-year program review, changes in need and scope can be expected. This PR Update Form is designed to outline and request modifications to the current program review that occur between comprehensive four-year review cycles, as needed.

Examples of a requested change include new information such as action plans, outcomes modifications, personnel changes, technology needs, and capital expenditures requirements. As programs and areas monitor their progress on the previous comprehensive four-year program review, the form provides the basis to suggest a change in plans and processes to improve student success and institutional effectiveness.

### DIRECTIONS:

This form shall be completed annually by ALL instructional programs.

- All instructional programs must submit their Annual Program Review Update Form to their dean or manager by **Monday, March 6.**
- All deans or managers will forward the completed form to the Program Review Committee Chair by **Monday, March 13.**

### SUBMISSION:

Program: Cosmetology Division: Technology & Engineering Date: 3/6/2023

We have reviewed our most recent self-study and **have not identified** any significant changes that necessitate resource requests for the upcoming academic year. *(Complete only pages 1 and 2)*

We have reviewed our most recent self-study and **have identified** significant changes that necessitate additional resource requests, which are attached in our submission. *(Complete the entire form)*

Program Signature(s): Yvonne Salazar

Printed Name: Yvonne Salazar

PPRC Endorsement: Yes

No



## Part 1: Review of Data

### Institution Set Standards (ISS)

1. Use the data provided by the Office of Institutional Effectiveness (OIE) to review your course completion and success rates and provide a comparison to the Institution Set Standards for course completion and success rates.

You can access your program's ISS here: [ISS Documents](#); Alternately, if you have access to Tableau, you can access the data here: [Tableau ISS Data](#).

### Cosmetology

#### Course Success Institution-Set Standard

Below Standard: Less than 61.2%  
 Warning: Between 61.2% and 64.6%  
 +: Above 64.6%



#### Completion (Retention) Institution-Set Standard

Below Standard: Less than 74.5%  
 Warning: Between 74.5% and 78.6%  
 +: Above 78.6%

#### Course Success and Completion by Program

Subject	Enrollments	Avg. Success	Success Standard	Avg. Completion	Completion Standard
COSM	645	93.8%	+	95.7%	+

#### Course Success and Completion by Course

Course	Enrollments	Avg. Success	Success Standard	Avg. Completion	Completion Standard
COSM 055AF	140	85.7%	+	90.7%	+
COSM 055BF	114	92.1%	+	93.9%	+
COSM 055CF	111	96.4%	+	98.2%	+
COSM 055DF	111	95.5%	+	96.4%	+
COSM 055EF	127	100.0%	+	100.0%	+
COSM 060 F	8	87.5%	+	87.5%	+
COSM 060LF	8	87.5%	+	87.5%	+
COSM 061LF	8	100.0%	+	100.0%	+
COSM 062 F	7	100.0%	+	100.0%	+
COSM 062LF	11	100.0%	+	100.0%	+

2. If your program meets or exceeds the standard for completion and success, to what do you attribute your success? If your program does not meet this standard, please examine the possible reasons, and note any actions that should be taken, if appropriate.

Cosmetology 1,600-hour Program (COSM 055AF – 055EF) meets the standard for completion and success attributed to:

- Program Orientation – Department coordinator organizes an orientation for students interested in the program to attend to review all program requirements, kit purchasing information, in addition to a financial aid representative, CTE counselor, & the COSM 055AF full-time instructor to present and answer questions.
- Laboratory Loaner/Starter Kits – Department provides loaner kits for COSM 055AF students who are waiting to receive funds from financial aid/EOPS (1-2 weeks delay in funds) so they can participate in laboratory practices, stay enrolled and complete the course.
- Cosmetology Tutoring (Skills Center) – cosmetology tutors are hired from our pool of recent graduates of the Instructional Techniques 600-hour Program, which are current licensed professionals

that spent a year with our department on how to teach cosmetology students.

