

Academic Program Review Committee

Program: Cosmetology

Date Reviewed: 10/6/16

Resubmittal Date:

Please use these notes along with the comments from APRC members and your dean when revising this document.

General Comments: Great job following the template, be sure to change page orientation (to portrait) and ensure margins are aligned. Grids should be with their respective sections. Need advisory board minutes. Missed a couple things in the SLO section; need more narrative in curriculum section.

1. Overview of the Program	Comments
a) Provide a brief narrative description of the current program, including the program's mission statement and the students it serves.	<ul style="list-style-type: none"> • Should be 1-1 ½ page executive summary • This is the place to brag! • May want to acknowledge that students are qualified in all areas, but some tend to specialize in specific areas. • If there aren't any other programs nearby, you may want to mention that here; especially the state-of-the-art facility. • Add the carry-over recommendations here (from old building)
b) Describe the degrees and/or certificates offered by the program.	<ul style="list-style-type: none"> •
c) Explain how the program fulfills the college's mission and aligns with the strategic initiatives. (see Appendix A)	<ul style="list-style-type: none"> • Include a description of the CTRE(?) database. • May want to re-mention success rates, etc. • Page "Community Responsiveness"- spacing between paragraphs • If students go on to a 4-year school, name the schools here • Name the advisory committee; gives credit to members & enhances credibility of program • Look to expand relationships with advisory

	<ul style="list-style-type: none"> members for networking & program needs
d) Discuss the status of recommendations from your previous program review.	<ul style="list-style-type: none"> Explain that you've made a strategic, informed decision to not pursue the manicure program, but rather the general certificate that covers more services

2. Analysis of Research Data (include data provided by Institutional Research & Planning)	
Provide and <u>analyze</u> the following statistics/data	Comments
a) Head count of students in the program	<ul style="list-style-type: none">
b) Course grade distribution	<ul style="list-style-type: none"> Track W's and Drops and include explanations for each
c) Success rates (Discuss your program's rates in light of the college's success rate standard. Set a standard for your program.)	<ul style="list-style-type: none"> Include a sentence that you're not below the success standard
d) Retention rates	<ul style="list-style-type: none">
e) A comparison of success and retention rates in face-to-face classes with distance education classes	<ul style="list-style-type: none">
f) Enrollment statistics with section and seat counts and fill rates	<ul style="list-style-type: none"> Explain the \$1600 upfront cost (the various kits), and that purchasing individually would be much more expensive. May want to seek grants for this and employment incentives/sign-on bonuses (to offset kit costs). Encourage companies to donate to the Foundation, designated for Cosmetology materials. Explain that the book is included in the kit cost of \$1600. You may want to give an overall cost and explain what it includes.
g) Scheduling of courses (day vs. night, days offered, and sequence)	<ul style="list-style-type: none">

h) Improvement rates (if applicable)	•
i) Additional data compiled by faculty	•
j) List any related recommendations.	•

3. Curriculum Review	Comments
a) Provide the curriculum course review timeline to ensure all courses are reviewed at least once every 6 years.	•
b) Explain any course additions to current course offerings.	<ul style="list-style-type: none"> • Add explanation of course additions (some courses were made not repeatable) • Include previous pass rate and explain difference. • Ensure that pass rates mentioned are consistent with the state and the board's numbers.
c) Explain any course deletions and inactivations from current course offerings.	•
d) Describe the courses and number of sections offered in distance education. (Distance education includes hybrid courses.)	•
e) Discuss how well the courses, degrees, or certificates are meeting students' transfer or career training needs:	•
1. Have all courses that are required for your program's degrees and certificates been offered during the last two years? If not, has the program established a course offering cycle?	•
2. Are there any concerns regarding program courses and their articulation?	•
3. How many students earn degrees and/or certificates in your program? Do students take licensure exams? If so, what is the pass rate? If few students receive degrees or	•

certificates or if few students pass the licensure exam, should the program's criteria or courses be re-examined? Set an attainable, measurable goal	
f) List any related recommendations.	•

4. Assessment and Student and Program Learning Outcomes (SLOs & PLOs)	Comments
a) Provide a copy of your alignment grid, which shows how course, program, and institutional learning outcomes are aligned.	•
b) Provide a timeline for course and program level SLO assessments.	•
c) State the percent of course and program SLO statements that have been assessed.	•
d) Summarize the SLO and PLO assessment results over the past four years and describe how those results led to improved student learning. Analyze and describe those changes. Provide specific examples.	•
e) Determine and discuss the level your program has attained in the SLO rubric in Appendix B. (Awareness, Developmental, Proficiency, or Sustainable Continuous Quality Improvement)	•
f) Describe how you have improved your SLO process and engaged in dialogue about assessment results	•
g) List any related recommendations.	• Scan the 4 column reports and mention what instructors have been asking for

5. Analysis of Student Feedback	Comments
a) Describe the results of relevant surveys.	• •

b) Discuss the implications of the survey results for the program.	•
c) List any related recommendations.	<ul style="list-style-type: none"> • Mention the student feedback when seeking grants • Consider researching scissor-sharpening • Consider reaching out to vendors, give them an equipment list, and have students put their own package together

6. Facilities and Equipment	Comments
d) Describe and assess the existing program facilities and equipment.	• •
e) Explain the immediate (1-2 years) needs related to facilities and equipment. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	•
f) Explain the long-range (2-4+ years) needs related to facilities and equipment. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	•
g) List any related recommendations.	•

7. Technology and Software	Comments
a) Describe and assess the adequacy and currency of the technology and software used by the program.	•
b) Explain the immediate (1-2 years) needs related to technology and software. Provide a cost estimate for each need and explain how it will help the program better meet its goals.	<ul style="list-style-type: none"> • CSULB has a great fingerprint scanning device for entrance to the gym facility & tracking time; may want to check it out • RFID chips could be an option for attendance and tracking breaks. This should be an immediate need because ECC is giving a certificate from the Board; this is a compliance issue.

c) Explain the long-range (2-4+ years) needs related to technology and software. Provide a cost estimate for each need and explain how it will help the program better meet its goals	•
d) List any related recommendations.	• May want to take a look at other programs and see what they have. Make sure you have enough money for licensing fees. Consider leasing equipment instead of buying.

8. Staffing	Comments
a) Describe the program's current staffing, including faculty, administration, and classified staff.	•
b) Explain and justify the program's staffing needs in the immediate (1-2 years) and long-term (2-4+ years). Provide cost estimates and explain how the position/s will help the program better meet its goals.	• Put receptionist as #2, considering it's a safety issue, but also because the students can learn skills that are useful in the workplace. In the meantime, consider a ring bell sensor or half-door and buzzer.
c) List any related recommendations.	•

9. Future Direction and Vision	Comments
a) Describe relevant changes within the academic field/industry. How will these changes impact the program in the next four years?	•
b) Explain the direction and vision of the program and how you plan to achieve it.	•
c) List any related recommendations.	• •

10. Prioritized Recommendations	Comments
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<p>a) Provide a single, prioritized list of recommendations and needs for your program/department (drawn from your recommendations in sections 2-8). Include cost estimates and list the college strategic initiative that supports each recommendation (see Appendix A). Use the following chart format to organize your recommendations.</p>	<ul style="list-style-type: none"> • Be sure to prioritize them in order of importance.
<p>b) Explain why the list is prioritized in this way.</p>	<ul style="list-style-type: none"> • Employment rates: is there a way to track the students? Forensics has a Facebook page; good way to track alumni. Paramedics has students fill out demographic info when students apply for certificates.