



GAVILAN COLLEGE INSTRUCTIONAL PROGRAM TEMPLATE

PURPOSE OF PROGRAM REVIEW

The Institutional Effectiveness Committee (IEC) will review all Gavilan's programs and services according to the mandates of the Chancellor's Office and in accordance with the Accrediting Commission for Community and Junior Colleges (ACCJC) "Rubric for Evaluating Institutional Effectiveness in Program Review". The IEC will use a self-study report provided by each program or service followed by a review process to accomplish its purpose. The final goal of this process is the improvement of all programs and services at Gavilan College, and to achieve sustainable continuous quality improvement as per accreditation standards. The primary objective of the process is to assure the quality of the educational programs at Gavilan College so that they reflect student needs and encourage student success. Review of programs will be undertaken for the following specific purposes:

- A. To evaluate how well a program functions in relation to its outcomes, the mission of the college, the college's institutional goals and priorities, accreditation standards, and the needs of the community.
- B. To strengthen planning, decision making, and scheduling.
- C. To influence program development and improvement.
- D. To assess the collaboration between instructional programs.
- E. To improve the use of college/district resources.
- F. To establish the basis for changes to the strategic plan
- G. To establish the basis for resource allocation requests for incorporation into department unit plans and annual department budget requests
- H. To improve student learning and encourage instructional innovation.
- I. To address equity concerns as determined by state/local definitions.



GAVILAN COLLEGE
INSTRUCTIONAL PROGRAM SELF STUDY

NAME OF PROGRAM BEING REVIEWED: COSMETOLOGY

ACADEMIC YEAR : 2017-2018

I. Organizational Details

Provide an organizational breakdown of your program. Do not include individual's names, only position titles and FTE.

	Title	FTE
Administrator	Dean of Career and Technical Education	1
Faculty - FT	Instructor	1
Faculty - PT	Instructor	6
Professional Support Staff	Departmental Assistant	.5

II. Program Progress (What have you done since your last review)

A. Review Strategies and Goals on the Strategic Plan site.

(https://www.gavilan.edu/strategic_plans/Gavilan_StrategicPlan_2015_2020.pdf)

Which specific strategies and goals from the list has your program supported in the last three years? Using examples from your past Program Plans or other sources, describe what measures and/or pedagogical modification your program has adopted to support the identified strategies and goals.

STRATEGY #1

Optimize enrollment, course offerings, and services to reflect community needs and growth.

Goal #1 Create an institutional approach to offer and integrate student outreach activities,

Goal #2 Strengthen career programs by participating in regional career technical education collaboratives and initiatives from the Chancellor's Office.

recruitment, assessment, orientation, counseling, retention and follow-up efforts, with particular attention to educationally under-represented student populations.

STRATEGY #2

Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.

Goal #2 Use student learning outcomes assessment results to inform program plans and make program improvements.



Goal #3 Develop professional development activities for faculty to improve quality of teaching and curriculum for basic skills, career technical, and transfer courses.

Goal #5 Provide a means to develop meaningful connections with educational and community partners.

- Restarted the esthetics program to meet student needs and department growth.
- Actively participating in various local career fairs and events targeting under-represented students with a guided career pathway opportunity.
- All curriculum course outlines are up to date according to the colleges five year curriculum review
- In constant contact with professional community members to provide additional workshops and advice to enhance the quality of education offering on the job education for the students.

B. What results have you seen because of these modifications? (Include data if available.)

- Able to begin and maintain a successful Esthetics class.
- Increased the number of male students in the program last year from one male to seven during the 2016-2017 school year. The male student population is targeted by using male students to represent the program at career fairs and other community events.
- Have increased the number of community members that participate educating students as guest speakers providing a variety of career training opportunities.

C. What methods does the program use to maintain the integrity of academic standards and achieve consistency within the discipline, particularly in regard to multiple section introductory classes?

- Following the course outline of record
- Following Student Learning Outcomes (SLO's) of department
- Use Textbooks that are required and approved by the California Board of Barbering and Cosmetology
- Follow National-Interstate Council (NIC) testing procedures used by National Cosmetology Practical Examination Board for licensing of students as Cosmetologist or Esthetician
- All courses adhere to all State Board guidelines and requirement needed for licensing.