- Department faculty training / Pivot Point Member School – Pivot Point, Inc. representative provides training of latest industry techniques & teaching techniques for today’s learners. 2-day training & multiple Zoom trainings just for our faculty.
- Learning Agreement – a department full-time faculty authored booklet that provides department staff, faculty, & students in program the outline of program & courses expectations to successfully complete.
- <https://www.pivotpointlab.com> (Pivot Point textbook LMS) - website that engages adult learners using interactive activities and videos for all laboratory and lecture lessons to aid in comprehension & retention of theories & skills that are needed for entry level jobs and to prepare for the state board written exam.

Instructional Techniques 600-hour Program (COSM 060 F, 060LF, 061LF, 062 F, & 062LF) meets the standard for completion and success attributed to:

- Learning Agreement – a department full-time faculty authored booklet that provides department staff, faculty, & students in program the outline of program & courses expectations to successfully complete.
- <https://www.pivotpointlab.com> (Pivot Point textbook LMS) - website that engages adult learners using interactive activities and videos for all lessons pertaining to becoming a future educator.

### **Institutional Student Learning Outcomes (ISLOs)–Do Not Complete Spring 2023**

#### **All programs will compare their CSLO attainment to the Global Awareness ISLO.**

1. Describe your program’s participation in assessment of Institutional Student Learning Outcomes (ISLO’s). Specifically, how does your CSLO attainment, for the courses that are mapped to the Global Awareness ISLO, compare to Fullerton College’s ISLO attainment?
2. Does the SLO data show significant achievement gaps among demographic groups in your program? If so, where are the gaps and what steps can your program take to shrink them? If not, to what do you attribute your success in minimizing the achievement gap?

## Part 2: Additional Resource Request Reasoning and Support

**Request Justification** (Note: Expand all areas as needed to support your resource request)

Briefly summarize your new / modified resource request. Is it imperative that this resource request be processed now rather than during the next comprehensive program review?

### Updates:

- The department has purchased a new POS (Point of Sale) system (FaveSalon SAMS) that offers many features that will improve the daily/monthly/yearly operations of the program.
    - FaveSalon is a SAAS (Software as a Service) technology company utilizing cloud computing, mobile apps, social media platforms, and data-driven algorithms to connect the beauty industry in three areas: Places of Work, Stylists, and Consumers. FaveSalon Company offers SAMS POS, a complete salon-centric type of POS/Operations system customized specifically for Fullerton College Cosmetology. SAMS POS system is an operational cloud-based booking solution product featuring department and customer-friendly apps and software design relevant to today's operational job market standards. Smart device technology and tools will allow instructors, students, and clients to receive and engage with SAMS POS. Students will start their pathway to a career operating SAMS POS, in addition, the student app will allow the students to post work and save it as a portfolio. Connectivity, where knowledge and information are shared, will move the entire industry to a whole new level, in which everyone can benefit from the new opportunities that arise. Using Smart devices to make the daily task become streamlined and automated SAMS POS features include – Student check-in (time tracking), integrated POS functionality, department signage (announcements), product inventory, student mobile app, department reports, client profiles, documents, and other system features: automated AI assistant, operation tracking, integrated accounting system, and unlimited revisions and upgrades.
  - The program has begun to migrate back on-campus (day & evening classes) requiring daily support from office personnel with student enrollment, time & operation tracking (state board requirements), and applying for the state board license examination. Support from laboratory aides to prepare & dispense supplies/product/equipment needed for classroom instruction, dispense product/supplies for student refills & purchases, check-out tools/equipment for student laboratory practices.
1. If the Resource Request is personnel-related, include support and associated details/data in support of this request.

### **(1-Trained) Citizen Developer/Operations Specialist (CD/OS) / Industry Experienced**

- CD/OS are business technologist and department operations strategist. They report to a business unit or function other than IT. CD/OS drive the digital transformation forward and alleviate the burden on IT backlogs so that IT can focus on larger more complicated projects but at the same time work under the guidance of IT strategies for security and control.
- Support of the CD/OS is essential because there is no endpoint to innovation, these upgrades

are constant to the needs of the department who educate service industry programs. If IT is both strong and adaptive, the department can quickly adapt to any changes which harvest opportunities for growth.

