



Instructional Annual Program Review and Planning Update Form Fall 2023

BACKGROUND:

Program review 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 Annual 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** programs.

- Instructional programs must submit their Annual Program Review Update form to their dean by 5pm on Monday, November 27, 2023.
- Deans will forward the completed form to the Program Review and Planning Committee Chairs by 5pm on Monday, December 4, 2023.
- Questions or concerns?
 - Committee contacts:
 - Co-chairs Mary Bogan (mbogan@fullcoll.edu) and Bridget Kominek (bkominek@fullcoll.edu)
 - Division representatives on the [Program Review and Planning Committee](#)
 - [Office of Institutional Effectiveness](#)

SUBMISSION:

Program: Cosmetology

Division: Technology and Engineering Date: 11/20/2023

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 part 1 only*)

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 parts 1 and 2*)

Principal Author Signature: *Yvonne Salazar*

Printed Name: Yvonne Salazar

Date: 11/22/2023

Dean Signature: *Kenneth Starkman*
Date: 11/27/2023

Printed Name: Kenneth Starkman

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.

After August 15, you will be able to access PDF copies of your program’s ISS data here: [ISS ISLO Documents](#). The folder will also include instructions to access Tableau dashboards with the same information. The instruction document will also provide more context about how these standards are calculated. If you have any questions, please reach out to the Office of Institutional Effectiveness at ie@fullcoll.edu.

COMPLETION AND SUCCESS RATES

The Cosmetology Program had 611 enrollments during the academic year 2022-2023. Both completion and success rates exceeded the Institution Set Standards.

Cosmetology Completion 96.2%

Cosmetology Success 94.8%



Instructional Program Review Annual Update Data AY 2022/2023

Change View

- Overall
- Disaggregated

Program

Cosmetology

Completion Set Standard	Completion Aspirational Goal	Success Set Standard	Success Aspirational Goal
74.1%	86.7%	62.0%	78.3%

Course Success and Completion by Program

Subject	Enrollments	Avg. Success	Success Standard	Avg. Completion	Completion Standard
COSM	611	94.8%	++	96.2%	++

Course Success and Completion by Course

Course	Enrollments	Avg. Success	Success Standard	Avg. Completion	Completion Standard
COSM 055AF	135	88.1%	++	91.1%	++
COSM 055BF	121	92.6%	++	94.2%	++
COSM 055CF	101	98.0%	++	98.0%	++
COSM 055EF	106	98.1%	++	98.1%	++
COSM 055DF	108	99.1%	++	100.0%	++
COSM 060 F	8	100.0%	++	100.0%	++
COSM 060LF	8	100.0%	++	100.0%	++
COSM 061LF	9	100.0%	++	100.0%	++
COSM 062 F	7	85.7%	++	100.0%	++
COSM 062LF	8	87.5%	++	100.0%	++

SLO

The Cosmetology Program completed 590 assessments during the academic year 2022-2023. Of those assessments, 575 met expectations (97%).

SLO Category assessment data provided for ISLO 1, 2, and 5.

There is no data available in the SLO Categories for ISLO 3 and 4 to analyze, our area does not map to these ISLOs. These ISLOs do not align with Cosmetology Program lecture and laboratory instruction in a hands-on technical field.

Overall by Term for SLO Category: ISLO 1- Communication

	Greatly exceeds expectations.		Exceeds expectations		Meets expectations		Does not meet expectations but developing		Does not meet expectations	
Fall 2022	0	0.00%	0	0.00%	142	96.60%	0	0.00%	5	3.40%
Spring 2023	0	0.00%	0	0.00%	433	97.74%	0	0.00%	10	2.26%

Overall by Term for SLO Category: ISLO 2-Critical Thinking and Information Competency

	Greatly exceeds expectations.		Exceeds expectations		Meets expectations		Does not meet expectations but developing		Does not meet expectations	
Fall 2022	0	0.00%	0	0.00%	142	96.60%	0	0.00%	5	3.40%
Spring 2023	0	0.00%	0	0.00%	433	97.74%	0	0.00%	10	2.26%