- D. What are the program's methods for evaluating and modifying the contents of course offerings? Please provide examples of the result of this process.
- Adhere to curriculum regulations mandated by the Board of Barbering and Cosmetology.
 - Follow the standards set by the Curriculum committee: SLO assessments using data to correct/improve instructional methods.
 - Advisory committee recommended more male cutting training. Have increased hair cutting training throughout the program including two weeks of increased training of male cuts during summer.
 - used student evaluations to improve teaching methods to meet student needs.
 - have improved the timing of returning students practical testing results
- E. What staff development efforts has your program undertaken?
- Staff development offered through the college such as annual Special Populations Conferences, specialized Cosmetology based workshops and trainings.
 - Attend State Board conferences to keep up with changes in licensing, enforcement, and testing procedures
 - Attend conferences for training for full-time and part-time instructors (Barristar: project and San Jose "A Student Event"
 - Offers latest additional career training in salon management, coloring, cutting, styling techniques as well as many other advanced training.
- F. Is the program currently articulated with regional four-year colleges and universities and district high schools? Does your program currently have an AA-T or AS-T? If not, what are the plans to develop one?
- N/A
- G. If applicable, how does the program meet all local, state, and federal requirements, including professional, or trades and industry organizations?
- Our Cosmetology offerings are consistent with the State Board of Barbering and Cosmetology mandates.
 - Our program meets NIC testing requirements
 - Instructors are licensed in cosmetology as is required by state regulations.
- H. How has your program collected information and responded to the needs of the community/field (e.g. advisory council, needs assessment)?
- Have regular meetings with the Advisory council
 - Recent student graduate feed back
 - See Letter D



J. Review the Gavilan College Equity Report Executive Summary (http://www.gavilan.edu/staff/equity/docs/2015-16_StudentEquityPlan.pdf).

a. What efforts has your program undertaken to mitigate identified inequities, and what was the outcome?

- i. Targeting male students to enter and complete the cosmetology program with a certificate or degree.
 1. Increased the number of male students in the program last year from one male to seven during the 2016-2017 school year.
 2. The male student population is targeted by using male students to represent the program at career fairs and other community events.

b. What gaps remain in your program's efforts to serve the identified populations? Use GavDATA to identify these gaps (<http://www.gavilan.edu/about/research/index.php>)

- i. A review of Gavilan Data shows that for the year 2015- 2016, the course completion rate for male students at Gavilan was 77% and for Hispanic population was 77%.
- ii. The Cosmetology programs for the same academic year had a course completion rate for males of 83% and for Hispanics 81%.

III. Program Data

Provide appropriate analysis for the following sections based on data acquired from the Office of Institutional Research. (<http://www.gavilan.edu/about/research/index.php>)

A. Basic description of program.

The Cosmetology Department is comprised of:

A 1600 hour course of instruction in all areas of cosmetology. It fulfills the requirements set forth by the State of California Department of Consumer Affairs, Board of Barbering and Cosmetology. The Western Association of Schools and Colleges also accredits this program. Gavilan College offers the required hours in a four module sequence of classes. Career opportunities include cosmetologist, assistant stylist, manicurist, color specialist, esthetician, platform artist, educator and salon owner/manager. Students completing the certificate of achievement and AS degree will become eligible to become a vocational instructor by completing a supplemental teacher training course.



- Our program offers a comprehensive skin care program that will meet the State of California Department of Consumer Affairs, Board of Barbering and Cosmetology requirements for licensure. State Licensing requires 600 hours for the practice of Esthetics.

Two courses are offered to meet the requirements for Licensure: Scientific Skin Care and Advance Scientific Skin Care. The curriculum includes, but is not limited to, the study of skin, its appendages, massage, masks and peels, use of skin care machines, product knowledge, light therapy, botanical and chemical therapy, sanitation, salon operation, and Cosmetology State Board regulations. Instruction also includes client services. Scientific Skin Care and Advanced Scientific Skin Care are offered in two consecutive semesters.

1. Enrollment and FTES

i. Enrollment by top code and course over time (4 years)

Academic Year	2013-14	2014-15	2015-16	2016-17
Cosmetology	275	217	214	213
College Overall	45,660	46,828	50,391	45,586

ii. FTES by top code over time (4 years)

Academic Year	2013-14	2014-15	2015-16	2016-17
Cosmetology	209	166	150	142
College Overall	5,126	5,140	5,161	5,443

iii. Current enrollment by term last available census

Academic Year	Fall 2016
Cosmetology	73
College Overall	20,111

2. Student Outcomes

i. Success rate by top code and course and year (4 years).



