PROGRAM REVIEW FOR COSMETOLOGY

Six-Year Academic Program Review

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COSMETOLOGY

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Status Summary - Plan of Action-Post Validation

During the academic year 2014-2015, the self- study and validation teams developed a post-validation final plan of action based on information in the self-study and the recommendations of the validation team.

Below are the items, action taken, if any, and the result and status of these items.

PLAN OF ACTION	ACTION TAKEN	RESULT AND STATUS
Hire additional instructors and develop a pool of potential instructors	None	The COS instructors are hired via instructional service agreements and are considered employees of the 3rd party provider. AHC and 3rd party provided routinely seek instructors via AHC-HR and other.
Explore ways to improve interpersonal communication between students and instructors	Scheduled regular meetings	The use of regular meetings and other modes of communication with instructors and 3rd party managers has improved this gap considerably. The academic dean and 3rd party provider have worked collaboratively on grading policies, disciplinary action, course syllabi, and related. During the 2020 COVID-19 pandemic, the academic dean and 3rd part provider worked to move instruction to a synchronous remote model.
Increase enrollment	None	Currently, we contract with one 3rd party provider. Enrollment increase will happen as more 3rd party providers are contracted.
Encourage students' use of LAP and other college services	Mandatory orientation for all students	Students are required to attend a mandatory orientation meeting that covers, among other things, student services at the college, student rights, disciplinary policies, and more.
Expand facilities	None	The 3rd party owns/leases the facilities in which curriculum is provided.
Increase equipment needed to allow for program expansion	None	The 3rd party owns/leases the facilities in which curriculum is provided. However, AHC has contributed to equipment purchases that facilitate student attendance tracking and/or access to WiFi/College internet.

2020-2021 Comprehensive Cosmetology Self-Study

Program review is intended to be a reflective process that builds on the extensive qualitative and quantitative data gathered from not only program reviews and annual updates but also the office of Institutional Effectiveness. The process lays out the program's major directions for the future and is the foundation for institutional planning and resource allocation.

I. Program Mission
   A. Describe the need that is met by the program or the purpose of the program and explain how it aligns with the college mission and strategic plan.
   B. For CTE programs only, show that "the program does not represent an unnecessary duplication of other vocational or occupational training programs in the area."

The cosmetology program is designed to prepare students for careers as licensed cosmetologists, allowing them to achieve personal, educational, and/or career goals. The program provides students with the necessary lecture and practical skills training on hair, skin, makeup, and nail car. Upon satisfactory completion of 1,600 hours of lecture and lab experience, students are eligible to take the California State Board of Cosmetology licensure examination.

Licensed cosmetologists are qualified to work as beauticians in beauty salons, and to own and operate their own salons.

SBCC offers an approved Cosmetology program. Cuesta doesn't have a COS program. There are private businesses offering training in the SLO/SB region.

II. Progress Made Toward Past Program/Departmental Goals
Summarize the progress the discipline has made toward achieving its goals during the past six years. Discuss briefly the quality, effectiveness, strengths and struggles of the program and the impact on student success as reflected in past comprehensive program reviews and Annual Updates.

The program's courses underwent some modifications to address AB 705. Prerequisites deemed to act as barriers for program admission were removed. The 3rd party provider, Institute of Beauty Culture, also went through managerial and staffing changes. The communication struggles were resolved by providing students and 3rd party staff with appropriate training, and by scheduling regular meetings.

The current struggle is the need to make the program a financial-eligible program. The COVID-19 pandemic created an unexpected delay on the work needed to move the program to become a financial-eligible program.

III. Analysis of Resource Use and Program Implementation

Describe the program's current allocation and use of human, physical, technology, and fiscal resources. Are resources sufficient and appropriate to meet program needs? Can program resources be reallocated to better meet student needs? If so, how?

Current facilities are adequate for instruction. However, it would be idea to enter into effective partnerships and/or contracts with other providers to increase program access and increase enrollment into the program.

IV. Program SLOs/Assessment

What are your program student learning outcomes? Have each of these been assessed since the last comprehensive program review? Describe changes you have made to courses or the program that were based on these data.

The program SLOs are as follows:
1. Qualify for the CA State Board of Barbery and Cosmetology examination for licensure.
2. Contribute to the management and operational procedures of a beauty salon.
3. Use cosmetology products, tools, and equipment in a safe, healthy and effective manner.
4. Render styles and applications that are fashionable, artistic, and technical in nature.

These are assessed every term. No changes have been needed to the program based on PLOs assessment results.

V. Distance Learning (If applicable):

Describe the distance education courses offered in your program and any particular successes or challenges with these courses. Include the enrollment as well as percentage of courses offered by modality and the rationale for this ratio.

x   Compare the success and retention of your online offerings to the same courses offered face-to-face. Analyze any gaps and plans to address these.

The program does not offer Distance Education, as it is not an approved instructional modality as per the CA Board of Barbery and Cosmetology. However, during the COVID-19 pandemic March 2020 through June 2021), regulations were relaxed to allow for instruction via synchronous platforms (ie. Zoom).

Describe how program instructors ensure regular substantive instructor- initiated contact in online classes.

N/A

VI. Success, Retention, and Equity

Describe how the program works to promote student success. Include teaching innovations, use of academic and student support services (library, counseling, LAP, community partnerships, etc.). Refer to list of Student Services.

All student services are covered as part of the mandatory program orientation. Further, students receive a folder with handouts on all of these programs and services. Services are also listed in the course syllabi.

Utilizing data from the office of Institutional Effectiveness, report on student success through course completion and retention data. Analyze, by discipline, success by gender, age, ethnicity, and online (may analyze other variables such as disability, English as a second language, day vs. night courses, etc. as appropriate).

Quick Program Facts

Headcount (undup)=Blue | Enrollment (dup)=Gold

2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
162	142	232	205	166	183
73	73	107	90	88	88

Sections=Red | FTES=Purple

2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
99.0	74.3	131.4	129.8	118.5	119.7
21	22	21	34	38	36

Retention=square | Success=circle

2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
93% / 85%	94% / 86%	94% / 86%	85% / 89%	96% / 95%	95% / 95%

Credit Awards - Gold=Cert | Green=AA/AS / Pink=ADT

2014-15	2015-16	2016-17	2017-18	2018-19	2019-2020
35	7	22	15	31	24

The program has undergone several changes due to the reduction in the number of contracted providers available. Currently, there is one contracted provider, Institute of Beauty Culture, offering instruction at a Santa Maria location. There has been discussion about re-establishing a partnership with a provider in SLO county, but the outcome is contingent on Cuesta College's approval for such a partnership..

The number of students receiving a certificate of achievement continues to be high when compared to the number of students seeking the associate degree. As a strategy to encourage students to seek the associate degree, the folder provided to students at the mandatory training includes information on the opportunities available for those who seek the associate degree. The counselor assigned to Cosmetology also encourages students to seek an associate degree.

1 Retention & Success by academic year by course COS

course_	2014-15		2015-16		2016-17		2017-18		2018-19		2019-20	
COS301	92%	97%	93%	98%	90%	93%	96%	100%	91%	93%	96%	98%
COS302	83%	92%	82%	93%	84%	93%	79%	88%	88%	94%	83%	87%
COS303							91%	96%	97%	100%	95%	97%
COS304							91%	96%	97%	100%	100%	100%
COS310	75%	100%	100%	100%	100%	100%	100%	100%	91%	91%	91%	100%
Grand Total	85%	93%	86%	94%	86%	94%	89%	95%	93%	96%	92%	95%

Retention % and Success % for each course_ broken down by Academic Year. Color shows details about Retention and Success %. The data is filtered on TERM_CODE, CB04, subject and course. The TERM_CODE filter excludes 201410, 201420 and 201440. The CB04 filter keeps C, D and N. The subject filter keeps COS. The course filter has multiple members selected.

Measure Names
- ▢ Retention %
- ▇ Success %

Retention and success have remained consistently high.

	Academic Year											
	2014-15		2015-16		2016-17		2017-18		2018-19		2019-20	
Age Category	Headcount	FTES	Headcount	FTES	Headcount	FTES	Headcount	FTES	Headcount	FTES	Headcount	FTES
Under 20	21	27.78	25	27.13	35	40.84	34	47.36	30	46.43	33	42.90
20-24	32	35.72	30	32.80	48	49.43	39	53.63	42	50.36	47	64.87
25-29	16	23.93	9	7.08	15	18.34	12	20.30	10	13.67	7	7.40
30-34	3	5.52	6	3.97	7	12.38	4	2.31	3	2.80	3	2.73
35-39	1	0.45	1	0.45	5	6.21	4	4.98	3	3.09	2	1.03
40-49	2	3.77	3	2.87	3	4.23					1	0.76
50+	1	1.86					1	1.19	2	2.14		

The program is popular among the under 20 – 29, with a large percentage of students between the ages of 20-24. The college's focus on the Promise program may have a role to play with this trend.

	2014-15		2015-16		2016-17		2017-18		2018-19		2019-20	
ETHNICITY	Headcount	FTES	Headcount	FTES	Headcount	FTES	Headcount	FTES	Headcount	FTES	Headcount	FTES
Asian	1	2.21	2	2.51	2	1.81			3	2.20	2	1.04
Black	1	0.46	3	2.17	1	2.52			1	0.42	2	0.63
Filipino	1	2.84	2	0.66	1	2.56	1	1.19	4	3.46	2	5.20
Hispanic	48	65.73	45	51.29	61	79.43	46	68.15	36	49.72	46	62.78
NativeAm							1	2.97	2	1.11	3	3.78
PacIsl			1	0.45	1	2.20						
White	22	27.80	20	17.23	40	42.44	42	57.47	41	59.38	32	45.40

Most of the students attending the program are Hispanic, which aligns (1) with the large Hispanic population being served by AHC, and (2) the large Hispanic population in Northern Santa Barbara county. The second group of students are white/European, which also aligns with demographic data for the region.

	2014-15		2015-16		2016-17		2017-18		2018-19		2019-20	
	Headcount	FTES	Headcount	FTES	Headcount	FTES	Headcount	FTES	Headcount	FTES	Headcount	FTES
Female	69	95.2	64	67.1	98	117.9	87	126.2	82	109.0	79	104.4
Male	4	3.8	9	7.2	8	13.0	3	3.5	5	7.3	7	13.8
Unknown											1	0.6

The program caters mostly to women, an organic result of how this program is viewed by the community at large. To attract male students, promotion and marketing campaign make use of images that include men and women.

	2014-15		2015-16		2016-17		2017-18		2018-19		2019-20	
	Headcount	FTES	Headcount	FTES	Headcount	FTES	Headcount	FTES	Headcount	FTES	Headcount	FTES
First Time	14	10.3	22	15.9	31	20.9	24	17.9	26	20.8	21	13.7
First Time Transfer	2	0.8	5	4.3	10	6.1	9	9.1	10	8.5	8	6.3
Continuing	58	80.4	53	44.7	75	89.2	65	92.4	61	73.5	74	85.8
Returning	9	7.6	14	9.4	17	14.7	14	10.3	18	13.5	18	13.0
Grand Total	73	99.0	73	74.3	106	131.0	90	129.8	87	116.3	87	118.8

The large number of students are identified as continuing students, but this is because COS 301 requires prerequisite completion in Math (Math 521 or Math 531 or higher). With the advent of AB705, and the reduction of the ENGL prerequisite option in COS 301, we hope to see more first-time students entering the program upon graduation from High School.

Suggest possible reasons for these trends and planned actions to address any disproportionate impact.

Gender inequity may be attributed to the nature of the program as a whole, but AHC is working on promotion and marketing strategies to attract more males. The possibility of creating a barber program may also help attract more males into the program.

VII. Trend Analyses/Outlook

Summarize the major trends, challenges, and opportunities that have emerged in the program since the last comprehensive program review. Explain possible causes for any identified gaps or trends and actions taken or needed to address these. Please use or reference information already gathered (e.g., enrollment and achievement data; student learning outcomes assessment and analysis; input by advisory boards; existing articulation agreements; labor market trends)

At the Cosmetology Advisory Committee meeting held on March 29, 2021, partners were satisfied with the training program overall, but did have the following suggestions for continued improvement:
1. Provide "intro to business" training to students, or encourage them to take a business class (BUS 101).
2. Provide more training on serving clients to build the students' comfort and confidence in serving customers/clients. Everyone attending agreed that COVID-19 has created a barrier to the type of instructional services meant to build these skills in students.
3. Provide customer service training to students, including skills on how to sell products and how to close sales.
4. It was suggested to encourage students to shadow actual salon workers and/or to visit salons to learn more about the business aspect and experience what goes on in beauty salons, and/or to provide some form of internship to the students.

In terms of trends, the cosmetology world stood at a standstill during the COVID-19 pandemic, but there was discussion about advanced foil placement techniques. There is hope that the large San Jose conference and training venue will return in 2022. However, many manufacturers have moved to offering virtual training. Our current 3rd party provider, Institute of Beauty Culture, takes advantage of these virtual trainings, including booking speakers and inviting salon owners to come and speak to the students.

Labor Market trends:

Cosmetologists make more money in California, compared to the national average. Whereas nationally, the starting salary is $18,840, in California, the starting salary is $27,070.

The images below provide **annual wages** nationally and at the state level.

O*NET OnLine

Occupation Quick Search:

Help   Find Occupations   Advanced Search   Crosswalks   Share   O*NET Sites
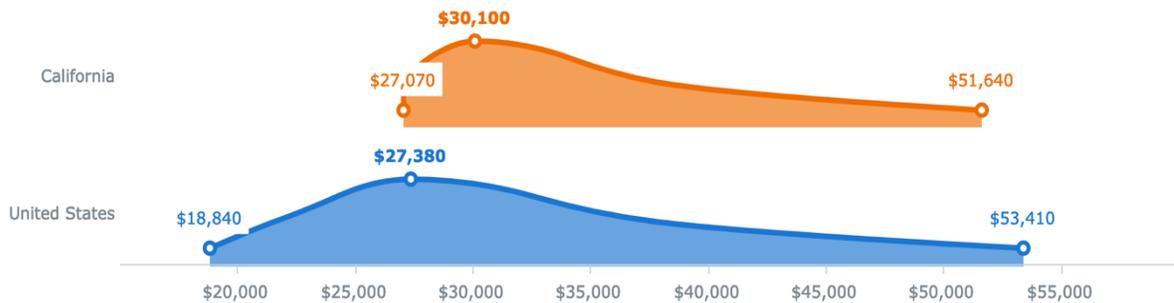
California Wages for:
39-5012.00 - Hairdressers, Hairstylists, and Cosmetologists

View wages for state: California   Go
View wages near ZIP Code: Go

View wages: Annual   Hourly

California $30,100 $27,070 $51,640
United States $27,380 $18,840 $53,410

$20,000 $25,000 $30,000 $35,000 $40,000 $45,000 $50,000 $55,000
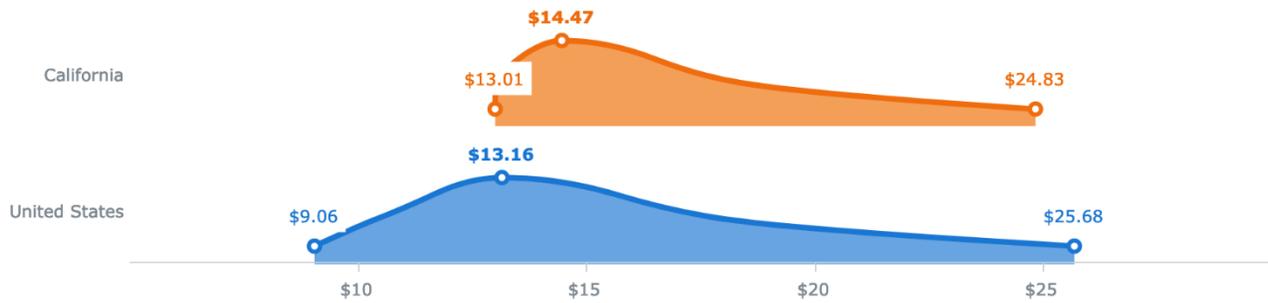
In California:

- Workers on average earn **$30,100**.
- 10% of workers earn **$27,070 or less**.
- 10% of workers earn **$51,640 or more**.

In the United States:

- Workers on average earn **$27,380**.
- 10% of workers earn **$18,840 or less**.
- 10% of workers earn **$53,410 or more**.

Source: Bureau of Labor Statistics 2020 wage data.

The images below provide **hourly wages** nationally and at the state level.

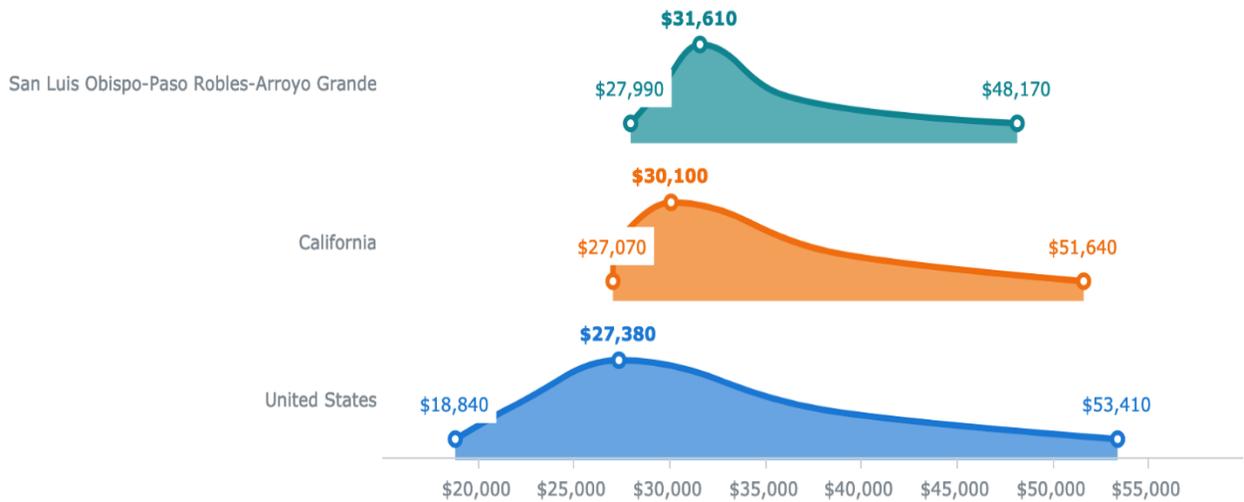**In California:**

- Workers on average earn **$14.47** per hour.
- 10% of workers earn **$13.01 or less** per hour.
- 10% of workers earn **$24.83 or more** per hour.

In the United States:

- Workers on average earn **$13.16** per hour.
- 10% of workers earn **$9.06 or less** per hour.
- 10% of workers earn **$25.68 or more** per hour.

Regionally, we observe the following trend in terms of **annual salary/income**.

The following table summarizes regional trends for Cosmetology (source: O*Net Online):

Location	Annual Low	Annual Median	Annual High	Hourly Median	Hourly High
Bakersfield, CA	$27,080	$31,020	$50,100	$14.92	$24.09
Oxnard, Thousand Oaks, CA	$27,070	$29,060	$45,360	$13.97	$21.81
Santa Maria, Santa Barbara	$27.070	$30,810	$55,760	$14.81	$26.81

As applicable, please address the breadth, depth, currency, and cohesiveness of the curriculum in relation to evolving employer needs and/or transfer requirements, as well as other important pedagogical or technology-related developments and actions taken or needed to address these.