Overall by Term for SLO Category: ISLO 4-Aesthetic Appreciation and Production

	Greatly exceeds expectations.		Exceeds expectations		Meets expectations		Does not meet expectations but developing		Does not meet expectations	
Fall 2022	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Spring 2023	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

Overall by Term for SLO Category: ISLO 5-Personal Responsibility and Professional Development

	Greatly exceeds expectations.		Exceeds expectations		Meets expectations		Does not meet expectations but developing		Does not meet expectations	
Fall 2022	0	0.00%	0	0.00%	142	96.60%	0	0.00%	5	3.40%
Spring 2023	0	0.00%	0	0.00%	433	97.74%	0	0.00%	10	2.26%

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.

The Cosmetology Program completion and success rates are attributed to well-organization, structure, and relevance in the method of instruction, evaluation/assessments, student performance feedback and support. The Cosmetology Program utilizes the Pivot Point's Mindful Teaching methods for class instruction. A full-time faculty member is the lead instructor (primary instructor) for each course. Every course is taught by multiple instructors under the guidance of the lead instructor. The lead instructor constructs syllabi, class calendar, assignments, written test assessments, scoring rubrics for laboratory practices and testing (to name a few) to maintain consistency in the course. The full-time faculty are constantly monitoring state board and industry changes to revise curriculum as needed, providing students with relevant education to best prepare them for the competitive job market, entering with more than just entry level skills.

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?

After August 15, you will be able to access PDF copies of your program's ISLO data here: [ISS ISLO Documents](#). The folder will also include instructions to access Tableau dashboards with the same information. Please reach out to your SLOA representative if you have questions.

The full-time faculty are the primary instructor for each course offered in the program and report the SLO assessments completed. The Cosmetology Program does not have any courses mapped to the Global Awareness ISLO. It does not align with Cosmetology Program lecture and laboratory instruction in a hands-on technical field.

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?

A key difference is the number of students per demographic ethnicity. More than half of the student assessments were Hispanic 344 (58%), followed by White Non-Hispanic 134 (22%). The least number of students assessments were African American 5 (0.8%) and American Indian/Alaskan Native 2 (0.2%).

Demographics overall in SLO Categories for ISLO 1, 2 and 5:

Meet/Exceed Expectations

African American 100% - No assessments for Fall 2022, five assessments for Spring 2023

Asian 98.04% - Assessments in both fall and spring

Hispanic 97.73% - Assessments in both fall and spring

Unknown 100% - Assessments in both fall and spring

White Non-Hispanic 97.81% -

Meet Expectations

American Indian/Alaskan Native 50% - Two assessments completed for Fall 2022, none for Spring 2023

Does Not Meet Expectations

American Indian/Alaskan Native 50% - Two assessments completed for Fall 2022, none for Spring 2023

No Assessments

Filipino

Pacific Islander

Unspecified

Part 2: Additional Resource Request Reasoning and Support

For each separate resource request, complete steps A, B, and C.

Step A: Briefly describe the request.

UPDATE

Continued funding is needed for the SAMS POS system. More system software and training.

The Cosmetology Program has been supported with seven full-time faculty in the past, it has been reduced to three. The Cosmetology Department is on the new lab parity which forces more adjunct members (31+) into the department and has greatly impacted on the number of instructors per course beginning this academic year 2023-2024. The Cosmetology Department has been approved to hire one Laboratory Aide for Spring 2024, and one full-time faculty member for the academic year 2024-2025. Migration back on campus began in Spring 2023 and ending this Fall 2023 semester, 100% of the day program is on campus including two of the five courses in the evening program. The SAMS POS system for student check-in/out is in the testing phase, the classroom signage monitors are fully operating, providing students with daily department/campus announcements and highlighting student work. The system customization capabilities will require software updates as needed to support the Cosmetology Program in daily operations. System training for all faculty and staff in the department will be needed, the system will provide additional support to sustain the completion and success rates of the program by tracking student progress and success more efficiently and accurately electronically. The system also allows students to track their progress in course completion.