Academic Year	2013-14	2014-15	2015-16	2016-17
Cosmetology	85%	88%	86%	86%
College Overall	74%	73%	75%	68%

ii. Retention rate by top code and course and year (4 years).

Academic Year	2013-14	2014-15	2015-16	2016-17
Cosmetology				
College Overall				

NOTE: The information for retention rates is not available on GavDATA

iii. Number of majors by year (4 years).

Academic Year	2013-14	2014-15	2015-16	2016-17
Cosmetology	79	79	72	70

iv. Number of degrees and certificates by top code and year (4 years).

Academic Year	2013-14	2014-15	2015-16	2016-17
A.S.	1	1	3	3
C.A.	31	24	28	24

v. If your program has courses that are required to be completed in sequence, (i.e. English, Math, ESL, etc) what is the success rate for that sequence? (<http://www.gavilan.edu/about/research/index.php>)

3. Staffing Data

i. Faculty Headcount (by contract and hourly) (past 4 years)

Academic Year	2013-14	2014-15	2015-16	2016-17
Cosmetology	4.2	6.5	2.7	3.3
College Overall	173.1	171.2	173.4	207.2

ii. Faculty productivity (Weekly Student Contact Hours [WSCH] divided by Full Time Equivalent Faculty [FTEF]) (past 4 years)

Academic Year	2013-14	2014-15	2015-16	2016-17
Cosmetology	315	272	321	232
College Overall	233	240	239	332

iii. Current ethnic and gender distribution of faculty

Academic Year	2017-18



Female	6
Male	1
Total	7
African-American	0
Asian-American	0
Hispanic-Latino	6
Indian/India	0
Unkown	0
White	1
Total	7

iv. Contract overload by year (past 4 years)

Academic Year	2013-14	2014-15	2015-16	2016-17
Cosmetology	0	0	0	0

v. Program Release Time (past 4 years)

Academic Year	2013-14	2014-15	2015-16	2016-17
Cosmetology	0	0	0	0

vi. Classified Staff who contribute to the instructional program, e.g., Instructional Assistant, lab supervisor (past 4 years)

Academic Year	2013-14	2014-15	2015-16	2016-17
Cosmetology	0	0	0	0

vii. Student Assistants (tutors, Cal/WORKs, Work Study, etc.) (past 4 years)

Academic Year	2013-14	2014-15	2015-16	2016-17
Cosmetology	0	0	1	0

B. Provide comments on any salient data above.

- FTES by top code over time (4 years): numbers dropped from years 13/14 to 14/15 due to being able to offer the Esthetics program at that time.
- Our average success rate over the reported four years in the cosmetology is 87%, Gavilan's average success rate over the four years is 73%. The cosmetology program had an average of 14% higher success rate over the four years



C. Budgetary allocations over the past 3 years (4-5-6's and 1-2-3's if applicable).
See sample below.

Operational Costs	14/15	15/16	16/17
Instructional Supplies	11,701	15,394	7,621
Student kits expense	31,954	31,553	33,016
Office Supplies	0	0	100
Travel & conference	2,000	0	0

E. Provide an overview of how budget allocations have changed over the past three to five years.

- Instructional supplies budget has been lowered by almost 50% from 15/16 to 16/17 even though we have maintained high enrollment.

F. What were the results of any significant additional budget or resource allocations/reductions over the past three to five years?

- The program is having to serve the same number of students with a reduced instructional supply budget making it harder to keep up needed supplies to maintain student improvement as we offer proper practical application of training.

IV. Trends Affecting your Program (Data-Driven)

A. Briefly describe your program's strengths and challenges (utilize data to support your contentions).

STRENGTHS OF PROGRAM

- Our program continues to have a high licensing passing rate with Ca State Board of Cosmetology and Barbering of approx. 98% (2016-17)
- Our graduates are ready to work in our industry once they are licensed due to the rigorous training offered by our program.
- Our instructors are all licensed in our field and continue to work as professional stylists in the salon. This provides students the opportunity to learn of real life professional work experiences from instructors that are actually working in the industry in the salon setting.
- Our advisory board is made of licensed professional stylists and salon owners that are actively providing input towards improving student training.