> The Cosmetology program is comprised of four sequential courses: COS 301, COS 302, COS, 303, and COS 304. These courses cover beginning, intermediate, and advanced lecture and practical lab instruction. Each course acts as a prerequisite to the one following, so that COS 301 is a pre-req for COS 302 and so forth. The content for these courses aligns with the requirements set forth by the CA Board of Barbery and Cosmetology, and CA Title 16 (Professional and Vocational Regulations). Regular advisory committee meetings ensure training meets regional employer needs and address industry standards.

VIII. Long-Term Program Goals and Action Plans

Describe the long-term plans for changing or developing new courses and programs, other actions being taken to enhance student success, and the need for professional development activities and other resources to implement program goals. Be sure to show how these plans are related to assessment results. (Plan should cover five-year period and include target dates and resources needed.)

> Currently, there is a desire to expand the program to include a certificate of achievement in barbery and another in Aesthetician. There is also discussion about developing a low-unit certificate of accomplishment in Make-Up Application.
>
> YEAR 1 – Research and feasibility analysis; identify employer partners
> YEAR 2 – Submit proposal through the local and state curriculum review and approval.
> YEAR 3 – Marketing and promotion of the new programs; Implementation of the program.
> YEAR 4 – Annual program assessment (CTE, PLO) and advisory committee meeting recommendations.
> YEAR 5 – Course review and prerequisite content review.
> YEAR 6 – Program Review
>
> Outside of the development of new certificates, it would be ideal to make the existing Cosmetology programs (degree and certificate) financial aid-eligible programs. Therefore, research on how to achieve this eligibility with the federal Dept. of Ed will take place starting fall 2021.

Student Data Summary

State at least three positive factors about the discipline/program identified by students. Include the number (or percentage) of students responding and any implications for planning.

> Students are satisfied with the quality of instruction for the program (47% are highly satisfied and 41% are somewhat satisfied; only 6% are somewhat dissatisfied).
>
> 59% of the students are highly satisfied with the textbook and course materials.
>
> 60% are highly satisfied with the program contribution to their intellectual growth.
>
> 50% of the students are highly satisfied with the availability of resources in the library.
>
> 75% of the students would recommend the program to others.

State at least three negative factors about the discipline/program identified by students. Include the number (or percentage) of students responding and any implications for planning. What could you do to improve these factors?

Only 29% of the students are satisfied with the advice they receive from counselors.

25% of the students are highly dissatisfied with the physical facilities and space.

18% of the students were highly dissatisfied with the instructional equipment.

Unfortunately, there were no student comments addressing these concerns/results more in detail or in a manner that would allow us to develop an effective improvement plan. However, we plan to survey students again to dig further into these.

State any other information (use responsive numbers) that you obtained from student data (e.g. focus groups, questionnaires, or SGIDs) that may be of special interest to the self-study team. What planning implications will result from this information?

N/A.

Assessment Plan

This part of the program review demonstrates alignment of courses with coverage of program student learning outcomes and lays out the program's plans for conducting assessments over the forthcoming five years.

Program Mission

> The certificate of achievement curriculum in cosmetology is designed to prepare men and women for careers as licensed cosmetologists.
>
> The associate degree and certificate curriculum in cosmetology is designed to prepare men and women for careers as licensed cosmetologists.

Program Outcomes

The graduate of the Certificate of Achievement in Cosmetology will:
- Qualify for the California State Board of Cosmetology examination for licensure.
- Contribute to the management and operational procedures of a beauty salon.
- Use cosmetology products, tools, and equipment in a safe, healthy, and effective manner.
- Render styles and applications that are fashionable, artistic, and technical in nature.

The graduate of the Associate in Science in Cosmetology will:
- Qualify for the California State Board of Cosmetology examination for licensure.
- Contribute to the management and operational procedures of a beauty salon.
- Use cosmetology products, tools, and equipment in a safe, healthy, and effective manner.
- Render styles and applications that are fashionable, artistic, and technical in nature.

Course/Program Alignment

How are program outcomes introduced?

> Program outcomes are aligned with course topics at all four levels.

How do you assess outcomes are effective, or in need of improvement? What tools or criteria (i.e. rubric) do you use to assess outcomes?

> Tools and criteria: exams, quizzes, evaluation of practical skills, oral presentations, attendance and participation.

Courses	Program Outcomes				
	1	2	3	4	
COS 301	I	I	I/D	I/D	
COS 302	D	D	D	D	
COS 303	M	D	D	D	
COS 304	M	M	M	M	
COS 310	M	D	D	D	

(Key: I= Introduced, D=Developed and practiced with feedback; M=Demonstrated at a specified mastery level)

Use one row for each Program outcome. *Your 6-Year assessment schedule can be inserted here, if you've already completed it.*

Program Outcome	To be assessed in semester:	Assessment method (s)	Team to review assessment results	Resources needed to conduct assessment	Individual responsible for assessment report	Date we expect to complete review
Qualify for the California State Board of Cosmetology examination for licensure.	Every term	Exams and quizzes	COS instructors	None	Lead COS instructor	End of each scheduled section
Contribute to the management and operational procedures of a beauty salon.	Every term	exams, quizzes, evaluation of practical skills, oral presentations	COS instructors	None	Lead COS instructor	End of each scheduled section
Use cosmetology products, tools, and equipment in a safe, healthy, and effective manner.	Every term	exams, quizzes, evaluation of practical skills, oral presentations	COS instructors	None	Lead COS instructor	End of each scheduled section
Render styles and applications that are fashionable, artistic, and technical in nature.	Every term	exams, quizzes, evaluation of practical skills, oral presentations	COS instructors	None	Lead COS instructor	End of each scheduled section

Who is responsible for implementation of assessment? How do you share results? With whom?

COS instructors and location manager are responsible for assessment, and those are shared with the program coordinator and academic dean.

DEPARTMENT: Extended Campus   Program: Cosmetology

List below as specifically as possible the actions which the department plans to take because of this program review. Be sure to address any problem areas which you have discovered in your analysis of the program. Number each element of your plans separately and for each, please include a target date. Additionally, indicate by the number each institutional goal and objective which is addressed by each action plan. (See Institutional Goals and Objectives)

RECOMMENDATIONS TO IMPROVE **STUDENT LEARNING OUTCOMES** AND ACHIEVEMENT	**Theme/Objective/ Strategy Number AHC from Strategic Plan**	**TARGET DATE**
None	X	X

RECOMMENDATIONS TO ACCOMMODATE CHANGES IN **STUDENT CHARACTERISTICS**	**Theme/Objective/ Strategy Number AHC from Strategic Plan**	**TARGET DATE**
Enrollment Changes: None	X	X
Demographic Changes: None	X	X

RECOMMENDATIONS TO IMPROVE THE **EDUCATIONAL ENVIRONMENT**	**Theme/Objective/ Strategy Number AHC from Strategic Plan**	**TARGET DATE**
Curricular Changes: Update current program description; research feasibility of new program development (barber, aesthetician)	SLS2	Fall 2022
Co-Curricular Changes: None	X	X

Neighboring College and University Plans: None	X	X
Related Community Plans: None	X	X

RECOMMENDATIONS THAT REQUIRE ADDITIONAL RESOURCES	Theme/Objective/ Strategy Number AHC from Strategic Plan	TARGET DATE
Facilities: Identify partners willing to enter agreements with HC for the provision of instruction	SLS 2	Fall 2022
Equipment: None	X	X
Staffing: Recruit and hire a Cosmetology coordinator	SLS2	Fall 2022

EXECUTIVE SUMMARY
(Validation Team Report)

1.   MAJOR FINDINGS

The student survey shows that students are largely satisfied with the academic components of the program. Data shows students are successfully persisting and completing classes.

Strengths of the program/discipline:
- Data shows that student retention and success have remained consistently high.
- Despite the COVID-19 impact, the program remained afloat by adjusting quickly to remote instruction.
- The student survey shows overall satisfaction with the program.

Concerns regarding the program/discipline:
- The program is not financial-aid eligible
- Not enough variety save for the manicuring course.
- Need for more contractors/partners in the region, especially the Lompoc area.
- The program has a large female student population.
- Program coordination.

2.   RECOMMENDATIONS

The validation team makes the following recommendations:
- Research the process to make the Cosmetology program financial aid eligible, so that more students can apply for admission to the program that would otherwise not be able to.
- Consider development of barber, aesthetician, and/or make-up application programs to provide students with programmatic variety and other employable options.
- Consider engaging with other contractors/partners, especially in the Lompoc area, to provide students with geographic options. Currently, the cosmetology program is only run out of a Santa Maria location.
- The development and implementation of a barber program may serve to attract more male students and close the gender gap that data reflects.
- Recruiting and hiring a part-time cosmetology program coordinator (19 hrs/wk). Although there is a coordinator in place, the 5% out-of-classification provided to this position (equal to 3 hrs. per week) isn't enough to cover/address increasing program coordination needs.

VALIDATION TEAM SIGNATURE PAGE

Mayra Morales (Counseling)

Mayra Morales
Mayra Morales (May 14, 2021 12:43 PDT)

May 14, 2021

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date

Susannah Kopecky (Library)

Susie Kopecky

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signature

date

Dana Avila (Program Coordinator)

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date

Sofia Ramirez Gelpi (dean)

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May 17, 2021

Name (printed)

signature

date

DEPARTMENT: <u>Extended Campus</u>   PROGRAM: <u>Cosmetology</u>

Identify the actions the discipline/program plans to take during the next six years. Be as specific as possible and indicate target dates. Additionally, indicate by the number each institutional goal and objective which is addressed by each action plan. (See Institutional Goals and Objectives)

The completed final plan should be reviewed by the department as a whole.

RECOMMENDATIONS TO IMPROVE DESIRED **STUDENT OUTCOMES** AND IMPROVE STUDENT PERFORMANCE	Theme/Objective/ Strategy Number AHC from Strategic Plan	TARGET DATE
None	X	X

RECOMMENDATIONS TO ACCOMMODATE CHANGES IN **STUDENT CHARACTERISTICS**	Theme/Objective/ Strategy Number AHC from Strategic Plan	TARGET DATE
Enrollment Changes None	X	X
Demographic Changes None	X	X

RECOMMENDATIONS TO IMPROVE THE **EDUCATIONAL ENVIRONMENT**	Theme/Objective/ Strategy Number AHC from Strategic Plan	TARGET DATE
Curricular Changes Develop the following program contingent on feasibility: barbery, aesthetician, make-up application	SLS2	Fall 2022
Co-Curricular Changes None	X	X
Neighboring College and University Plans None	X	X
Related Community Plans Research expansion of the program by seeking partners and/or 3rd party providers of curriculum, especially in the Lompoc area.	SLS2	Fall 2022

RECOMMENDATIONS THAT REQUIRE ADDITIONAL RESOURCES	Theme/Objective/ Strategy Number AHC from Strategic Plan	TARGET DATE
Facilities Research expansion of the program by seeking partners and/or 3rd party providers of curriculum, especially in the Lompoc area.	SLS2	Fall 2022
Equipment None	X	X
Staffing Recruit a part-time program coordinator to more effectively oversee the program, especially as it expands to include more partners and/or locations.	SLS2	Fall 2022

VALIDATION TEAM RECOMMENDTIONS Disregarded or modified (if appropriate)	REASON	ACTION/CHANGE

None: No validation team recommendation has been modified or disregarded.

Recommendation		
Recommendation		
Recommendation		
Recommendation		

PLAN OF ACTION – Post-Validation

Review and Approval

Plan Prepared By

Sofia Ramirez Gelpi, academic dean
Sofia Gelpi (May 18, 2021 10:48 PDT)   Date: 5/10/2021

Dana Avila, Cosmetology Program Coordinator
Dana Avila (May 18, 2021 10:49 PDT)   Date: 5/10/2021

Reviewed:

Department Chair*

 N/A – Cosmetology is not connected to an academic department   Date:

*Signature of Department Chair indicates approval by department of Plan of Action.

Reviewed:

Dean of Academic Affairs
Sofia Gelpi (May 18, 2021 10:48 PDT)

Sofia Ramirez Gelpi, academic dean   Date: 5/10/2021

Vice President, Academic Affairs

Robert Curry
Robert Curry (Jun 25, 2021 15:20 PDT)   Date: Jun 25, 2021

Course Review Verification

Discipline: <u>Cosmetology</u>   Year: <u>2020-2021</u>

As part of the program evaluation process, the self-study team has reviewed the course outlines supporting the discipline/program curriculum. The review process has resulted in the following recommendations:

1. The following course outlines are satisfactory as written and do not require modification (list all such courses): <u>N/A</u>

2. The following courses require minor modification to ensure currency. The self-study team anticipates submitting such modifications to the AP&P, FALL 2019: <u>COS 301, 302, 303, 304, and COS 310 were all submitted for course review and approved in Fall 2020.</u>

3. The following courses require major modification. The self-study team anticipates submitting such modifications to the AP&P committee on <u>N/A</u>:

    GRADUATION REQUIREMENTS: General Education (GE), Multicultural/Gender Studies (MCGS) and Health & Safety (H&W) Courses.

    The following courses were reviewed as meeting an **AHC GE** requirement. The AP&P GE Criteria and Category Definitions (GE Learning Outcomes) forms were submitted to the AP&P for review on: <u>N/A</u>

    The following courses were reviewed as meeting the **MCGS** requirement. The AP&P MCGS Criteria and Category Definitions (MCGS Learning Outcomes – To Be Developed) forms were submitted to the AP&P for review on: <u>N/A</u>

    The following courses were reviewed as meeting the **H&W** requirement. The AP&P H&W Studies Criteria (To Be Developed) and Category Definitions (H&W Learning Outcomes – To Be Developed) forms were submitted to the AP&P chair for review on: <u>N/A</u>

Course Review Team Members:

Sofia Ramirez Gelpi		Apr 29, 2021
Sofia Ramirez Gelpi (Apr 29, 2021 11:42 PDT)		
Sofia Ramirez Gelpi		
Name	Signature	Date
Mayra Morales		Apr 29, 2021
Mayra Morales (Apr 29, 2021 12:55 PDT)		
Mayra Morales (COUNS)		
Name	Signature	Date
Lmwst		Apr 29, 2021
Liz West (Apr 29, 2021 15:17 PDT)		
Liz West (Math)		
Name	Signature	Date
Dana Avila		Apr 29, 2021
Dana Avila (Apr 29, 2021 15:29 PDT)		
Dana Avila		
Name	Signature	Date
Mmy		Apr 30, 2021
Larry Manalo Jr (Apr 30, 2021 10:30 PDT)		
Larry Manalo		
AP&P Chair	Signature	Date
Sofia Ramirez Gelpi		Apr 30, 2021
Sofia Ramirez Gelpi (Apr 30, 2021 10:33 PDT)		
Sofia Ramirez Gelpi		
Academic Dean	Signature	Date

PROGRAM REVIEW SUGGESTIONS FOR IMPROVING THE PROCESS

Everyone involved in the process should complete and submit one.
Complete at the end of the process and return to the Academic Senate president.

I participated in the Program Review Process as:

1. a writer of a self-study - <u>XX</u>

2. a member of a validation team

3. Other

Suggestions for Improvement:

Some of the questions are too broad/general, providing little direction as to the information being requested. Examples would be appreciated in some instances.

Student Demographics Data

Program Data

STEP 1|Choose subjects:^{COS}

Subjects: COS

STEP 2|Choose awards: Multiple values
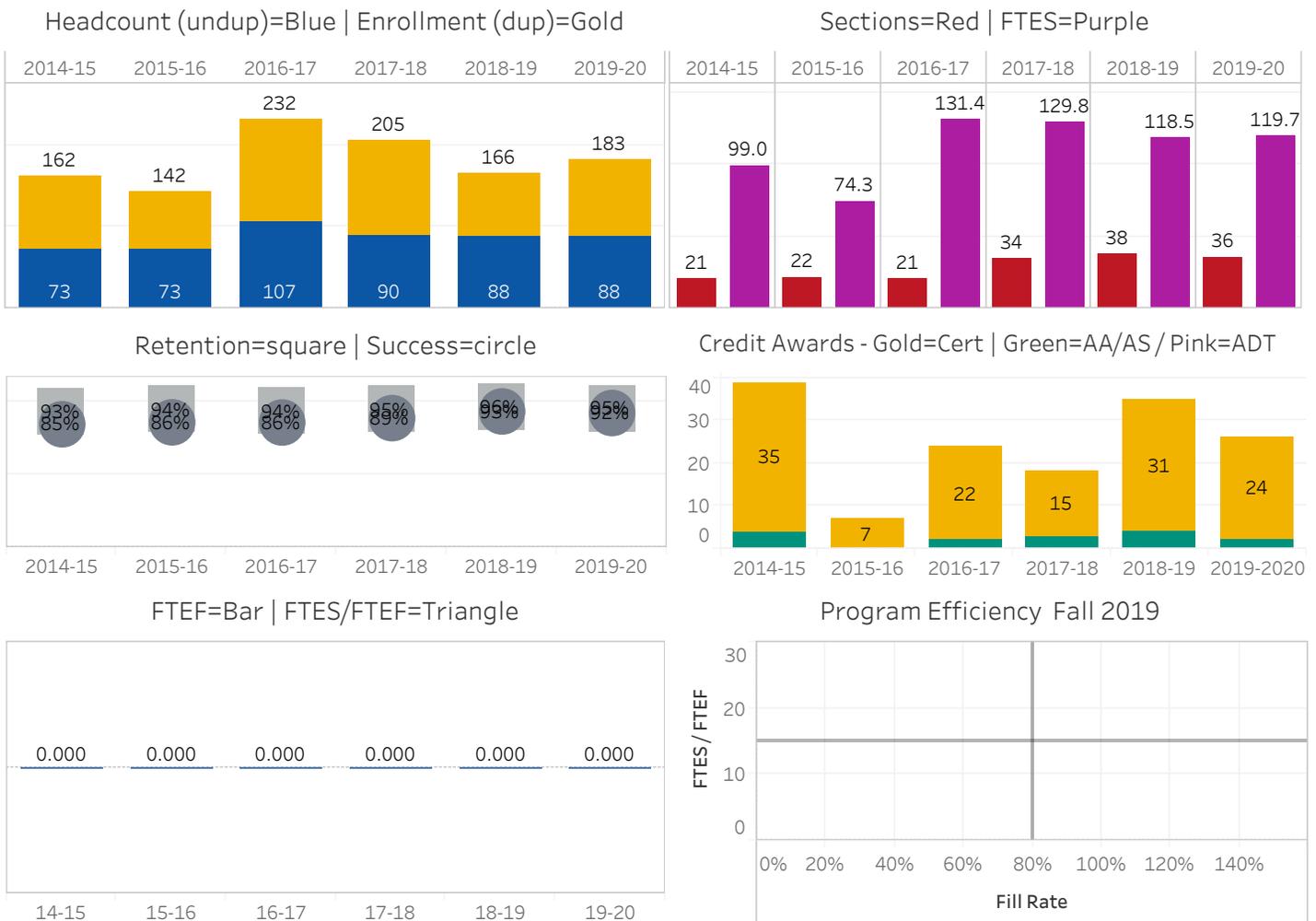
Awards: Cosmetology, Cosmetology Hair, Cosmetology Nails

Multiple values

Student Majors: Cosmetology, Cosmetology Hair, Cosmetology Nails

Quick Program Facts

Headcount (undup)=Blue | Enrollment (dup)=Gold

2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
162	142	232	205	166	183
73	73	107	90	88	88

Sections=Red | FTES=Purple

2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
99.0	74.3	131.4	129.8	118.5	119.7
21	22	21	34	38	36