Faculty and Staff Support

- Fall 2022 – 20% decrease of full-time faculty from 5 members to 4 (retirement)
- Summer 2023 – 25% decrease of full-time faculty from 4 members to 3 (resigned/moved)
- Spring 2022 to Summer 2023 – 20% increase of adjunct faculty from 24 members to 29+
- Fall 2023 – (1) Laboratory Aide job posting to hire for Spring 2024

SAMS POS (Point of Sale) system

- The 1,600 Hour Cosmetology Program classrooms (5) have two monitors displayed and tablet device for student check-in through the SAM POS system. The 600 Hour Instructional Techniques Program classroom does not have the SAMS POS system, monitors, or tablet device for student check-in.
 - One monitor is for job posting classroom assignments to track student progress (in test mode)
 - One monitor is for signage, department/campus announcements, student work (in operation mode)
- Training needed for department faculty and staff to begin implementing and manage the system for daily operations (time tracking/attendance, department & classroom announcements, product inventory, department reports, client & model profiles, document, etc.), and to assist students with the SAMS POS system app on their mobile device.

Back on campus face-to-face courses

- Day Program: All five program courses back on campus Fall 2023
- Evening Program: Two of the five program courses back on campus Fall 2023

- Student Salon Services: Offered in Fall 2024 to the public/community (currently providing family/friend/student & staff model services)

Step B: Answer the following questions:

1. Is it imperative that this resource request be processed now rather than during the next comprehensive program review? Why?

It is imperative now. The implementation of the SAMS POS system has begun, and it is customized specifically for Fullerton College Cosmetology. The department has invested in hardware and software. Two monitors are displayed in five of the six classrooms. One monitor is a job board to assign/track student classroom activities and the other as signage for announcements. Tablet systems for student/model/client check-in are in place in the same classrooms, in the laboratory dispensary and the reception office. Training is needed for faculty, staff, and students to begin utilizing the system for daily in classroom instruction and student check-in/out for tracking hours. The system also allows clients to schedule appointments and receive messages when the student salon opens in Fall 2024. Funding is imperative now to continue the customization process of the Cosmetology Program.

2. How will this additional resource allocation specifically enhance your program’s services, activities, processes, etc. to continue or improve student learning and achievement?

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. The system provides a more efficient and accurate mode for faculty and staff to track and report student course completion, program completion, and eligibility to take the state board examination for licensure to avoid any delays for processing. Proof of training tracking will be transferred from a hard copy timecard to an electronic timecard for clocked hours, theory/lecture completion, practical/laboratory completion. Through this system, students will always have “real-time” access to monitor their progress and success.

- Is the resource request personnel-related? If so, please provide evidence to justify the requested positions such as retirements, program growth or curricular demands, full-time/adjunct ratios, etc.

3. How will this additional resource allocation help you serve the college mission or strategic initiatives, and/or your program’s goals for improvement, as stated in your last program review?

Transferring hard copy “paper” timecards into electronic timecards will provide students “real-time” record keeping of their progress which is more efficient and accurate (to ensure student success in course/program completion). 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. Training is also necessary for all full time and adjunct instructors on cosmetology teaching techniques and state board updates.

Step C: Complete this chart with details of the request:

Type of Resource	Requested Dollar Amount	Potential Funding Source
		It is only necessary to list potential funding forces if you are aware of specific grants/program funds appropriate to the request, such as Strong Workforce.

Personnel		
Facilities		
Equipment	\$1,000 \$4,000	Enclosures for tablets (reception area) Monitors/Signs
Supplies	\$2500	General supplies for department systems
Computer Hardware	\$3,500	On premises time clock server
Computer Software	\$9,500 \$9900	SAMS Yearly Subscription for 2024 Create Timecard Portion of SAMS System
Training	\$5,000 \$7,500	SAMS System Training Department training
Other		
Total Requested Amount:	\$42,900	