CHALLENGES OF PROGRAM

- Lack of full-time instructors offers challenges by having two instructors teach the same class to the same students due to inconsistency of teaching styles.
- It should be noted that the IEC recommendation was to "Hire a full time instructor in accordance with hiring plan."



- The Cosmetology Dept. was next in line to have a full time instructor hired during spring of 2015 and school year 2016-17. We should have had a full time hire in spring of 2015 but gave up our spot in line for an emergency hire for the Aviation Dept.
- Lack of hiring full time support personnel to work with students:
 - State Board documentation needs to be maintained for each student according to state board regulations.
 - regular documentation audits need to be done for each student to verify requirement completions.
 - The Esthetics program has been restarted and the support needed to maintain proper records is important to meet state mandated requirements.
- B. Provide a brief review of the past three Program Plans and any emerging themes identified in them.
 - As taken directly from the program plans
 - Program Objective 2: New full-time faculty position in Cosmetology. Enrollment in the Cosmetology program continues to be full. A full-time instructor would allow for more consistency in the training program. Having to share a position creates some confusion with students
 - Program Objective 3: full-time office assistant to meet the compliance reports to the state office of the Board of Barbering and Cosmetology.
- C. If not mentioned above, what are some of the needs or challenges facing your program? (include support and documentation for your contentions)

V. Program/Student Learning Outcomes

- A. Complete the program/student learning outcome matrix for your program(s). Complete separate matrices for each Chancellor's approved Degree or Certificate. If assessments have not been completed, provide an update of your program's work to assess your program-level student learning outcomes.



A.S and C.A. in Cosmetology

Program/Student Learning Outcomes	Assessment / Measurement	Result	Use of Results
Complete the State Board of Barbering and Cosmetology Examination for licensure and employment	Students will complete program with an 80% or higher passing rate in preparation for State Board Testing		
Diagnose skin condition and perform skin treatments while administering facial and other skin care services.	Students will pass skin analysis practical examinations with an 80% or higher passing rate.		
Diagnose and apply the proper chemicals needed to perform hair restructuring services (eg. perming, coloring, relaxing)	Students will complete and pass practical test on chemical restructuring services with an 80% or higher passing rate.		
Analyze and treat nail irregularities and perform manicures and pedicures	Students will complete and pass written examinations on nail irregularities and treatment options with an 80% average or higher.		

C.P in Cosmetology - Esthetics

Program/Student Learning Outcomes	Assessment / Measurement	Result	Use of Results
Complete the State Board of Barbering and Cosmetology Examination for licensure and employment.	Students will complete program with an 80% passing rate or higher in preparation for State Board Testing		
diagnose skin condition and perform skin treatments while administering facial.	Students will pass skin analysis practical and theory examinations with a B or higher.		



Diagnose, analyze and apply proper skin enhancing products. When administering make-up designs	Students will pass make-up and skin analysis practical examinations using proper diagnosis and make-up application of materials with a B. average or higher		
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Cosmetology plans of having PLO's assessed by end of Fall 2017

- B. What percentage of course-level student outcomes has your program assessed?
 100% of Cosmetology course-level student outcomes have been assessed

VI. Program Plan/Budget Requests

- A. List goals and objectives for the next three to five years that will address the needs and trends identified above and in your course and program level SLO assessment results.
- Increase number of full-time instructors
 - Hire full-time staff support personnel to increase effectiveness of timely paper work need to meet the needs of the students in accordance to State Board requirements.

- B. Provide your current Program Plan (required) which should include these goals and objectives.

Department:	Cosmetology
Academic Year:	Academic Year 2017-18

[[edit](#)] Vision / Narrative

High level services- teacher training
 Replace old and broken facial equipment - New and updated facial equipment is needed to maintain current trends in the Cosmetology field. Currently the program has broken and some outdated equipment that needs to be replaced in order to provide the latest training to the students. Use of the latest equipment will increase the employment value of the students as they pursue their careers in the cosmetology as students and as licensed professionals.