Retention=square | Success=circle

2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
93% / 85%	94% / 86%	94% / 86%	95% / 89%	95% / 95%	95% / 92%

Credit Awards - Gold=Cert | Green=AA/AS / Pink=ADT

2014-15	2015-16	2016-17	2017-18	2018-19	2019-2020
35	7	22	15	31	24

FTEF=Bar | FTES/FTEF=Triangle

14-15	15-16	16-17	17-18	18-19	19-20
0.000	0.000	0.000	0.000	0.000	0.000

Program Efficiency Fall 2019

FTES / FTEF

30
20
10
0

0% 20% 40% 60% 80% 100% 120% 140%

Fill Rate

Data Source: Student-MIS; Award, Major & Faculty-Banner | Headcount-unduplicated students; Enrollment-duplicated students; Retention-students who receive a grade in the course; Success-students who receive a passing grade in the course; FTES/FTEF target is 15+; Fill Rate target is 80%+

1 Outcomes COS

course_
All

EW Grade
Exclude EW

	Sum 2014	Fall 2014	Spring 2015	Sum 2015	Fall 2015	Winter 2016	Spring 2016	Sum 2016	Fall 2016	Spring 2017	Sum 2017	Fall 2017	Winter 2018	Spring 2018	Sum 2018	Fall 2018	Winter 2019	Spring 2019	Sum 2019	Fall 2019	Winter 2020	Spring 2020
Sections	4	9	8	5	7	3	7	4	8	9	4	14	4	12	8	13	4	13	10	15	1	10
Headcount	30	50	41	32	36	16	47	40	61	75	28	62	28	51	41	43	14	43	41	56	2	49
Enrollment	30	79	53	33	38	16	55	40	80	112	28	83	28	66	41	57	14	54	41	75	2	65
retained	28	72	51	32	37	13	52	38	75	104	27	79	24	64	40	55	13	52	36	71	2	64
Retention %	93%	91%	96%	97%	97%	81%	95%	95%	94%	93%	96%	95%	86%	97%	98%	96%	93%	96%	90%	95%	100%	98%
success	28	66	43	28	34	13	47	36	72	91	24	76	24	58	38	52	13	52	35	69	1	63
Success %	93%	84%	81%	85%	89%	81%	85%	90%	90%	81%	86%	92%	86%	88%	93%	91%	93%	96%	88%	92%	50%	97%
FTES	19.2	48.0	31.8	20.6	16.8	5.0	31.9	25.7	44.1	61.6	10.7	56.8	15.5	46.9	31.6	38.7	10.6	37.6	29.1	47.0	1.3	42.2

Outcomes Allan Hancock College Credit

	Sum 2014	Fall 2014	Spring 2015	Sum 2015	Fall 2015	Winter 2016	Spring 2016	Sum 2016	Fall 2016	Winter 2017	Spring 2017	Sum 2017	Fall 2017	Winter 2018	Spring 2018	Sum 2018	Fall 2018	Winter 2019	Spring 2019	Sum 2019	Fall 2019	Winter 2020	Spring 2020
Sections	306	1,141	1,209	355	1,177	41	1,220	357	1,184	41	1,214	333	1,168	45	1,186	270	1,145	47	1,159	299	1,208	46	1,212
Headco..	5,185	11,084	11,249	5,593	10,982	1,051	11,341	4,354	12,111	1,023	11,636	5,306	11,889	1,118	11,320	4,596	11,380	1,171	10,580	4,940	12,091	1,198	11,342
Enrollm..	8,168	29,153	28,984	8,789	28,471	1,270	28,153	8,305	29,268	1,314	28,161	8,052	28,754	1,480	26,960	6,868	28,650	1,535	26,193	7,252	30,166	1,586	26,977
Retention %	89%	87%	85%	90%	86%	84%	89%	90%	88%	87%	88%	90%	87%	87%	88%	90%	87%	88%	88%	92%	88%	87%	92%
Success %	78%	70%	71%	77%	70%	71%	73%	80%	71%	77%	74%	80%	71%	79%	74%	80%	71%	79%	74%	81%	72%	75%	85%
FTES	944	3,900	4,048	1,009	3,807	111	3,715	967	4,197	115	4,020	900	4,126	139	3,869	835	4,061	169	3,827	846	4,136	138	3,763

1 Retention & Success by academic year by course COS

course_	2014-15		2015-16		2016-17		2017-18		2018-19		2019-20	
COS301	92%	97%	93%	98%	90%	93%	96%	100%	91%	93%	96%	98%
COS302	83%	92%	82%	93%	84%	93%	79%	88%	88%	94%	83%	87%
COS303							91%	96%	97%	100%	95%	97%
COS304							91%	96%	97%	100%	100%	100%
COS310	75%	100%	100%	100%	100%	100%	100%	100%	91%	91%	91%	100%
Grand Total	85%	93%	86%	94%	86%	94%	89%	95%	93%	96%	92%	95%

Retention % and Success % for each course_ broken down by Academic Year. Color shows details about Retention % and Success %. The data is filtered on TERM_CODE, CB04, subject and course. The TERM_CODE filter excludes 201410, 201420 and 201440. The CB04 filter keeps C, D and N. The subject filter keeps COS. The course filter has multiple members selected.

Measure Names
- Retention %
- Success %

1 Retention & Success by summer term by course COS

Term Code_

course	Sum 2014		Sum 2015		Sum 2016		Sum 2017		Sum 2018		Sum 2019	
COS301	100%	100%	100%	100%	75%	100%	100%	100%	80%	80%	100%	100%
COS302	91%	91%	81%	96%	91%	94%	80%	90%	89%	100%	69%	77%
COS303							100%	100%	91%	100%	75%	75%
COS304							67%	100%	100%	100%	100%	100%
COS310	100%	100%	100%	100%	100%	100%			100%	100%	100%	100%
Grand Total	93%	93%	85%	97%	90%	95%	86%	96%	93%	98%	88%	90%

Measure Names

Retention %

Success %

1 Retention & Success by fall term by course COS

course_	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019
COS301	88% 94%	92% 100%	85% 88%	100% 100%	88% 94%	93% 97%
COS302	82% 90%	87% 96%	92% 96%	80% 90%	71% 86%	81% 86%
COS303			92% 96%	100% 100%	100% 100%	
COS304			93% 93%	94% 100%	100% 100%	
COS310	100% 100%	100% 100%	100% 100%	100% 100%	100% 100%	100% 100%
Grand Total	84% 91%	89% 97%	90% 94%	92% 95%	91% 96%	92% 95%

Measure Names

■ Retention %

■ Success %

1 Retention & Success by spring term by course COS

course_	Spring 2015		Spring 2016		Spring 2017		Spring 2018		Spring 2019		Spring 2020	
COS301	92%	100%	91%	95%	97%	97%	82%	100%	95%	95%	100%	100%
COS302	79%	95%	81%	94%	75%	91%	83%	94%	90%	90%	95%	95%
COS303							90%	100%	100%	100%	95%	100%
COS304							94%	94%	100%	100%	100%	100%
COS310	50%	100%	100%	100%	100%	100%			100%	100%	100%	100%
Grand Total	81%	96%	85%	95%	81%	93%	88%	97%	96%	96%	97%	98%
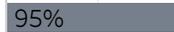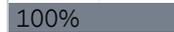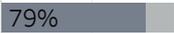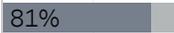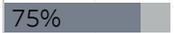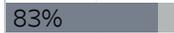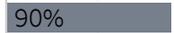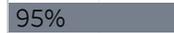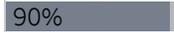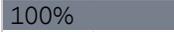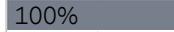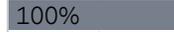
Measure Names

- Retention %
- Success %

2 Program Demographics COS
Choose individual course via filter or see Appendix A for full demographic course details

course_
All

Academic Year

Age Category	2014-15 Headcount	FTES	2015-16 Headcount	FTES	2016-17 Headcount	FTES	2017-18 Headcount	FTES	2018-19 Headcount	FTES	2019-20 Headcount	FTES
Under 20	21	27.78	25	27.13	35	40.84	34	47.36	30	46.43	33	42.90
20-24	32	35.72	30	32.80	48	49.43	39	53.63	42	50.36	47	64.87
25-29	16	23.93	9	7.08	15	18.34	12	20.30	10	13.67	7	7.40
30-34	3	5.52	6	3.97	7	12.38	4	2.31	3	2.80	3	2.73
35-39	1	0.45	1	0.45	5	6.21	4	4.98	3	3.09	2	1.03
40-49	2	3.77	3	2.87	3	4.23					1	0.76
50+	1	1.86					1	1.19	2	2.14		

ETHNICITY	2014-15 Headcount	FTES	2015-16 Headcount	FTES	2016-17 Headcount	FTES	2017-18 Headcount	FTES	2018-19 Headcount	FTES	2019-20 Headcount	FTES
Asian	1	2.21	2	2.51	2	1.81			3	2.20	2	1.04
Black	1	0.46	3	2.17	1	2.52			1	0.42	2	0.63
Filipino	1	2.84	2	0.66	1	2.56	1	1.19	4	3.46	2	5.20
Hispanic	48	65.73	45	51.29	61	79.43	46	68.15	36	49.72	46	62.78
NativeAm							1	2.97	2	1.11	3	3.78
PacIsl			1	0.45	1	2.20						
White	22	27.80	20	17.23	40	42.44	42	57.47	41	59.38	32	45.40

	2014-15 Headcount	FTES	2015-16 Headcount	FTES	2016-17 Headcount	FTES	2017-18 Headcount	FTES	2018-19 Headcount	FTES	2019-20 Headcount	FTES
Female	69	95.2	64	67.1	98	117.9	87	126.2	82	109.0	79	104.4
Male	4	3.8	9	7.2	8	13.0	3	3.5	5	7.3	7	13.8
Unknown											1	0.6

	2014-15 Headcount	FTES	2015-16 Headcount	FTES	2016-17 Headcount	FTES	2017-18 Headcount	FTES	2018-19 Headcount	FTES	2019-20 Headcount	FTES
First Time	14	10.3	22	15.9	31	20.9	24	17.9	26	20.8	21	13.7
First Time Transfer	2	0.8	5	4.3	10	6.1	9	9.1	10	8.5	8	6.3
Continuing	58	80.4	53	44.7	75	89.2	65	92.4	61	73.5	74	85.8
Returning	9	7.6	14	9.4	17	14.7	14	10.3	18	13.5	18	13.0
Grand Total	73	99.0	73	74.3	106	131.0	90	129.8	87	116.3	87	118.8

2 Demographics Allan Hancock College Credit

Age Category	2014-15 Headcount	FTES	2015-16 Headcount	FTES	2016-17 Headcount	FTES	2017-18 Headcount	FTES	2018-19 Headcount	FTES	2019-20 Headcount	FTES
Under 20	4,269	2,742	4,528	2,759	5,805	3,105	6,308	3,155	6,018	3,326	7,482	3,583
20-24	6,122	3,441	6,054	3,341	5,700	3,398	5,460	3,190	5,057	3,070	4,867	2,853
25-29	2,585	1,182	2,555	1,118	2,440	1,255	2,395	1,212	2,071	1,101	2,060	1,089
30-34	1,542	563	1,533	528	1,379	578	1,327	556	1,173	560	1,130	507
35-39	944	320	969	292	924	357	891	328	758	319	844	342
40-49	1,212	400	1,262	356	1,042	379	1,040	384	801	328	874	324
50+	891	244	966	248	789	227	676	210	608	189	583	185

ETHNICITY	2014-15 Headcount	FTES	2015-16 Headcount	FTES	2016-17 Headcount	FTES	2017-18 Headcount	FTES	2018-19 Headcount	FTES	2019-20 Headcount	FTES
Asian	585	277	582	275	512	264	469	214	386	186	378	187
Black	617	340	673	359	583	326	555	278	459	259	491	278
Filipino	477	320	473	292	483	309	462	269	450	305	488	259
Hispanic	7,959	4,698	8,196	4,670	8,206	4,873	7,475	4,482	6,604	4,071	7,536	4,047
NativeAm	270	144	263	133	307	144	348	167	358	198	360	190
Other	5	1	2	0	4	1	5	2	2	1	2	1
PacIsl	122	59	97	50	119	62	141	62	131	74	167	81
White	6,671	3,050	6,728	2,862	7,016	3,146	7,819	3,541	7,236	3,751	7,129	3,648

	2014-15 Headcount	FTES	2015-16 Headcount	FTES	2016-17 Headcount	FTES	2017-18 Headcount	FTES	2018-19 Headcount	FTES	2019-20 Headcount	FTES
Female	8,253	4,714	8,360	4,479	8,768	4,922	8,937	4,913	8,454	4,877	8,777	4,837
Male	8,445	4,174	8,643	4,159	8,340	4,181	8,126	4,049	7,027	3,916	7,521	3,767
Unknown	3	2	3	2	109	23	181	51	121	52	228	88

	2014-15 Headcount	FTES	2015-16 Headcount	FTES	2016-17 Headcount	FTES	2017-18 Headcount	FTES	2018-19 Headcount	FTES	2019-20 Headcount	FTES
First Time	2,904	1,176	2,920	1,185	2,777	1,194	2,562	1,089	2,666	1,240	2,620	1,189
First Time Transfer	2,408	598	2,634	616	2,111	541	2,352	656	1,766	564	1,540	447
Continuing	10,402	6,334	10,178	5,991	10,502	6,487	9,986	6,305	9,576	6,120	9,325	5,977
Returning	3,039	672	3,196	675	2,277	551	2,382	539	1,964	496	2,231	504
Special Admit	560	107	935	173	2,260	353	2,578	424	2,281	425	3,521	574
Unknown	13	3	6	2	4	0	1	0	1	0	2	0
Grand Total	16,700	8,890	17,004	8,641	17,217	9,126	17,235	9,014	15,597	8,845	16,523	8,691

3 Program Equity Outcomes COS

Percentage Point Gap (PPG)-compare a group outcome to the overall outcome, if group is 3% less or lower than overall then group is disproportionately impacted.
PPG Mod-same as PPG except overall outcome is modified to NOT include group outcome.
PPG Impact-amount of students needed to have a positive outcome in order to have the group reach equity.

Equity Outcomes only work for a single subject. Contact IE to get data for multiple subjects

	Headcount	Enrollment	EW count	FTES	Retention %	PPG Retention Mod	PPG Retention Impact	Success %	PPG Success Mod	PPG Success Impact
					Academic Year					
					2019-20					
Under 20	33	66	0	42.9	95.5%	0.6%		95.5%	4.9%	
20-24	47	98	0	64.9	93.9%	-2.6%	3	88.8%	-7.7%	8
25-29	7	11	1	7.4	100.0%			100.0%		
30-34	3	5	0	2.7	100.0%			100.0%		
35-39	2	2	0	1.0	100.0%			100.0%		
40-49	1	1	0	0.8	100.0%			100.0%		
Grand Total	**88**	**183**	**1**	**119.7**	**95.1%**			**92.3%**		

3 Program Equity Outcomes COS

Percentage Point Gap (PPG)-compare a group outcome to the overall outcome, if group is 3% less or lower than overall then group is disproportionately impacted.
PPG Mod-same as PPG except overall outcome is modified to NOT include group outcome.
PPG Impact-amount of students needed to have a positive outcome in order to have the group reach equity.

Equity Outcomes only work for a single subject. Contact IE to get data for multiple subjects

	Headcount	Enrollment	EW count	FTES	Retention %	PPG Retention Mod	PPG Retention Impact	Success %	PPG Success Mod	PPG Success Impact
					Academic Year 2019-20					
Asian	2	2	0	1.0	100.0%			100.0%		
Black	2	3	0	0.6	0.0%			0.0%		
Filipino	2	7	0	5.2	85.7%			71.4%		
Hispanic	46	94	1	62.8	96.8%	3.5%		95.7%	6.9%	
Native Am	3	6	0	3.8	100.0%			100.0%		
White	32	70	0	45.4	97.1%	3.4%		92.9%	0.9%	
Unknown	1	1	0	0.9	100.0%			100.0%		
Grand Total	88	183	1	119.7	95.1%			92.3%		

3 Program Equity Outcomes COS

Percentage Point Gap (PPG)-compare a group outcome to the overall outcome, if group is 3% less or lower than overall then group is disproportionately impacted.
PPG Mod-same as PPG except overall outcome is modified to NOT include group outcome.
PPG Impact-amount of students needed to have a positive outcome in order to have the group reach equity.

Equity Outcomes only work for a single subject. Contact IE to get data for multiple subjects

					Academic Year 2019-20						
	Headcount	Enrollment	EW count	FTES	Retention %	PPG Retention Mod	PPG Retention Impact	Success %	PPG Success Mod	PPG Success Impact
Female	80	163	1	105.2	94.4%	-5.6%	10	91.4%	-8.6%	15
Male	7	19	0	13.8	100.0%			100.0%		
Unknown	1	1	0	0.6	100.0%			100.0%		
Grand Total	88	183	1	119.7	95.1%			92.3%		

3 Program Equity Outcomes COS

Percentage Point Gap (PPG)-compare a group outcome to the overall outcome, if group is 3% less or lower than overall then group is disproportionately impacted.
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Equity Outcomes only work for a single subject. Contact IE to get data for multiple subjects

	Headcount	Enrollment	EW count	FTES	Retention %	PPG Retention Mod	PPG Retention Impact	Success %	PPG Success Mod	PPG Success Impact
					Academic Year					
					2019-20					
First Time	21	26	0	13.7	88.5%	-7.7%	3	84.6%	-9.0%	3
First Time Tran..	8	10	0	6.3	100.0%			100.0%		
Continuing	75	126	1	86.7	96.0%	3.0%		93.6%	4.1%	
Returning	18	21	0	13.0	95.2%	0.2%		90.5%	-2.1%	1
Grand Total	**88**	**183**	**1**	**119.7**	**95.1%**			**92.3%**		

3 Allan Hancock College Credit Equity Outcomes

Equity:

Percentage Point Gap (PPG)-compare a group outcome to the overall outcome, if group is 3% less or lower than overall then group is disproportionately impacted.

PPG Mod-same as PPG except overall outcome is modified to NOT include group outcome.