- Requirement of industry experience contributes to the role of CD/OS, this benefits the department because of system know-how, not only of the interface of software, but of industry, administration, state operations and processing.
- CD/OS role should bridge the gap between software and manpower, align business needs with department strategy of implantation. The CD/OS has a direct link and connection to all aspects of the service including AI Team Department Administration and personnel, Course Instructors, IT Supervisor and Staff, Systems Administrator (Customer Service).

#### **POS Equipment/Training**

- Docking stations to charge 15 tablets (minimum)
- POS System and tablet training for staff and instructors (training by CD/OS)

#### **(2-Trained) Staff Support/Laboratory Aide (licensed Cosmetologists & IT qualified)**

- Day/Evening Dispensary Technicians to dispense laboratory items for classroom instruction and student salon including chemicals.
  - Online/Lab Technical Support (IT qualified) during laboratory practices to ensure student safety.
  - Training for new FaveSalon SAMS POS system
2. How will this additional resource allocation specifically enhance your program's services, activities, processes, etc. to continue or improve student learning and achievement?
- FaveSalon SAMS POS System – With more technical support we are preparing students for a career with technology (meeting demands of the industry), innovation to continue growing and learning.
  - Additional staff support dispensary, ensuring a laboratory and student salon success to provide services for our community that supports our program.
  - Timecard accuracy ensures course completion, program completion, and eligibility to take state board examination for licensure to avoid any delays for processing.
3. How will this resource enhance your area or program? Have you considered the College Mission or Strategic Initiatives, physical/organizational restructuring, and or your program's goals for improvement, as stated in your last program review?
- Transferring hard copy "paper" timecards into electronic timecards (FaveSalon SAMS POS system), will provide students "real-time" record keeping of their progress which is more efficient and accurate (to ensure student success in course/program completion).
  - FaveSalon SAMS POS system provides advanced student learning, exposing students to innovative technology meeting industry standards. Provides students a current system utilizing smart devices providing real world experiences for our students with a POS system being used in current salons. Smart device technology and tools will allow instructors, students, and clients to receive and engage with SAMS POS.
  - New staff support hiring will foster the support in encouragement for students that seek educational and career growth and need additional resources to close the gap for students to be successful, responsible, and ready to engage in the community.

**Provide any additional information that supports your request in the space below. Expand as necessary.**

### Part 3: Resource Request Funding

**Directions:**

- Complete and submit this section ONLY if you have a NEW resource request
- Each NEW resource request must include the associated justification (Page 3).
- Complete as many resource requests, as necessary. Support each resource request with appropriate and relevant detail (Page 3).

**Submission:**

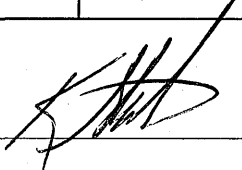
Requested by: Yvonne Salazar Email: YSalazar@fullcoll.edu Phone: (714) 992-7584

Division: Tech & Engineering Department: Cosmetology Total Requested \$: \_\_\_\_\_

This request is intended as an update to a previously submitted program review. List and provide the cost to implement this request. Describe equipment location and include a description of additional space or maintenance, if needed.

Type of Resource	Requested Dollar Amount	Potential Funding Source
Personnel	\$75,000	If this is a regular support general budget
Facilities	\$	
Equipment	\$ 125,000	Perkins or Strong Workforce
Supplies	\$ 40,000	Perkins, SWP or Lottery
Computer Hardware	\$ 70,000	Perkins or Strong Workforce
Computer Software	\$ 24,000	Perkins or SWP
Training	\$ 10,000	Perkins or SWP
Other		
<b>Total Requested Amount:</b>	<b>\$344,000</b>	<b>General budget, Perkins and SWP</b>

**Approval:**

Dean: Signature/Approval: 

Date: 3-12-2023

Rank (if appropriate): Dean Priority Ranking: 1 of 10