Program Objectives from Previous Program Plans

Select **Close** if the objective has been completed or will no longer be pursued.
(This will take you to the previous program plan)



Select **Copy** to resubmit this objective for this academic year. *(This will close the objective from the previous program plan automatically)*

AY 15/16	Replace broken and old facial equipment needed for proper training of students in the cosmetology industry	Close	Copy
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[[edit](#)]Program Objective 1: New full-time faculty position in Cosmetology. Enrollment in the Cosmetology program continues to be full. A full-time instructor would allow for more consistency in the training program. Having to share a position creates some confusion with students

Primary Strategy and Goal(s):	Not Applicable: RESUBMITTED: Copied from Academic Year 2015-16
IEC Program Review:	Yes: This Objective is based from the last IEC Program Review.
SLO Data:	Yes: This Objective is based on SLO data.
Progress:	Closed: Budget concerns limit the possibility of hiring another full-time instructor up to this time. RESUBMITTED: See Academic Year 2017-18 Program Plan

Delete	Activities	Costs
<i>NEW</i>	Create NEW Activity for this Objective	
×	Hire full-time instructor	• Edit Budget Request
×	New hire of full-time instructor. Part of the five year hiring plan at Gavilan College.	• Edit Budget Request

[[edit](#)]Program Objective 2: full-time office assistant to meet the needs of the students throughout the day

Primary Strategy and	Not Applicable: RESUBMITTED: Copied from Academic Year 2015-16
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Goal(s):		
IEC Program Review:	No: The need for a fulltime support staff person has been addressed before. Students are in need of someone that would be available during the course of the school day to help them resolve issues and support them with information about their status and any deficiencies that may hold them back from graduating and being prepared to take their licensing exams.	
SLO Data:	Yes: This Objective is based on SLO data.	
Progress:	Closed: RESUBMITTED: See Academic Year 2017-18 Program Plan	
Delete	Activities	Costs
<i>NEW</i>	Create NEW Activity for this Objective	

VII. Self Study Summary

Use data provided in this report as well as previous program plans to complete the Self Study Summary. Please provide a narrative summary, which should include an overall description of the program, a summary of the program's progress, a summary of and trends facing the program, and the program's plans for the future (2 page limit).

The program summary will include the following elements:

- A description of the program and the services;
- Significant accomplishments since the last review period;
- Your program's impact on supporting and improving student achievement and student learning outcomes;
- Resource and staffing changes since the last review and their effect on the program;
- Trends affecting the program;
- A list of goals and objectives (typically detailed in program plans) for the short and long term. These should be supported by data provided in the sections above. This should also include a discussion of the Institutional Effectiveness Partnership Initiative indicators and equity goals.

(<http://www.gavilan.edu/administration/iepi.php>)



Cosmetology Program Summary

. The Department is made up of two components, cosmetology and esthetics. Both programs meet the requirements for licensure set forth by the State of California Department of Consumer Affairs, Board of Barbering and Cosmetology. Career opportunities include cosmetologist, assistant stylist, manicurist, color specialist, esthetician, platform artist, educator and salon owner/manager. Students have the opportunity to earn an A.S. degree in Cosmetology, a C.A. in Cosmetology, and or a C.P in Cosmetology-Esthetics

Some of the departments accomplishment include: (1) Replaced facial equipment needed to provide latest training techniques for both the cosmetology and esthetics program. (2) Based on the last program review, we have increased male student enrollment from one male student to seven students during the 2016/17 school year. (3) We increased male enrollment by setting class space aside to allow for males that tend to enroll at the last moment for Cosmetology classes.

Our programs impact on supporting students include: (1) Restarting the Esthetics program to meet student needs and department growth. (2) Revised the certificate in Esthetics from a C.A. in esthetics to a C.P. in esthetics to increase the number of students completing the program with a certificate because students would not return to do the extra classes required for a C.A. they just wanted to be eligible to test and receive their Esthetics license. (3) Through active participation in various local career fairs and events we have targeted and increased the number of underrepresented students.

There have been no changes in staffing and resources since the last review even though IEC recommended hiring a full time instructor. It should be noted that we have consistently requested a full time instructor and a full time department assistant each year in our program plans.

NIC testing criteria has been incorporated into the California State Board testing procedures. These changes have affected how students are taught in order to meet the new testing requirements needed for licensing. The lack of full time instructors and support staff continues to be an emerging theme on how our program operates and is able address student needs.

Our goals for the short term are: (1) complete program learning assessments. (2) Assess all SLO's for Esthetics and Cosmetology. (3) Hire a full time instructor. (4) Hire a full time department assistant. Our long term goals are: (1) Hire two full time instructors to meet the standards the



Cosmetology program that it had before 1999 of having three full time instructors. (2) Hire a lab technician to support instructors during lab time in order to help students in need of assistance with technical hands on training.