PPG Impact-amount of students needed to have a positive outcome in order to have the group reach equity

	Academic Year 2019-20						
	Headcount	Enrollment	EW count	FTES	Retention %	PPG AHC Retention Mod	PPG AHC Retention Impact
Under 20	7,482	28,282	2,460	3,583	90.4%	0.9%	
20-24	4,867	20,725	1,537	2,853	88.8%	-1.6%	330
25-29	2,060	7,055	437	1,089	89.4%	-0.5%	38
30-34	1,130	3,508	196	507	91.3%	1.5%	
35-39	844	2,403	154	342	90.2%	0.4%	
40-49	874	2,442	235	324	91.1%	1.3%	
50+	583	1,566	182	185	91.5%	1.7%	
Grand Total	17,034	65,981	5,201	8,881	89.9%		

3 Allan Hancock College Credit Equity Outcomes

Equity:
Percentage Point Gap (PPG)-compare a group outcome to the overall outcome, if group is 3% less or lower than overall then group is disproportionately impacted.
PPG Mod-same as PPG except overall outcome is modified to NOT include group outcome.
PPG Impact-amount of students needed to have a positive outcome in order to have the group reach equity

| | Academic Year 2019-20 | | | | | | |
	Headcount	Enrollment	EW count	FTES	Success %	PPG AHC Success Mod	PPG AHC Success Impact
Under 20	7,482	28,282	2,460	3,583	76.0%	-3.6%	1,024
20-24	4,867	20,725	1,537	2,853	77.6%	-0.7%	144
25-29	2,060	7,055	437	1,089	79.6%	1.7%	
30-34	1,130	3,508	196	507	83.5%	5.8%	
35-39	844	2,403	154	342	82.9%	5.0%	
40-49	874	2,442	235	324	85.6%	7.8%	
50+	583	1,566	182	185	83.3%	5.3%	
Grand Total	17,034	65,981	5,201	8,881	78.1%		

3 Allan Hancock College Credit Equity Outcomes

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Percentage Point Gap (PPG)-compare a group outcome to the overall outcome, if group is 3% less or lower than overall then group is disproportionately impacted.
PPG Mod-same as PPG except overall outcome is modified to NOT include group outcome.
PPG Impact-amount of students needed to have a positive outcome in order to have the group reach equity

| | Academic Year 2019-20 | | | | | | |
	Headcount	Enrollment	EW count	FTES	Retention %	PPG AHC Retention Mod	PPG AHC Retention Impact
Asian	378	1,366	84	187	90.2%	0.3%	
Black	491	1,928	176	278	88.8%	-1.1%	22
Filipino	488	1,813	134	259	91.2%	1.4%	
Hispanic	7,536	30,439	2,709	4,047	88.7%	-2.2%	671
Native Am	360	1,475	151	190	85.9%	-4.1%	60
Other	2	7	0	1	100.0%		
Pac Isl	167	663	73	81	88.6%	-1.2%	8
White	7,129	26,825	1,707	3,648	91.3%	2.5%	
Unknown	516	1,465	167	190	90.8%	0.9%	
Grand Total	17,034	65,981	5,201	8,881	89.9%		

3 Allan Hancock College Credit Equity Outcomes

Equity:
Percentage Point Gap (PPG)-compare a group outcome to the overall outcome, if group is 3% less or lower than overall then group is disproportionately impacted.
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	Academic Year 2019-20						
	Headcount	Enrollment	EW count	FTES	Success %	PPG AHC Success Mod	PPG AHC Success Impact
Asian	378	1,366	84	187	79.5%	1.4%	
Black	491	1,928	176	278	75.2%	-3.0%	58
Filipino	488	1,813	134	259	80.0%	2.0%	
Hispanic	7,536	30,439	2,709	4,047	75.2%	-5.4%	1,636
Native Am	360	1,475	151	190	73.9%	-4.3%	64
Other	2	7	0	1	100.0%		
Pac Isl	167	663	73	81	72.4%	-5.8%	38
White	7,129	26,825	1,707	3,648	81.7%	6.2%	
Unknown	516	1,465	167	190	76.9%	-1.2%	18
Grand Total	17,034	65,981	5,201	8,881	78.1%		

3 Allan Hancock College Credit Equity Outcomes

Equity:
Percentage Point Gap (PPG)-compare a group outcome to the overall outcome, if group is 3% less or lower than overall then group is disproportionately impacted.
PPG Mod-same as PPG except overall outcome is modified to NOT include group outcome.
PPG Impact-amount of students needed to have a positive outcome in order to have the group reach equity

| | Academic Year 2019-20 | | | | | | |
	Headcount	Enrollment	EW count	FTES	Retention %	PPG AHC Retention Mod	PPG AHC Retention Impact
Female	8,967	36,046	2,443	4,909	89.4%	-0.9%	337
Male	7,769	29,148	2,626	3,869	90.4%	0.9%	
Unknown	302	787	132	103	90.5%	0.7%	
Grand Total	17,034	65,981	5,201	8,881	89.9%		

3 Allan Hancock College Credit Equity Outcomes

Equity:
Percentage Point Gap (PPG)-compare a group outcome to the overall outcome, if group is 3% less or lower than overall then group is disproportionately impacted.
PPG Mod-same as PPG except overall outcome is modified to NOT include group outcome.
PPG Impact-amount of students needed to have a positive outcome in order to have the group reach equity

	Academic Year 2019-20						
	Headcount	Enrollment	EW count	FTES	Success %	PPG AHC Success Mod	PPG AHC Success Impact
Female	8,967	36,046	2,443	4,909	78.5%	0.8%	
Male	7,769	29,148	2,626	3,869	77.7%	-0.7%	193
Unknown	302	787	132	103	74.2%	-3.9%	31
Grand Total	**17,034**	**65,981**	**5,201**	**8,881**	**78.1%**		

3 Allan Hancock College Credit Equity Outcomes

Equity:
Percentage Point Gap (PPG)-compare a group outcome to the overall outcome, if group is 3% less or lower than overall then group is disproportionately impacted.
PPG Mod-same as PPG except overall outcome is modified to NOT include group outcome.
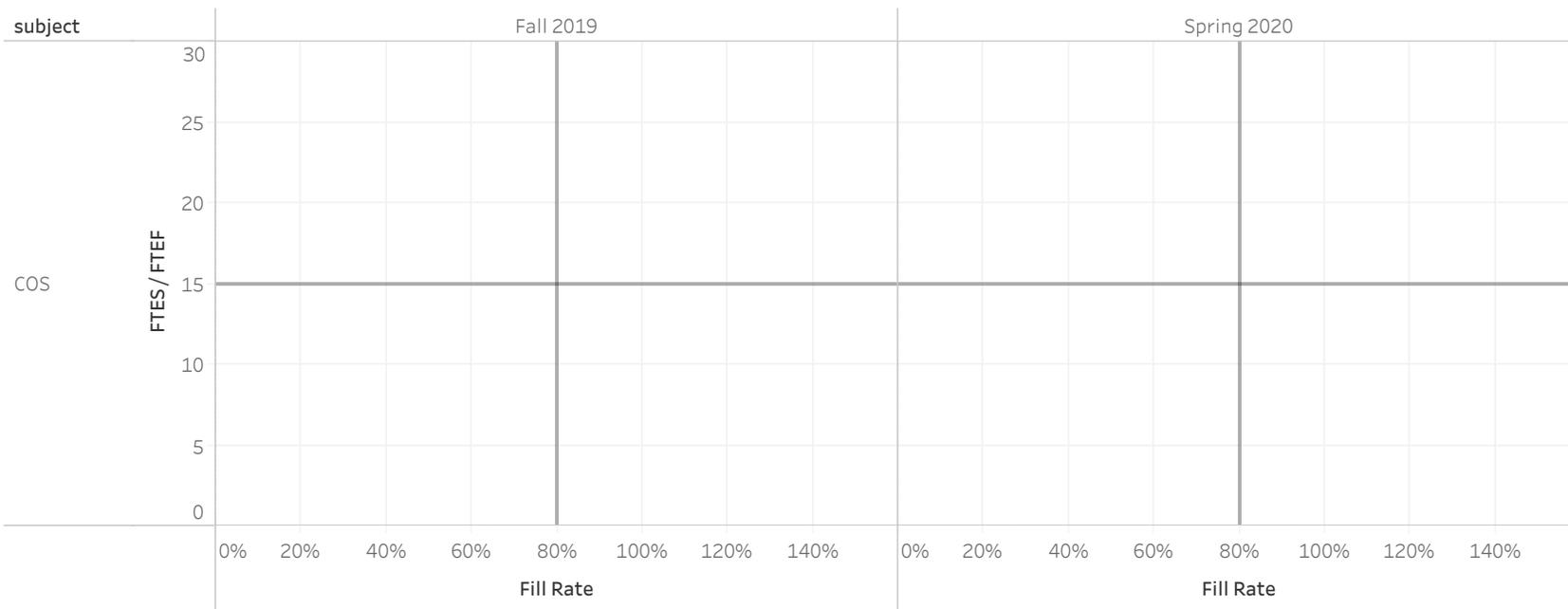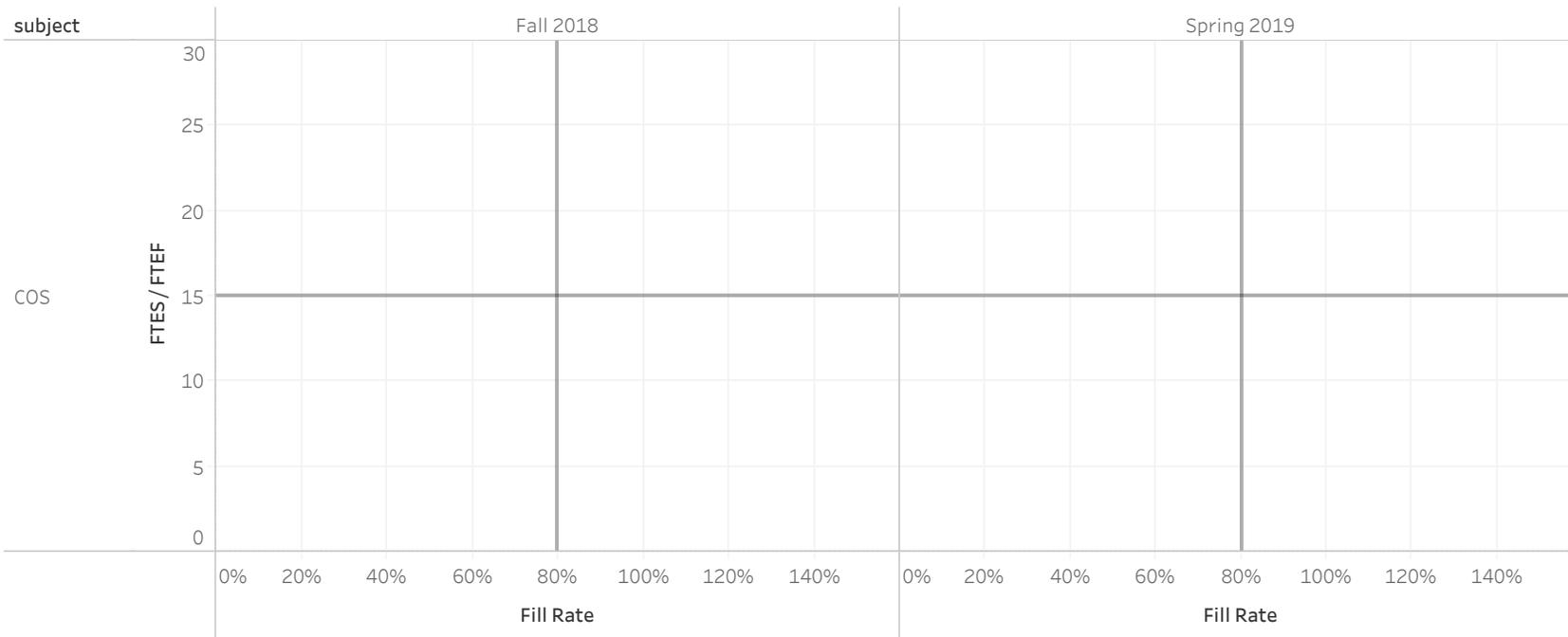PPG Impact-amount of students needed to have a positive outcome in order to have the group reach equity

| | Academic Year 2019-20 | | | | | | |
	Headcount	Enrollment	EW count	FTES	Retention %	PPG AHC Retention Mod	PPG AHC Retention Impact
First Time	2,748	9,927	213	1,241	87.4%	-2.9%	290
First Time Tran..	1,674	3,393	172	488	92.2%	2.5%	
Continuing	9,472	42,926	4,002	6,043	89.4%	-1.4%	581
Returning	2,235	4,167	302	504	88.1%	-1.9%	78
Special Admit	3,739	5,565	511	605	98.1%	9.0%	
Unknown	2	3	1	0	100.0%		
Grand Total	17,034	65,981	5,201	8,881	89.9%		

3 Allan Hancock College Credit Equity Outcomes

Equity:
Percentage Point Gap (PPG)-compare a group outcome to the overall outcome, if group is 3% less or lower than overall then group is disproportionately impacted.
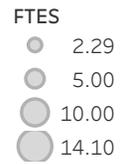PPG Mod-same as PPG except overall outcome is modified to NOT include group outcome.
PPG Impact-amount of students needed to have a positive outcome in order to have the group reach equity

| | Academic Year 2019-20 | | | | | | |
	Headcount	Enrollment	EW count	FTES	Success %	PPG AHC Success Mod	PPG AHC Success Impact
First Time	2,748	9,927	213	1,241	65.6%	-14.9%	1,481
First Time Tran..	1,674	3,393	172	488	81.6%	3.7%	
Continuing	9,472	42,926	4,002	6,043	79.4%	3.6%	
Returning	2,235	4,167	302	504	75.9%	-2.3%	96
Special Admit	3,739	5,565	511	605	91.7%	14.8%	
Unknown	2	3	1	0	100.0%		
Grand Total	17,034	65,981	5,201	8,881	78.1%		

4 Online / Onsite credit course comparison Allan Hancock College

Course Type		Academic Year				
		2015-16	2016-17	2017-18	2018-19	2019-20
Online	Headcount	7,580	7,006	7,152	6,744	7,040
	Enrollment	15,710	15,695	15,548	15,081	15,957
	Sections	509	517	501	457	487
	Retention %	83%	83%	84%	85%	87%
	Success %	64%	66%	67%	68%	73%
	FTES	1,496	1,524	1,523	1,490	1,569
Onsite	Headcount	13,623	14,458	14,466	13,515	14,715
	Enrollment	50,973	51,353	49,698	48,165	50,024
	Sections	2,284	2,279	2,231	2,164	2,278
	Retention %	90%	90%	89%	89%	91%
	Success %	75%	76%	76%	75%	80%
	FTES	7,145	7,775	7,511	7,403	7,313
Grand Total	Headcount	17,009	17,251	17,276	15,700	17,034
	Enrollment	66,683	67,048	65,246	63,246	65,981
	Sections	2,793	2,796	2,732	2,621	2,765
	Retention %	88%	88%	88%	88%	90%
	Success %	72%	74%	74%	73%	78%
	FTES	8,642	9,298	9,034	8,893	8,881

5 Efficiency Graph COS

FTES
○ 2.29
○ 5.00
○ 10.00
○ 14.10

subject

COS

Fall 2018

FTES / FTEF

30
25
20
15
10
5
0

0% 20% 40% 60% 80% 100% 120% 140%

Fill Rate

Spring 2019

0% 20% 40% 60% 80% 100% 120% 140%

Fill Rate

subject

COS

Fall 2019

FTES / FTEF

30
25
20
15
10
5
0

0% 20% 40% 60% 80% 100% 120% 140%

Fill Rate

Spring 2020

0% 20% 40% 60% 80% 100% 120% 140%

Fill Rate

Higher Fill Rate (right side of graph) and higher efficiency (top of the graph) is the ideal place for a course to be.

5 Efficiency Table COS

Academic Year	Term Code_	course_	FTES	FTEF+	FTES / FTEF	Enrollment	Maximum Enrollment	MaxEnroll..	Fill Rate
2018-19	Sum 2018	COS301	2	0.000		5	25	25	20%
		COS302	7	0.000		9	50	25	18%
		COS303	10	0.000		11	50	25	22%
		COS304	11	0.000		14	50	25	28%
		COS310	1	0.000		2	25	25	8%
		Total	32	0.000		41	200	25	21%
	Fall 2018	COS301	7	0.000		17	75	25	23%
		COS302	5	0.000		7	75	38	9%
		COS303	10	0.000		12	125	42	10%
		COS304	13	0.000		17	125	42	14%
		COS310	3	0.000		4	20	10	20%
		Total	39	0.000		57	420	32	14%
	Winter 2019	COS301	1	0.000		2	25	25	8%
		COS302	7	0.000		8	25	25	32%
		COS304	2	0.000		2	25	25	8%
		COS310	1	0.000		2	25	25	8%
		Total	11	0.000		14	100	25	14%
	Spring 2019	COS301	8	0.000		19	75	25	25%
		COS302	8	0.000		10	75	25	13%
		COS303	14	0.000		16	75	25	21%
		COS304	5	0.000		6	50	25	12%
		COS310	2	0.000		3	50	25	6%
		Total	38	0.000		54	325	25	17%
	Total		118	0.000		166	1,045	28	16%
2019-20	Sum 2019	COS301	3	0.000		7	50	25	14%
		COS302	10	0.000		13	50	25	26%
		COS303	3	0.000		5	50	25	10%
		COS304	10	0.000		13	50	25	26%
		COS310	2	0.000		3	50	25	6%
		Total	29	0.000		41	250	25	16%
	Fall 2019	COS301	12	0.000		29	75	25	39%

5 Efficiency Table COS

Academic Year	Term Code_	course_	FTES	FTEF+	FTES / FTEF	Enrollment	Maximum Enrollment	MaxEnroll..	Fill Rate
2019-20	Fall 2019	COS302	14	0.000		21	75	25	28%
		COS303	10	0.000		12	75	25	16%
		COS304	7	0.000		9	75	25	12%
		COS310	3	0.000		4	30	10	13%
		Total	47	0.000		75	330	22	23%
	Winter 2020	COS310	1	0.000		2	25	25	8%
		Total	1	0.000		2	25	25	8%
	Spring 2020	COS301	4			9	25	25	36%
		COS302	15	0.000		20	50	25	40%
		COS303	15	0.000		22	75	25	29%
		COS304	8	0.000		12	75	25	16%
		COS310	1			2	25	25	8%
		Total	42	0.000		65	250	25	26%
	Total		120	0.000		183	855	24	21%
Grand Total			238	0.000		349	1,900	26	18%

6 Degree/Certificate Cosmetology

	Program Desc	Degree	Degree Major	Degree Desc (group)	Academic Year Graduation Desc					
					2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Unduplicated	Cosmetology	AS	Cosmetology	Associate in Science (S)	4		2	3	4	2
		C2	Cosmetology	18 to fewer than 30 units (L)	35	7	22			
		C3	Cosmetology	30 to fewer than 60 units (T)				15	31	24
Duplicated	Cosmetology	AS	Cosmetology	Associate in Science (S)	4		2	3	4	2
		C2	Cosmetology	18 to fewer than 30 units (L)	35	7	22			
		C3	Cosmetology	30 to fewer than 60 units (T)				15	31	24
Unduplicated	Total				39	7	23	18	33	25
Duplicated	Total				39	7	24	18	35	26

6 Majors Cosmetology, Cosmetology Hair, Cosmetology Nails - Headcount

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Cosmetology	170	144	179	153	168	198
Grand Total	170	144	179	153	168	198

6 Cosmetology Award|Major Match

--If a student has the same program of study and major as the award earned they will be a 'Major Match'. If not they will be a 'Major Split'.

--Headcount & Percentages are the students who are a major match/split for a specific award.

--Data is sorted by program/major of the earned award.

					Academic Year Graduation Desc											
					2014-2015		2015-2016		2016-2017		2017-2018		2018-2019		2019-2020	
Program..	Degree	Degree Major	Degree Desc (group)	Major ..	HC	%	HC	%	HC	%	HC	%	HC	%	HC	%
Cosmeto..	AS	Cosmetology	Associate in Science (S)	Match									3	75%	1	50%
				Split	4	100%			2	100%	3	100%	1	25%	1	50%
	C2	Cosmetology	18 to fewer than 30 units (L)	Match	15	43%	1	14%	9	41%						
				Split	20	57%	6	86%	13	59%						
	C3	Cosmetology	30 to fewer than 60 units ..	Split							15	100%	31	100%	24	100%
	Total				39		7	100%	23		18		33		25	

6 Degree/Certificate Allan Hancock College

	Degree Desc (group)	Academic Year Graduation Desc					
		2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Unduplicated	6 to fewer than 18 units (E)	235	253	318	303	277	246
	12 to fewer than 18 units (B)		1		11	11	16
	18 to fewer than 30 units (L)	172	149	180	146	168	113
	30 to fewer than 60 units (T)	555	511	596	634	697	674
	60+ units (F)	37	38	34	33	38	28
	Associate in Arts - Transfer	42	92	126	159	163	218
	Associate in Arts (A)	571	494	523	493	589	880
	Associate in Science - Transfe	90	95	128	126	191	226
	Associate in Science (S)	299	277	319	313	321	304
	NC Cert 48 to <96 hrs (H)	29	3	10	22	21	8
	NC Cert 192 to <288 hrs (K)	5	7	5	1	6	13
	NC Cert 288 to <480 hrs (P)	4	2	27	46	38	31
	NC Cert 480 to <960 hrs (Q)				2	9	29
	Other Credit Award <6 units(O)	42	129	124	126	94	151
Duplicated	6 to fewer than 18 units (E)	240	261	365	330	299	267
	12 to fewer than 18 units (B)		1		11	11	16
	18 to fewer than 30 units (L)	184	157	188	166	182	122
	30 to fewer than 60 units (T)	575	527	624	671	738	700
	60+ units (F)	37	38	34	33	38	28
	Associate in Arts - Transfer	42	95	130	163	164	229
	Associate in Arts (A)	795	709	726	737	814	1,434
	Associate in Science - Transfe	98	99	133	138	207	235
	Associate in Science (S)	318	307	347	345	350	335
	NC Cert 48 to <96 hrs (H)	29	3	10	23	21	8
	NC Cert 192 to <288 hrs (K)	5	7	5	1	6	13
	NC Cert 288 to <480 hrs (P)	4	2	34	46	39	32
	NC Cert 480 to <960 hrs (Q)				2	9	29
	Other Credit Award <6 units(O)	63	142	136	150	105	161
Unduplicated	Total	1,517	1,491	1,703	1,673	1,802	1,923
Duplicated	Total	2,390	2,348	2,732	2,816	2,983	3,609

7 FTEF+Overload, FTES & Efficiency - COS

	Academic Year																
2014-2015			2015-2016			2016-2017			2017-2018			2018-2019			2019-2020		
FTEF+	FTES	FTES / FTEF	FTEF+	FTES	FTES / FTEF	FTEF+	FTES	FTES / FTEF	FTEF+	FTES	FTES / FTEF	FTEF+	FTES	FTES / FTEF	FTEF+	FTES	FTES / FTEF
0.000	99.04		0.000	74.30		0.000	131.41		0.000	129.78		0.000	118.50		0.000	92.80	

FTES
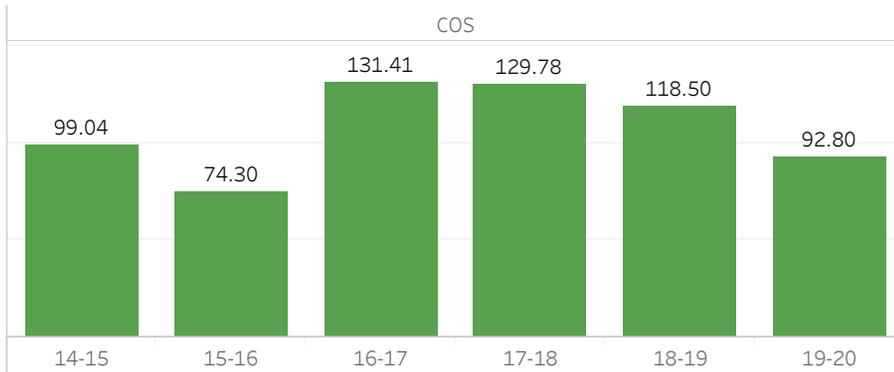
FTEF
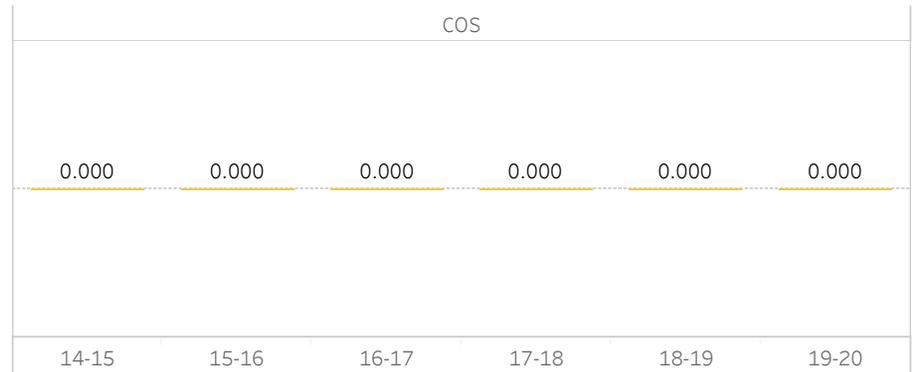
FTEF/ FTES
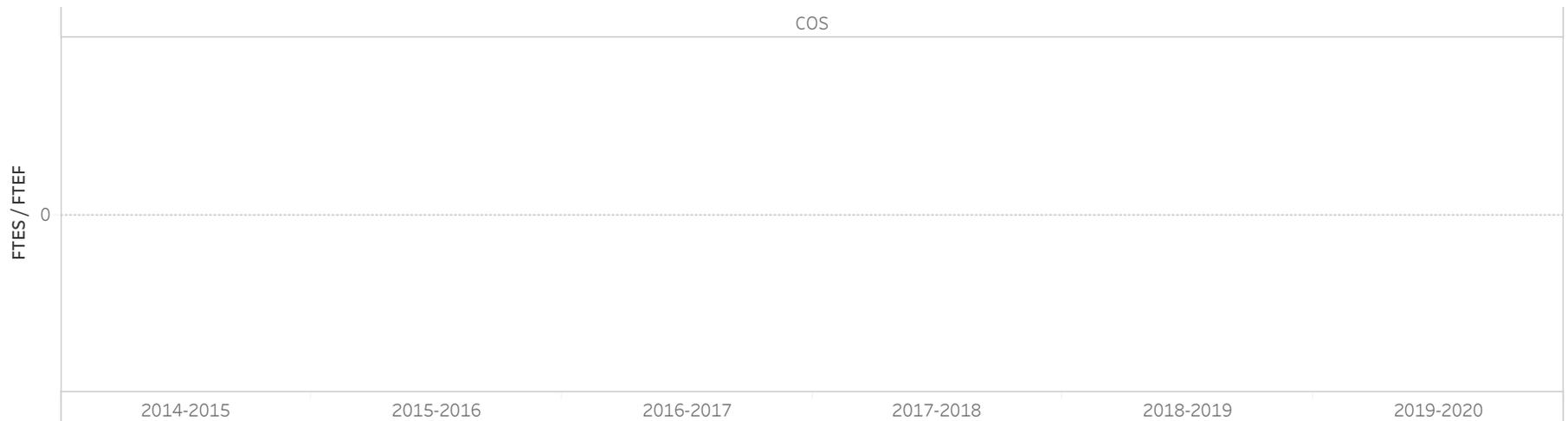
7 FTEF, overload, sections by faculty type COS

| SUBJECT | Faculty Type | 2014-2015 | | | | 2015-2016 | | | | 2016-2017 | | | |
		FTEF	Overload	Faculty	Sections	FTEF	Overload	Faculty	Sections	FTEF	Overload	Faculty	Sections
COS	Instructional - PT	0.000	0.000	3.00	22.00	0.000	0.000	2.00	24.00	0.000	0.000	6.00	21.00
Grand Total		0.000	0.000	3.00	22.00	0.000	0.000	2.00	24.00	0.000	0.000	6.00	21.00

| SUBJECT | Faculty Type | 2017-2018 | | | | 2018-2019 | | | | 2019-2020 | | | |
		FTEF	Overload	Faculty	Sections	FTEF	Overload	Faculty	Sections	FTEF	Overload	Faculty	Sections
COS	Null					0.00	0.00	1.00	1.00				
	Instructional - PT	0.00	0.00	5.00	34.00	0.00	0.00	4.00	38.00	0.00	0.00	1.00	29.00
Grand Total		0.00	0.00	5.00	34.00	0.00	0.00	5.00	39.00	0.00	0.00	1.00	29.00

Faculty Type
- Null (red)
- Instructional - PT (orange)

%FTEF by Faculty Type
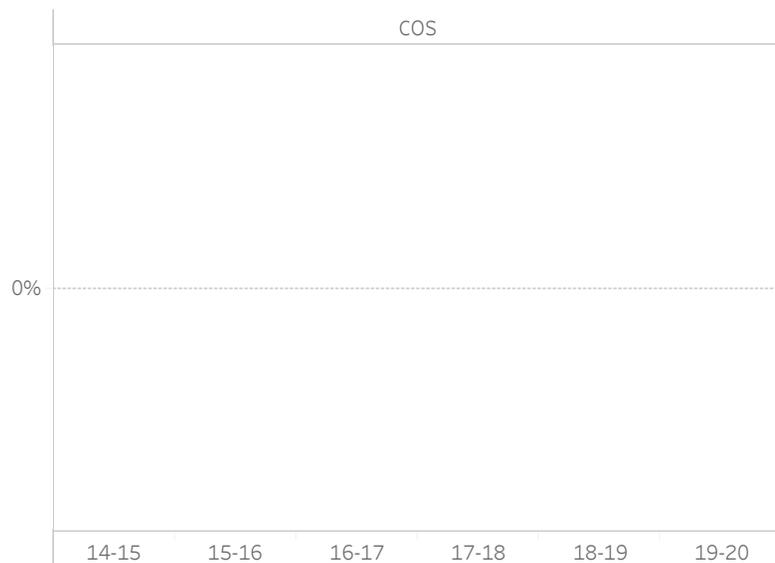
Faculty count by type
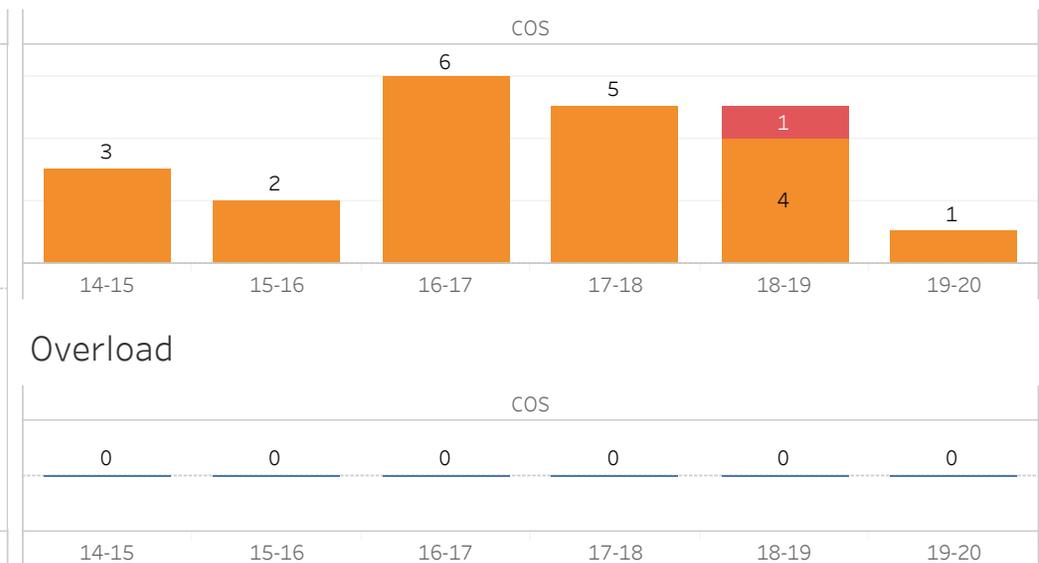
Overload

7 FTEF+Overload by Faculty Type Allan Hancock College

Instruction Type	Faculty Type	Academic Year					
		2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Instructional	Instructional - FT	277.160	288.448	307.136	313.022	314.389	311.083
	Instructional - PT	358.454	379.747	356.486	332.909	314.331	298.089
	Total	635.614	668.195	663.622	645.931	628.720	609.172
NonInstructional	NonInstructional - FT	73.988	70.677	70.965	74.347	77.457	94.311
	NonInstructional - PT	34.646	35.110	33.486	35.313	29.225	25.802
	Total	108.634	105.787	104.451	109.660	106.682	120.113
Grand Total		744.248	773.982	768.073	755.591	735.402	729.285

%FTEF by Faculty Type

Appendix A: Program/Course Demographics by Outcome COS

		Academic Year 2017-18				2018-19				2019-20			
		Headcou..	FTES	Retention %	Success %	Headcou..	FTES	Retention %	Success %	Headcou..	FTES	Retention %	Success %
COS301	Under 20	21	8.67	100%	90%	19	8.24	90%	90%	18	7.56	94%	94%
	20-24	18	7.55	100%	100%	18	7.74	94%	94%	23	9.90	100%	96%
	25-29	4	1.66	100%	100%	2	0.89	100%	100%	3	1.28	100%	100%
	30-34					1	0.43	100%	100%	1	0.44	100%	100%
	35-39	1	0.43	100%	100%	1	0.13	100%	0%				
	50+	1	0.30	100%	100%	1	0.37	100%	100%				
COS302	Under 20	20	14.59	86%	77%	15	12.61	93%	87%	18	14.66	89%	89%
	20-24	24	15.89	88%	75%	13	11.27	93%	86%	28	23.12	84%	78%
	25-29	8	6.12	89%	89%	3	2.40	100%	100%	2	1.64	100%	100%
	30-34					1	0.85	100%	100%	1	0.13	100%	100%
	35-39					1	0.91	100%	100%				
	50+	1	0.89	100%	100%								
COS303	Under 20	17	15.01	100%	89%	17	15.91	100%	94%	14	9.17	100%	100%
	20-24	21	14.80	91%	86%	15	13.03	100%	100%	19	15.74	95%	90%
	25-29	8	6.38	100%	100%	4	3.34	100%	100%	4	2.90	100%	100%
	30-34	1	0.44	100%	100%					1	0.89	100%	100%
	35-39	3	2.16	100%	100%	1	0.89	100%	100%				
	50+					1	0.88	100%	100%				
COS304	Under 20	11	8.34	92%	83%	12	9.66	100%	92%	14	11.00	100%	100%
	20-24	20	14.15	100%	100%	19	14.60	100%	100%	18	12.41	100%	100%
	25-29	7	5.38	88%	88%	6	4.76	100%	100%	1	0.81	100%	100%
	30-34	4	1.86	100%	75%					1	0.90	100%	100%
	35-39	3	2.40	100%	100%	1	0.81	100%	100%				
	50+					1	0.89	100%	100%				
COS310	Under 20	1	0.76	100%	100%					1	0.50	100%	100%
	20-24	2	1.23	100%	100%	5	3.72	100%	100%	5	3.70	100%	80%
	25-29	1	0.76	100%	100%	3	2.29	100%	100%	1	0.76	100%	100%
	30-34					2	1.52	100%	100%	1	0.37	100%	100%
	35-39					1	0.35	0%	0%	2	1.03	100%	100%
	40-49									1	0.76	100%	100%

Appendix A: Program/Course Demographics by Outcome COS

| | | Academic Year | | | | | | | | | | | |
| | | 2017-18 | | | | 2018-19 | | | | 2019-20 | | | |
		Headcou..	FTES	Retention %	Success %	Headcou..	FTES	Retention %	Success %	Headcou..	FTES	Retention %	Success %
COS301	Asian									1	0.43	100%	100%
	Black					1	0.42	100%	100%	1	0.22	0%	0%
	Filipino	1	0.31	100%	100%	3	1.25	100%	100%				
	Hispanic	20	8.25	100%	95%	19	8.17	95%	95%	24	10.35	100%	96%
	Native Am	1	0.46	100%	100%					2	0.89	100%	100%
	White	23	9.59	100%	96%	18	7.50	89%	84%	17	7.29	100%	100%
	Unknown					1	0.46	100%	100%				
COS302	Black									1	0.41	0%	0%
	Filipino	1	0.88	100%	100%	1	0.50	0%	0%	2	3.09	75%	50%
	Hispanic	27	17.91	83%	76%	15	13.02	94%	81%	26	20.29	89%	89%
	Native Am	1	0.88	100%	100%					2	1.63	100%	100%
	White	24	17.81	92%	80%	16	13.66	100%	100%	18	14.14	95%	89%
	Unknown					1	0.86	100%	100%				
COS303	Filipino					1	0.86	100%	100%	2	1.72	100%	100%
	Hispanic	28	21.49	97%	90%	16	14.96	100%	94%	20	14.69	100%	100%
	Native Am	1	0.74	100%	100%					1	0.84	100%	100%
	White	21	16.55	95%	91%	20	17.36	100%	100%	15	11.45	94%	88%
	Unknown					1	0.88	100%	100%				
COS304	Filipino					1	0.86	100%	100%	1	0.39	100%	100%
	Hispanic	29	20.49	97%	90%	15	11.28	100%	93%	17	13.19	100%	100%
	Native Am	1	0.89	100%	100%								
	White	15	10.76	94%	94%	23	18.57	100%	100%	15	10.69	100%	100%
	Unknown									1	0.85	100%	100%
COS310	Asian					3	2.20	100%	100%	1	0.61	100%	100%
	Hispanic					3	2.29	100%	100%	6	4.26	100%	100%
	Native Am					2	1.11	50%	50%	1	0.42	100%	100%
	White	4	2.76	100%	100%	3	2.29	100%	100%	3	1.84	100%	67%

Appendix A: Program/Course Demographics by Outcome COS

		Academic Year											
		2017-18				2018-19				2019-20			
		Headcou..	FTES	Retention %	Success %	Headcou..	FTES	Retention %	Success %	Headcou..	FTES	Retention %	Success %
COS301	Female	44	18.20	100%	98%	38	16.06	92%	90%	41	17.44	98%	95%
	Male	1	0.40	100%	0%	4	1.74	100%	100%	4	1.73	100%	100%
COS302	Female	52	36.73	87%	78%	30	25.43	94%	87%	44	35.21	86%	82%
	Male	1	0.76	100%	100%	3	2.61	100%	100%	5	4.35	100%	100%
COS303	Female	48	37.10	96%	90%	36	32.30	100%	97%	33	24.45	97%	94%
	Male	2	1.69	100%	100%	2	1.76	100%	100%	5	4.25	100%	100%
COS304	Female	44	31.45	96%	91%	37	29.53	100%	97%	29	21.61	100%	100%
	Male	1	0.69	100%	100%	2	1.19	100%	100%	5	3.51	100%	100%
COS310	Female	4	2.76	100%	100%	11	7.88	91%	91%	10	6.51	100%	90%
	Unknown									1	0.61	100%	100%

Appendix A: Program/Course Demographics by Outcome COS

		Academic Year											
		2017-18				2018-19				2019-20			
		Headcou..	FTES	Retention %	Success %	Headcou..	FTES	Retention %	Success %	Headcou..	FTES	Retention %	Success %
COS301	First Time	16	6.49	100%	94%	15	6.14	93%	93%	16	6.70	94%	94%
	First Time Transfer	8	3.03	100%	100%	4	1.70	100%	100%	5	2.17	100%	100%
	Continuing	11	4.87	100%	91%	15	6.60	94%	88%	16	6.90	100%	94%
	Returning	10	4.21	100%	100%	8	3.36	88%	88%	8	3.40	100%	100%
COS302	First Time	15	9.17	93%	87%	9	7.30	89%	89%	8	5.77	88%	88%
	First Time Transfer	6	4.45	67%	67%	3	2.72	100%	100%	2	1.73	100%	100%
	Continuing	27	19.77	86%	79%	15	12.70	100%	93%	33	25.76	86%	83%
	Returning	6	4.10	100%	67%	6	5.32	86%	71%	8	6.30	88%	75%
COS303	First Time	1	0.74	100%	100%	5	4.40	100%	80%	1	0.53	0%	0%
	First Time Transfer	2	1.15	100%	100%	3	2.58	100%	100%	1	0.88	100%	100%
	Continuing	44	35.65	98%	91%	28	24.53	100%	100%	37	27.29	100%	97%
	Returning	3	1.26	67%	67%	3	2.54	100%	100%				
COS304	Continuing	45	32.13	96%	91%	39	30.71	100%	97%	33	24.43	100%	100%
	Returning									1	0.69	100%	100%
COS310	First Time	2	1.52	100%	100%	4	2.96	100%	100%	1	0.71	100%	0%
	First Time Transfer	1	0.47	100%	100%	2	1.52	100%	100%	2	1.52	100%	100%
	Continuing					2	1.11	50%	50%	4	2.29	100%	100%
	Returning	1	0.76	100%	100%	3	2.29	100%	100%	4	2.61	100%	100%

Appendix B: Major match detail

--If a student has the same program of study and major as the award earned they will be a 'Major Match'. If not they will be a 'Major Split'.

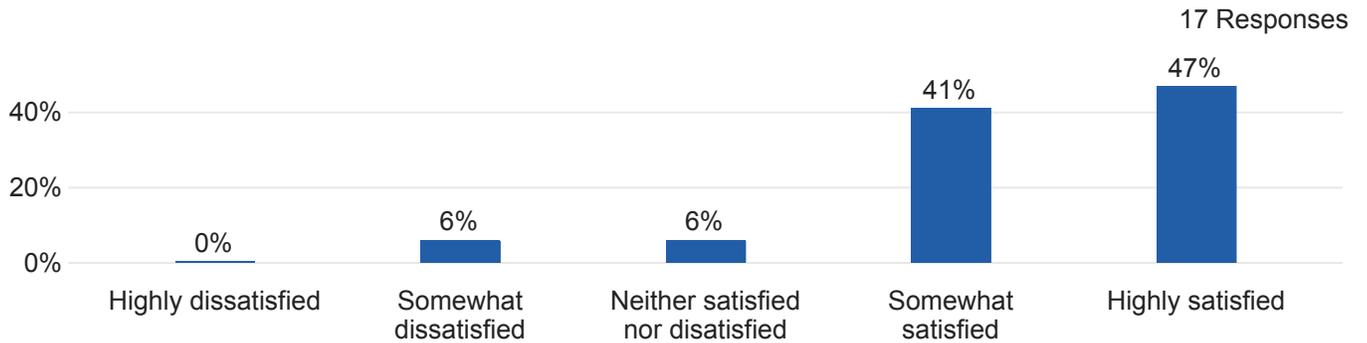--Headcount & Percentages are the students who are a major match/split for a specific award.

--Data is sorted by program/major of the earned award.

Major Match	Program Desc	Degree	Degree Major	Student Major	Degree Desc (group)	Academic Year Graduation Desc					
						2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Match	Cosmet..	AS	Cosmetology	Cosmetology	Associate in Science (S)					3	1
		C2	Cosmetology	Cosmetology	18 to fewer than 30 unit..	15	1	9			
		Total				15	1	9		3	1
	Total					15	1	9		3	1
Split	Cosmet..	AS	Cosmetology	Early Chldhd Studies General	Associate in Science (S)	1					
				Human Services General	Associate in Science (S)	1		1			
				Management	Associate in Science (S)	1					
				Marketing	Associate in Science (S)	1					
				Mathematics and Science	Associate in Science (S)			1			
				Music	Associate in Science (S)					1	
				Recreation Management	Associate in Science (S)						1
				Registered Nursing	Associate in Science (S)				1		
				Social Sciences	Associate in Science (S)				1		
				Studio Arts for Transfer	Associate in Science (S)				1		
		C2	Cosmetology	Accounting	18 to fewer than 30 unit..		1				
				Administration Of Justice	18 to fewer than 30 unit..		1				
				Animation	18 to fewer than 30 unit..	1					
				Art	18 to fewer than 30 unit..		1				
				Arts and Humanities	18 to fewer than 30 unit..	3					
				Biology	18 to fewer than 30 unit..			1			
				Business Administration	18 to fewer than 30 unit..			2			
				Computer Science	18 to fewer than 30 unit..	1					
				Culinology	18 to fewer than 30 unit..			1			
				Dance	18 to fewer than 30 unit..			1			
				Dental Assisting	18 to fewer than 30 unit..	1					
				Dramatic Arts	18 to fewer than 30 unit..	2					
				Early Chldhd Studies General	18 to fewer than 30 unit..	1					
				Environmental Health & Safety	18 to fewer than 30 unit..			1			
				Film And Video Production	18 to fewer than 30 unit..	1					
				Lib Studies Elem Teacher Prep	18 to fewer than 30 unit..	2					
				Licensed Vocational Nursing	18 to fewer than 30 unit..			1			
				Management	18 to fewer than 30 unit..	2					

Appendix B: Major match detail

--If a student has the same program of study and major as the award earned they will be a 'Major Match'. If not they will be a 'Major Split'.

--Headcount & Percentages are the students who are a major match/split for a specific award.

--Data is sorted by program/major of the earned award.

Major Match	Program Desc	Degree	Degree Major	Student Major	Degree Desc (group)	Academic Year Graduation Desc					
						2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Split	Cosmet..	C2	Cosmetology	Marketing	18 to fewer than 30 unit..		1				
				Mathematics and Science	18 to fewer than 30 unit..	1	1	1			
				Operations	18 to fewer than 30 unit..		1				
				Physical Education	18 to fewer than 30 unit..				1		
				Police Academy	18 to fewer than 30 unit..	1					
				Registered Nursing	18 to fewer than 30 unit..	2		3			
				Spanish	18 to fewer than 30 unit..	1					
				Undeclared	18 to fewer than 30 unit..	1					
				Viticulture	18 to fewer than 30 unit..				1		
		C3	Cosmetology	Null	30 to fewer than 60 unit..						1
				Administration Of Justice	30 to fewer than 60 unit..					1	
				Art	30 to fewer than 60 unit..					1	1
				Arts and Humanities	30 to fewer than 60 unit..						1
				Business Administration	30 to fewer than 60 unit..				1	1	1
				Community Ed Non Credit	30 to fewer than 60 unit..				1		
				Cosmetology	30 to fewer than 60 unit..				12	26	16
				Fashion Studies	30 to fewer than 60 unit..					1	
				Human Services General	30 to fewer than 60 unit..					1	
				Management	30 to fewer than 60 unit..				1		
				Music	30 to fewer than 60 unit..						1
				Psychology	30 to fewer than 60 unit..						1
				Registered Nursing	30 to fewer than 60 unit..						1
				Social and Behavioral Sciences	30 to fewer than 60 unit..						1
		Total				24	6	14	18	32	25
	Total					24	6	14	18	32	25
Grand Total						39	7	23	18	33	25

Student Survey Results

Cosmetology
Fall 2020
Total N = 18

Q1_1 - Quality of instruction within the program

17 Responses

40%				47%
			41%	
20%				
0%	6%	6%		
0%				

Highly dissatisfied | Somewhat dissatisfied | Neither satisfied nor disatisfied | Somewhat satisfied | Highly satisfied

Q1_2 - The way textbooks and other materials used in courses within the program help me learn

17 Responses

50%				59%
			35%	
0%	6%	0%		

Highly dissatisfied | Somewhat dissatisfied | Neither satisfied nor disatisfied | Somewhat satisfied | Highly satisfied

Q1_3 - Advice about the program from counselors

14 Responses

		36%		29%
20%			21%	
7%	7%			
0%				

Highly dissatisfied | Somewhat dissatisfied | Neither satisfied nor disatisfied | Somewhat satisfied | Highly satisfied
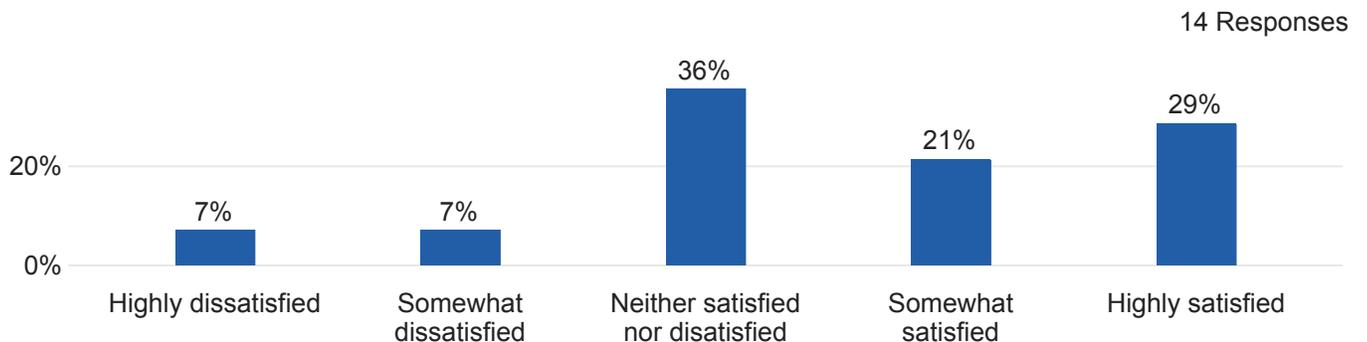
Q1_4 - The way this program meets your educational goals

16 Responses

6%	6%	25%	13%	50%
Highly dissatisfied	Somewhat dissatisfied	Neither satisfied nor disatisfied	Somewhat satisfied	Highly satisfied
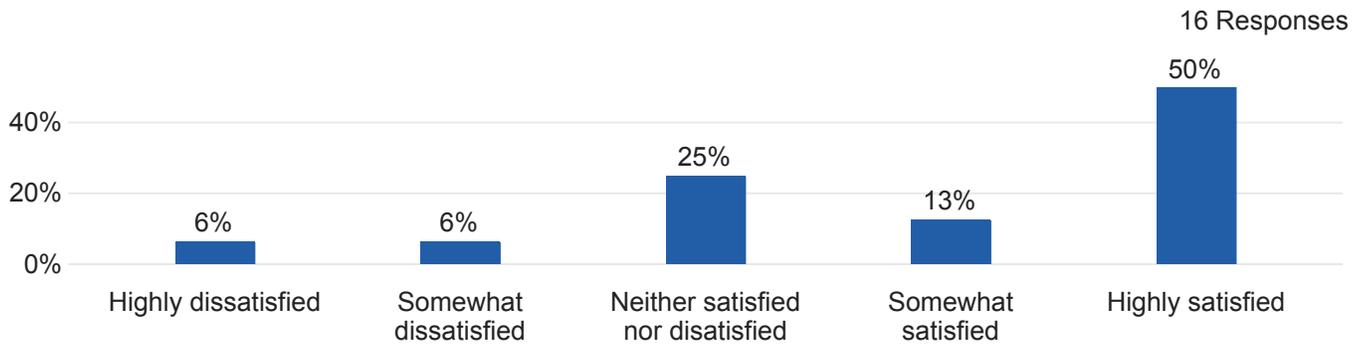
Q1_5 - Contribution towards your intellectual growth

16 Responses

6%	0%	25%	6%	63%
Highly dissatisfied	Somewhat dissatisfied	Neither satisfied nor disatisfied	Somewhat satisfied	Highly satisfied
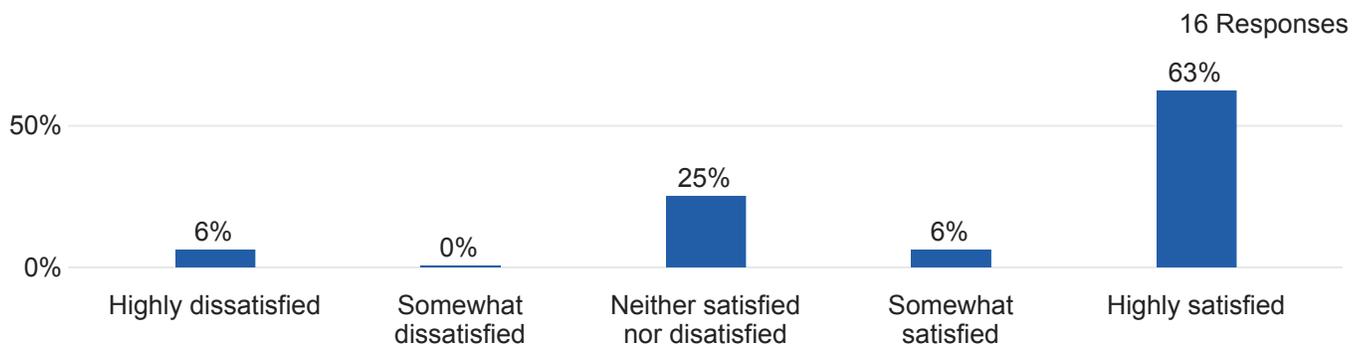
Q1_6 - Clarity of course goals and learning objectives

16 Responses

0%	0%	13%	38%	50%
Highly dissatisfied	Somewhat dissatisfied	Neither satisfied nor disatisfied	Somewhat satisfied	Highly satisfied
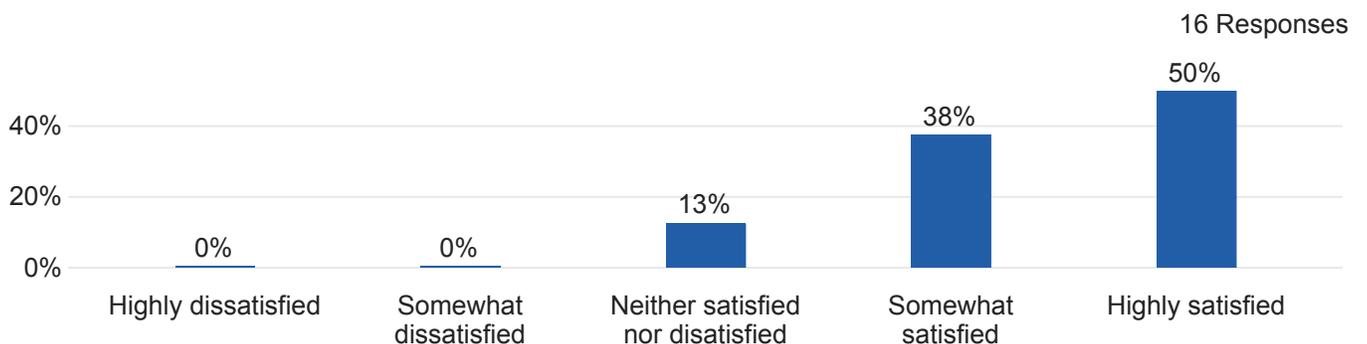
Q1_7 - Feedback and assessment of progress towards learning objectives

15 Responses

	Highly dissatisfied	Somewhat dissatisfied	Neither satisfied nor disatisfied	Somewhat satisfied	Highly satisfied
	0%	0%	20%	27%	53%
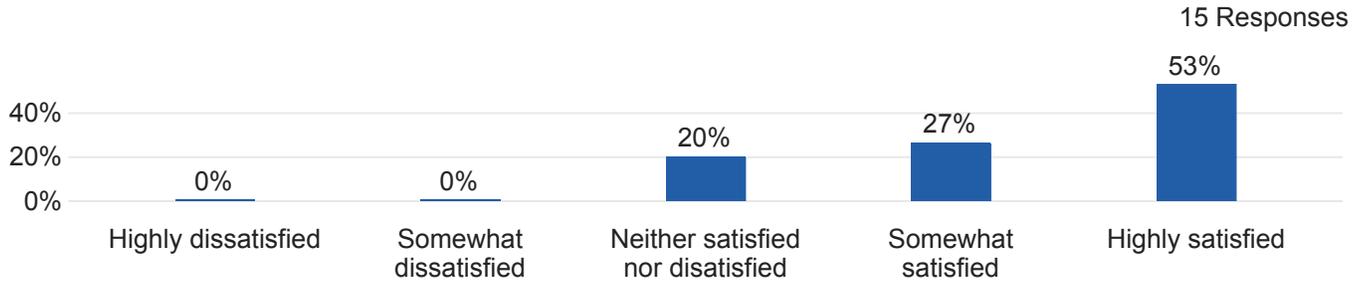
Q1_8 - The availability of courses offered in the Cosmetology program

16 Responses

	Highly dissatisfied	Somewhat dissatisfied	Neither satisfied nor disatisfied	Somewhat satisfied	Highly satisfied
	6%	6%	19%	31%	38%
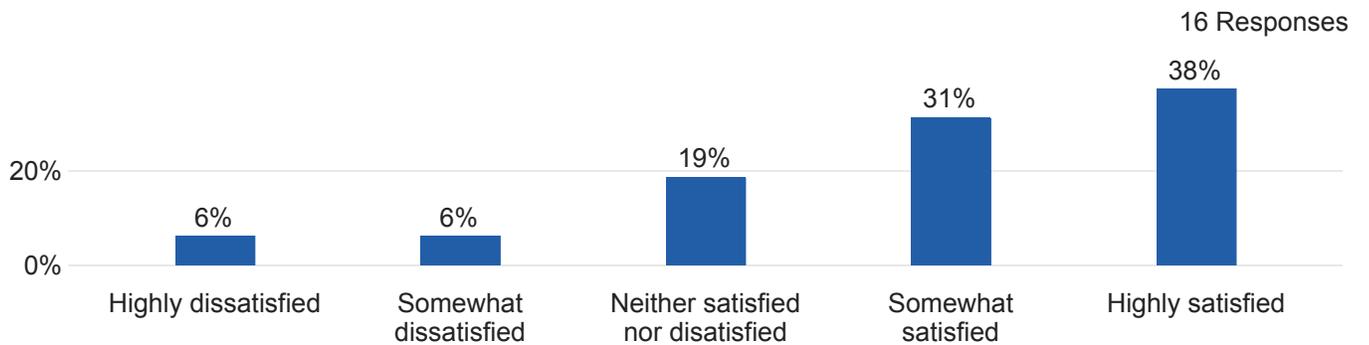
Q1_9 - The content of courses offered in the Cosmetology program

16 Responses

	Highly dissatisfied	Somewhat dissatisfied	Neither satisfied nor disatisfied	Somewhat satisfied	Highly satisfied
	6%	0%	25%	25%	44%
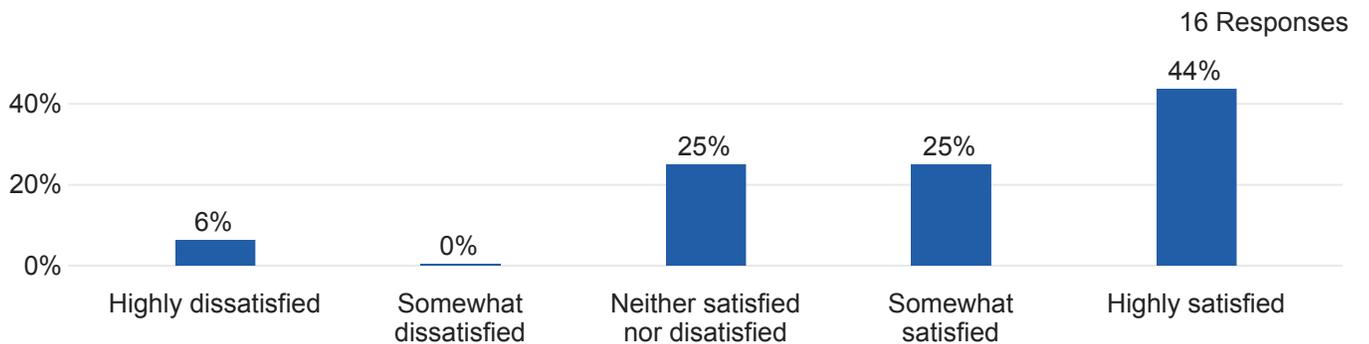
Q1_10 - The coordination of courses offered in the Cosmetology program and courses offered in other departments that may be required for your major

15 Responses

0%	7%	27%	40%	27%
Highly dissatisfied	Somewhat ...	Neither satisfied ...	Somewhat ...	Highly satisfied
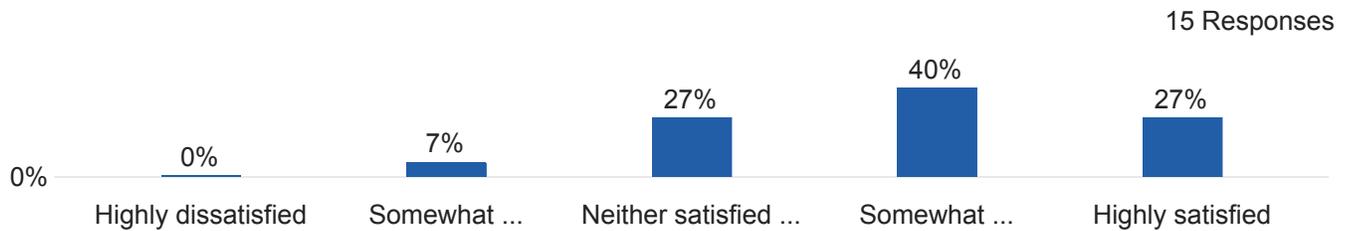
Q1_11 - The physical facilities and space (e.g., classrooms, labs)

8 Responses

25%	13%	0%	38%	25%
Highly dissatisfied	Somewhat dissatisfied	Neither satisfied nor disatisfied	Somewhat satisfied	Highly satisfied
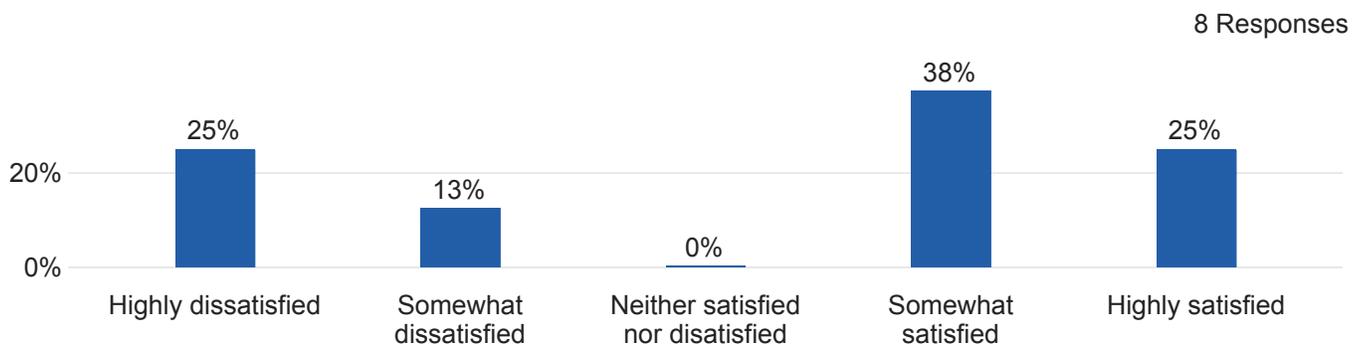
Q1_12 - Instructional equipment (e.g., computers, lab equipment)

11 Responses

18%	9%	9%	45%	18%
Highly dissatisfied	Somewhat dissatisfied	Neither satisfied nor disatisfied	Somewhat satisfied	Highly satisfied
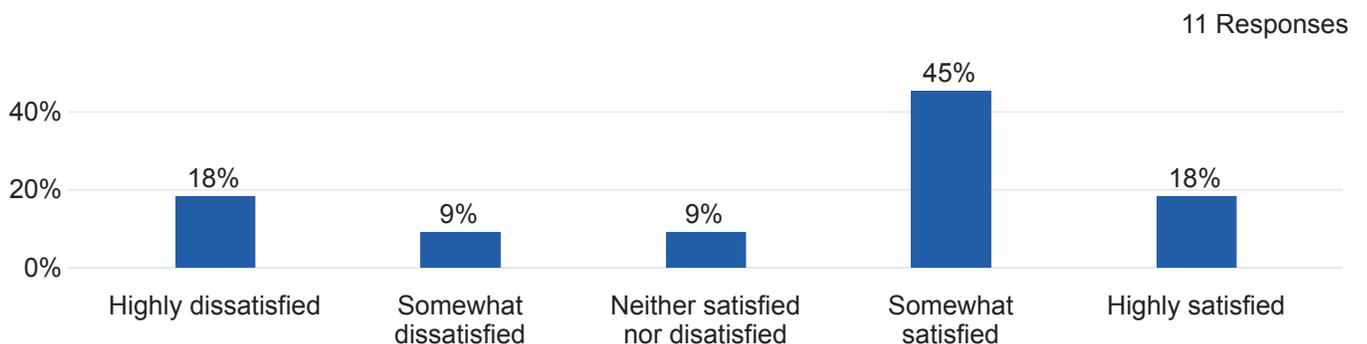
Q1_13 - Presentation of classes via the college's Canvas course management system

13 Responses

	Highly dissatisfied	Somewhat dissatisfied	Neither satisfied nor disatisfied	Somewhat satisfied	Highly satisfied
	8%	8%	38%	23%	23%
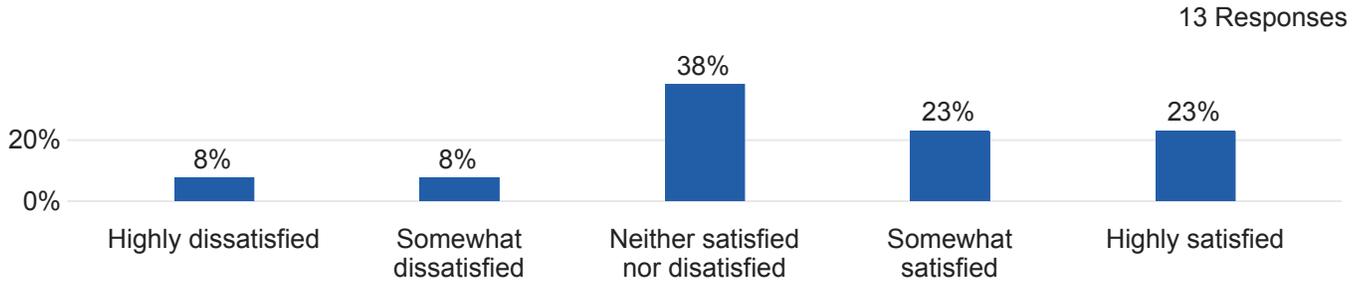
Q1_14 - Course assistance through tutorial services (e.g through the Tutorial Center, Math Lab, Writing Center)

8 Responses

	Highly dissatisfied	Somewhat dissatisfied	Neither satisfied nor disatisfied	Somewhat satisfied	Highly satisfied
	0%	13%	13%	0%	75%
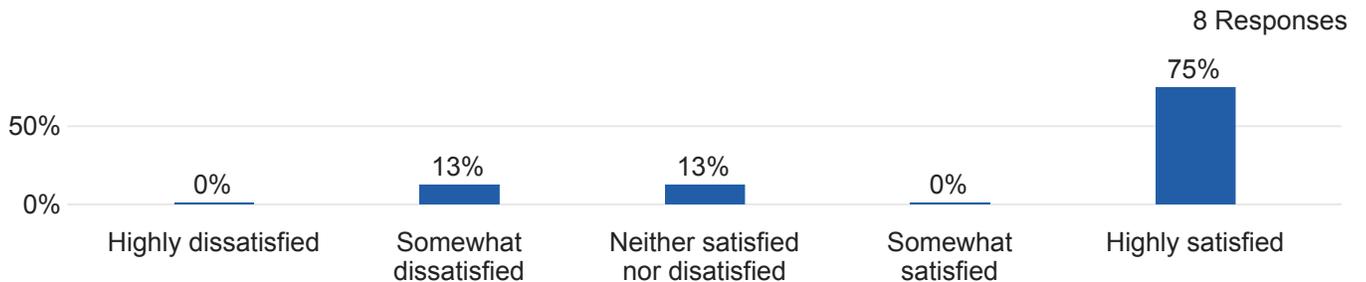
Q1_15 - Availability of appropriate resources in the libraries

6 Responses

	Highly dissatisfied	Somewhat dissatisfied	Neither satisfied nor disatisfied	Somewhat satisfied	Highly satisfied
	17%	17%	17%	0%	50%
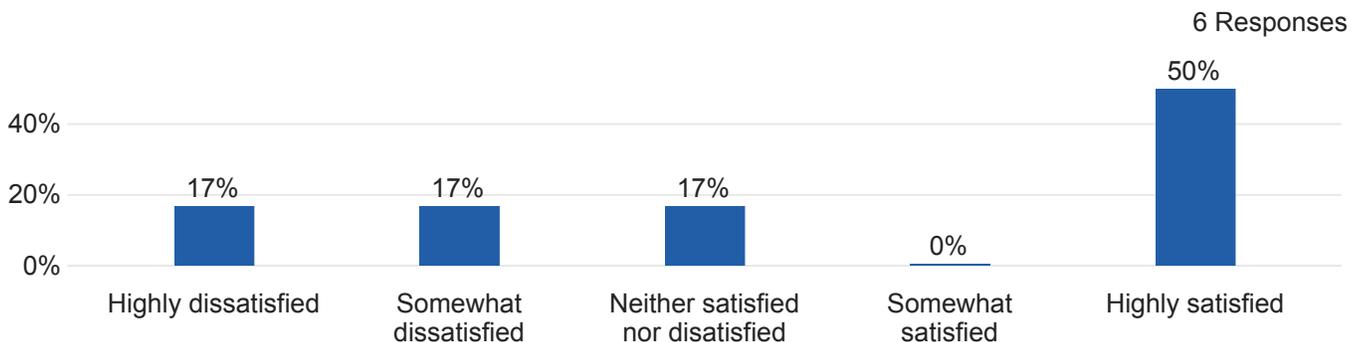
Q2 - Which of the following best describes your reason for taking this and other courses in Cosmetology? - Selected Choice

16 Responses
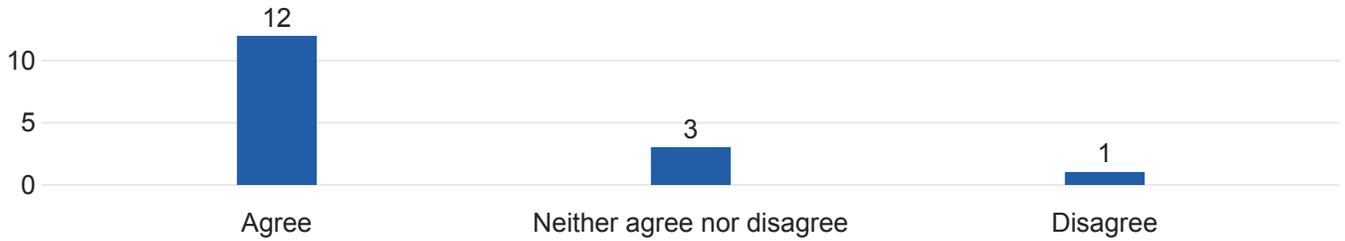
Q3 - Compared to the beginning of the semester, your attitude about Cosmetology has

16 Responses
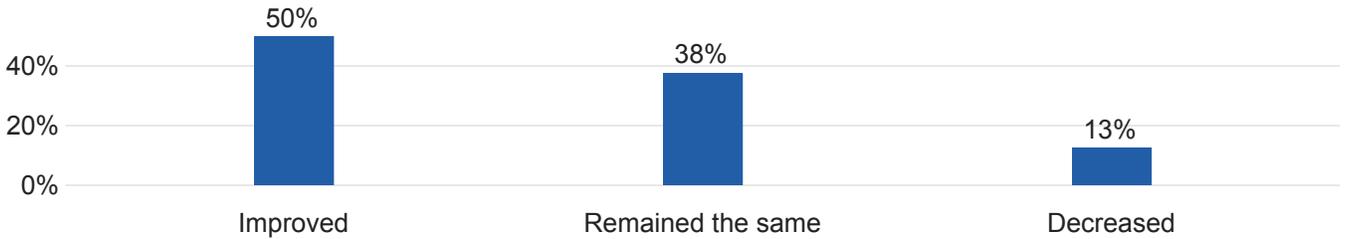
Q4_1 - I would recommend taking courses in the Cosmetology program
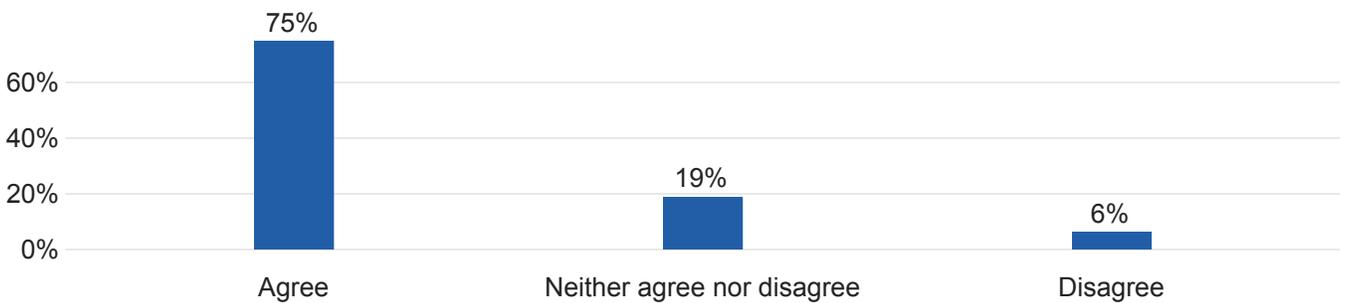
16 Responses

Q4_2 - I plan on taking additional courses in Cosmetology

16 Responses

Agree: 81%
Neither agree nor disagree: 13%
Disagree: 6%
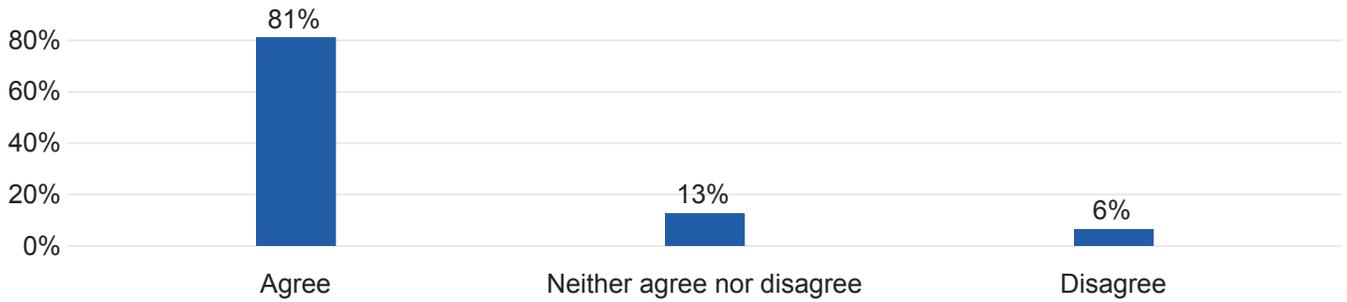
Q5 - Which of the following courses have you taken in Cosmetology?

16 Responses

COS 301: 47%
COS 302: 28%
COS 303: 16%
COS 304: 6%
COS 310: 3%
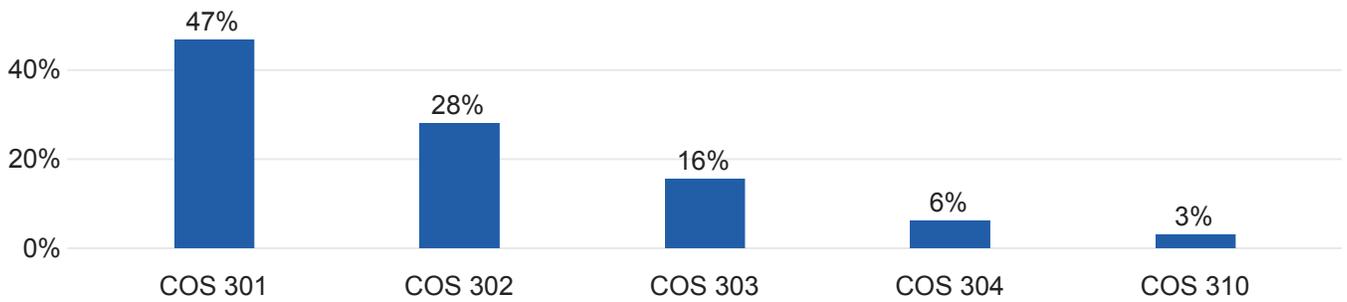
Q6 - Which courses are you taking this semester in Cosmetology?

16 Responses

COS 301: 0%
COS 302: 63%
COS 303: 19%
COS 304: 13%
COS 310: 6%
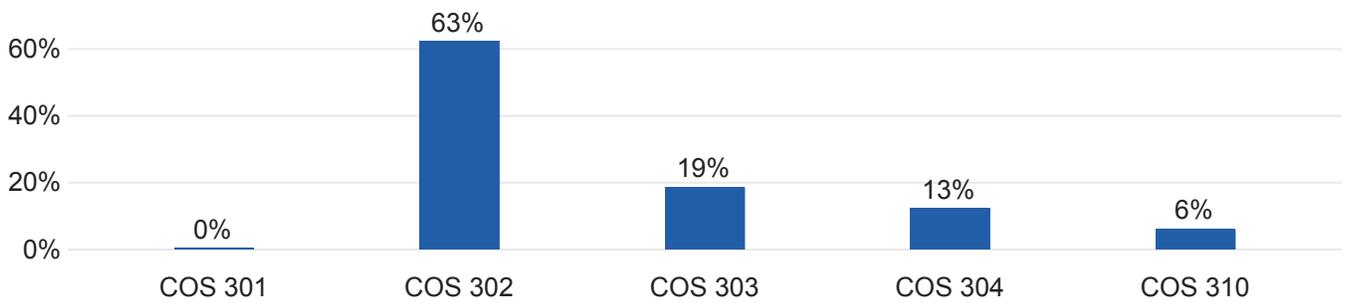
Q7 - How many units have you completed prior to this semester?

11 Responses

0-15 units	73%
16-30 units	18%
31-45 units	0%
46-60 units	9%
61 or more units	0%
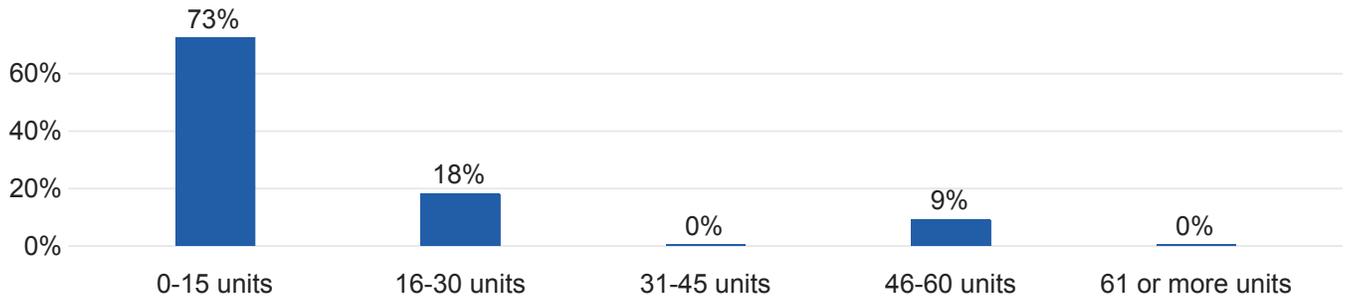
Q8 - In how many units are you currently enrolled?

11 Responses

less than 5 units	36%
5 - 8.5 units	9%
9 - 11.5 units	55%
12 or more units	0%
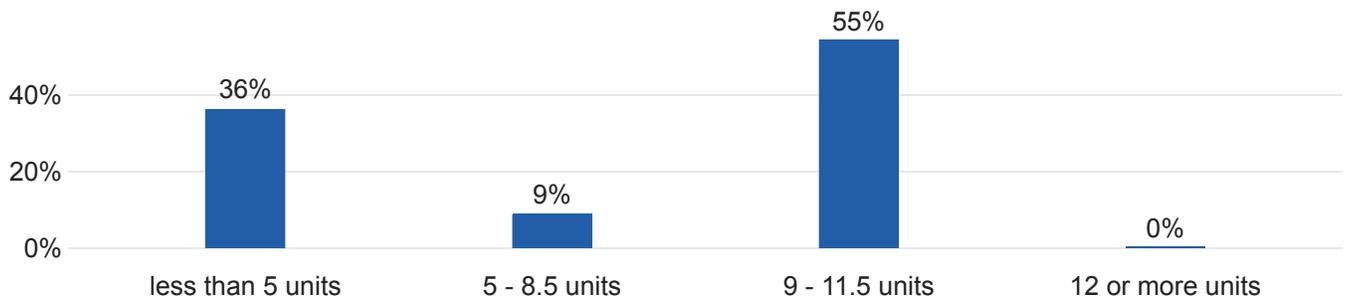
Q9 - What is your final academic goal?

14 Responses

Certificate	43%
AA/AS	29%
Bachelors	7%
Masters or higher	0%
Not certain	21%
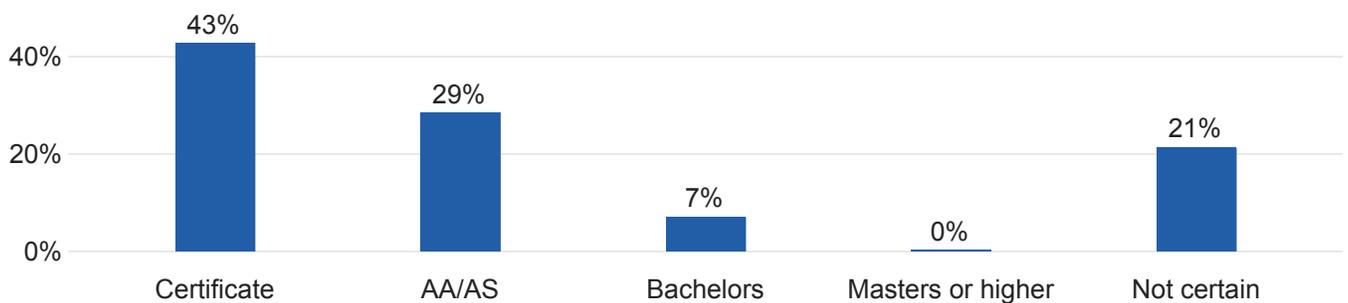
Cosmetology Degree, Certificate, and Courses

Allan Hancock College
Program Outline

Title: Cosmetology
Award Type: Associate in Science

The associate degree and certificate curriculum in cosmetology is designed to prepare men and women for careers as licensed cosmetologists. Upon satisfactory completion of all cosmetology courses, students may qualify to take the California State Board of Cosmetology licensure examination. Licensed cosmetologists are qualified to work as beauticians in beauty salons and to own and operate their own salons.

Admittance to the cosmetology program requires the student to make an appointment with the manager of the private beauty college with which the college has a training contract for an orientation. Contact the program coordinator for specific information. In addition to regular Allan Hancock College fees, students will also be required to purchase a training kit and appropriate uniforms.

The graduate of the Associate in Science in Cosmetology will:

- Qualify for the California State Board of Cosmetology examination for licensure.
- Contribute to the management and operational procedures of a beauty salon.
- Use cosmetology products, tools, and equipment in a safe, healthy, and effective manner.
- Render styles and applications that are fashionable, artistic, and technical in nature.

Program Requirements

A major of 32 units are required for the degree.   **Units:** 32

COS301	Intro to Cosmetology	5
COS302	Beginning Cosmetology	9
COS303	Intermediate Cosmetology	9
COS304	Advanced Cosmetology	9

Total Program Units   **32**

Allan Hancock College
Program Outline

Title: Cosmetology
Award Type: Certificate of Achievement

The certificate of achievement curriculum in cosmetology is designed to prepare men and women for careers as licensed cosmetologists. Upon satisfactory completion of all cosmetology courses, students may qualify to take the California State Board of Cosmetology licensure examination. Licensed cosmetologists are qualified to work as beauticians in beauty salons and to own and operate their own salons.

Admittance to the cosmetology program requires the student to make an appointment with the manager of the private beauty college with which the college has a training contract for an orientation. Contact the program coordinator for specific information. In addition to regular Allan Hancock College fees, students will also be required to purchase a training kit and appropriate uniforms.

The graduate of the Certificate of Achievement in Cosmetology will:

- Qualify for the California State Board of Cosmetology examination for licensure.
- Contribute to the management and operational procedures of a beauty salon.
- Use cosmetology products , tools, and equipment in a safe, healthy, and effective manner.
- Render styles and applications that are fashionable, artistic, and technical in nature.

Program Requirements

A major of 32 units are required for the certificate of achievement.		**Units:** 32
COS301	Intro to Cosmetology	5
COS302	Beginning Cosmetology	9
COS303	Intermediate Cosmetology	9
COS304	Advanced Cosmetology	9

Total Program Units	**32**

Allan Hancock College
Course Outline

Discipline Placement: Cosmetology

Department: Noncredit Education

Prefix and Number: COS 301

Catalog Course Title: Intro to Cosmetology

Banner Course Title: Intro to Cosmetology

Units and Hours

	Hours per Week	Total Hours per Term (Based on 16-18 Weeks)	Total Units
Lecture	-	-	
Lab	15.000	240.0 - 270.0	
Outside-of-Class Hours	-	-	
Total Student Learning Hours	15.0	240.0 - 270.0	5.0
Total Contact Hours	15.0	240.0 - 270.0	

Number of Times Course may be Repeated
0

Grading Method
Letter Grade Only

Requisites

Prerequisite
MATH 521 Foundations of Mathematics

or MATH 531 or higher math course

Entrance Skills

Upon entering this course, the student should be able to:

MATH 521 - Foundations of Mathematics

- use rounding, approximation, and numerical evaluation to assess the reasonableness of numerical answers.
- convert between fractions, decimals, and percents.
- calculate with fractions, decimals, and percents.

- perform operations with signed numbers.
- use ratios and rates to compare quantities.
- use proportions to solve problems.
- use basic arithmetic properties to simplify expressions.
- use order of operations for computations with exponents and square roots.
- evaluate algebraic expressions.
- write algebraic expressions to model variable quantities.
- simplify algebraic expressions by combining like terms and using the distributive law.
- solve simple linear equations.
- compute perimeter, area and volume of simple geometric figures.
- read and interpret graphs and tables.
- plot points in the Cartesian coordinate system.
- graph simple equations in two variables.
- practice good study skills: take notes, study effectively, prepare for test.

Catalog Description

An overview of the field of cosmetology with extensive practice in introductory hair, skin and nail care techniques. The course covers the practices of beauty salon operation, good customer and public relations, and analysis of the Cosmetology Act and State Board Rules and Regulations.

Course Content

Lecture

1. Hairstyling (40 hours technical instruction).
   a. Includes; hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.
2. Permanent waving and chemical straightening (25 hours technical instruction).
   a. Includes; hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.
3. Hair coloring and bleaching (30 hours technical instruction).
   a. Includes: hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.
4. Hair cutting (15 hours technical instruction).
   a. Includes; use of sissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.
5. Laws & Regulations (15 hours technical instruction).
   a. Includes; The Barbering and Cosmetology Act and the Board's Rules and Regulations.
6. Health & Safety (35 hours technical instruction).
   a. Includes; Cosmetology chemistry, nail, hair and skin care preparations, elementary chemical makup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.
7. Disinfection & Sanitation (15 hours technical instruction).
   a. Includes; disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.
8. Anatomy & Physiology (10 hours technical instruction).
   a. Includes; human anatomy, human physiology.
9. Manual, electrical and chemical facials (15 hours technical instruction).
   a. Includes; manual facials including cleansing, scientific manipulations, packs and masks. Electrical facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes. Chemical facials include chemical skin peels, packs, masks and scrubs.
10. Eyebrow beautification and make-up (15 hours technical instruction).

          a. Includes; eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.
    11. Manicuring and pedicuring (10 hours technical instruction).
          a. Includes; water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.
    12. Artificial nails and wraps (15 hours technical instruction).
          a. Includes; artificial nails including, acrylic, liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.

Course Objectives

At the end of the course, the student will be able to:

1. analyze, evaluate and perform the techniques for cutting hair on a mannequin to fit specified hair styles.
2. contrast and compare thermal versus roller hair styling techniques, evaluate the appropriate applications of each, and perform each tecnique on a manniquin.
3. Describe and perform a permanent wave process on a mannequin.
4. Analyze, evaluate, and perform the techniques for coloring hair on a mannequin to prespecified standard.
5. Analyze, evaluate and perform a standard facial treatment process.
6. Analyze, evaluate and perform nail care processes to prespecified standards.
7. Analyze, evaluate and demonstrate skills necessary for successful careers as cosmetologists, including proper hygiene and good grooming, professional ethics, customer relations and general salon management practices.

Methods of Instruction

- **Lab**
- **Methods of Instruction Description:**
  Lab with hands-on training. Students log in and out each day using the time clock at the beauty college. Hours are then tallied by the AHC coordinator for the Cosmetology Program.

Assignments

- **Outside Assignments**
  Read textbook Complete assigned work from handbook

Methods of Evaluation

- **Quizzes**
- **Class Participation**
- **Lab Activities**
- **Class Performance**
- **Other**
  Performance Evaluation

Texts and Other Instructional Materials

Adopted Textbook

1. Milady's Standard: Cosmetology *Cosmetology* Edition: 13 2015
2. *Theory Workbook for Milady's Standard Cosmetology* Edition: 12 2015

Supplemental Texts

1. Students Practical Handbook, provided by the Beauty College.
2. Students will purchase a cosmetology kit directly from the contracted beauty school. Approximate cost is

$825.

Instructional Materials
None

Student Learning Outcomes

1. COS301 SLO1 - Demonstrate ability to effectively communicate with co-workers and management in a beauty salon operation.
2. COS301 SLO2 - Illustrate proficiency in introductory hair, skin and nail techniques on mannequins.
3. COS301 SLO3 - Demonstrate knowledge of the Cosmetology Act and State Board Rules and Regulations.

Distance Learning

This course is not Distance Learning.

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Allan Hancock College
Course Outline

Discipline Placement: Cosmetology

Department: Noncredit Education

Prefix and Number: COS 302

Catalog Course Title: Beginning Cosmetology

Banner Course Title: Beginning Cosmetology

Units and Hours

	Hours per Week	Total Hours per Term (Based on 16-18 Weeks)	Total Units
Lecture	-	-	
Lab	27.000	432.0 - 486.0	
Outside-of-Class Hours	-	-	
Total Student Learning Hours	27.0	432.0 - 486.0	9.0
Total Contact Hours	27.0	432.0 - 486.0	

Number of Times Course may be Repeated
0

Grading Method
Letter Grade Only

Requisites

Prerequisite
COS 301 Intro to Cosmetology
with grade of C or higher

Entrance Skills

Upon entering this course, the student should be able to:

COS 301 - Intro to Cosmetology

- analyze, evaluate and perform the techniques for cutting hair on a mannequin to fit specified hair styles.
- contrast and compare thermal versus roller hair styling techniques, evaluate the appropriate applications of each, and perform each tecnique on a manniquin.
- Describe and perform a permanent wave process on a mannequin.
- Analyze, evaluate, and perform the techniques for coloring hair on a mannequin to prespecified standard.
- Analyze, evaluate and perform a standard facial treatment process.

- Analyze, evaluate and perform nail care processes to prespecified standards.
- Analyze, evaluate and demonstrate skills necessary for successful careers as cosmetologists, including proper hygiene and good grooming, professional ethics, customer relations and general salon management practices.

Catalog Description

Provides students with basic laboratory and salon experience in the field of cosmetology and related sciences. Includes theories and practices in hair styling, permanent waving, chemical straightening, haircutting, hair coloring and bleaching, scalp and hair treatments, facials, eyebrow arching and hair removal, makeup, manicuring and pedicuring. Students are required by the State Board of Cosmetology to complete COS 301, 302, 303, and 304 for a total of 1600 hours in order to qualify to take the licensure examination and become eligible to practice as a cosmetologist.

Course Content

Lecture N/A
Lab

1. Hairstyling (13.5 hours technical instruction, 123.5 hours practical operations).
   a. Includes; hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.
2. Permanent waving and chemical straightening (8.5 hours technical instruction, 105 practical operations).
   a. Includes; hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.
3. Hair coloring and bleaching (10 hours technical instruction, 25 hours practical operations).
   a. Includes: hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.
4. Hair cutting (5 hours technical instruction, 40 hours practical operations).
   a. Includes; use of sissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.
5. Laws & Regulations (8.5 hours technical instruction).
   a. Includes; The Barbering and Cosmetology Act and the Board's Rules and Regulations.
6. Health & Safety (18.5 hours technical instruction).
   a. Includes; Cosmetology chemistry, nail, hair and skin care preparations, elementary chemical makup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.
7. Disinfection & Sanitation (8.5 hours technical instruction).
   a. Includes; disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.
8. Anatomy & Physiology (6.5 hours technical instruction).
   a. Includes; human anatomy, human physiology.
9. Manual, electrical and chemical facials (6.5 hours technical instruction, 23.5 hours practical operations).
   a. Includes; manual facials including cleansing, scientific manipulations, packs and masks. Electrical facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes. Chemical facilas include chemical skin peels, packs, masks and scrubs.
10. Eyebrow beautification and make-up (8.5 hours technical instruction, 18.5 hours practical operations).
    a. Includes; eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.
11. Manicuring and pedicuring (3.5 hours technical instruction, 8.5 hours practical operations).
    a. Includes; water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.
12. Artificial nails and wraps (5 hours technical instruction, 8 hours practical operations).
    a. Includes; artificial nails including, acrylic, liquid and powder brush-ons, artificial nail tips and nail

wraps and repairs

Course Objectives

At the end of the course, the student will be able to:

1. describe and evaluate the chemical compositions of specific cosmetic, nail, hair and skin care preparations, and compare and contrast the purposes of each preparation.
2. identify various types and classifications of bacteria commonly associated with cosmetology environments; describe how they grow and reproduce and determine proper sanitary processes for each type of bacteria.
3. describe types of electrical current, analyze the appropriate applications of each to cosmetology devices and evaluate the proper selection of processes which utilize specific types of current.
4. perform hair analysis and evaluate the appropriate chemical and non-chemical treatments appropriate to processes such as styling, waving, chemical straightening, cutting, coloring and bleaching, and scalp and hair treatments.
5. analyze, evaluate and perform basic wet and thermal hairstyling techniques on mannequins and patrons.
6. analyze, evaluate and perform basic permanent waving and chemical straightening processes on mannequins and patrons.
7. analyze, evaluate and perform basic haircutting techniques on mannequins and patrons.
8. analyze, evaluate and perform basic hair coloring and bleaching processes on mannequins and patrons.
9. analyze, evaluate and perform basic scalp and hair treatments on mannequins and patrons.
10. analyze, evaluate and perform basic facial treatment processes on patrons.
11. analyze, evaluate and perform electrical and manual eyebrow arching and hair removal processes on patrons.
12. analyze, evaluate and perform basic manicuring / pedicuring techniques on patrons.
13. contrast and compare operational procedures utilized by successful beauty salons.

Methods of Instruction

- **Demonstration**
- **Lab**

  Lab with hands-on training.

- **Methods of Instruction Description:**

  Lab with hands-on training.

- **Service Learning**

  Lab with hands-on training. School is open for services to the community so students also practice on clients.

Assignments

- **Outside Assignments**

  1. Read the textbook, and study or review assigned pages and related activities in the textbook as usual.
  2. Complete assigned textbook exercises using the printed and/or electronic textbook (e-book or vText).
  3. Complete assigned electronic workbook exercises.

Methods of Evaluation

- **Exams/Tests**
- **Quizzes**
- **Portfolios**
- **Oral Presentation**
- **Class Participation**
- **Class Work**
- **Home Work**
- **Lab Activities**
- **Class Performance**
- **Other**
  Performance Evaluation

Texts and Other Instructional Materials

Adopted Textbook

1. Milady's Standard *Cosmetology* Edition: 13 2015
2. Milady's Standard *Theory Workbook* Edition: 13 2015

Supplemental Texts

1. Students Practical Handbook, provided by the Beauty College.
2. Students will purchase a cosmetology kit directly from the contracted beauty school. Approximate cost is $825.

Instructional Materials
None

Student Learning Outcomes

1. COS302 SLO1 - Demonstrate elementary-level ability to effectively communicate with clients, co-workers, and management in a beauty salon operation.
2. COS302 SLO2 - Illustrate elementary-level proficiency in basic hair, skin, and nail techniques on clients and mannequins.
3. COS302 SLO3 - Demonstrate elementary-level knowledge of the Cosmetology Act and State Board Rules and Regulations.

Distance Learning

Delivery Methods

- ERT
- Audio/videoconferencing (Zoom, Cranium Café), etc.

Instructor Initiated Contact Hours Per Week: 27.000

Contact Types

1. Other (please specify)

   Emergency Remote Teaching (ERT) in synchronous class meetings.

   Frequency of contact: daily

Adjustments to Assignments

1. Read the online textbook, and study or review assigned pages and related activities in the textbook

as usual.
2. Complete assigned online textbook exercises using the printed and/or electronic textbook (e-book or vText).
3. Complete assigned electronic workbook exercises and submit electronically.

Adjustments to Evaluation Tools

Exams and quizzes are done via the online textbook/workbook platform. Oral presentations are done via video-conferencing, as well as hands-on tasks.

Strategies to Make Course Accessible to Disabled Students

Course will be offered ERT using the online textbook/workbook, which is already ADA accessible, as follows:

- Using ALT tags for all images, photos, maps, and graphics, including image descriptors that can be easily read by screen readers.
- All video used in the online textbook or online textbook platform is closed-captioned.
- All documents used in the course are in PDF format, and links and instructions to download Adobe Acrobat reader have been included.

Inform Students
Information about online services are available to students via the course syllabus, course orientation (in person and/or video conference), online course orientation, as well as via email reminders/announcements to students.

Additional Comments
None

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Allan Hancock College
Course Outline

Discipline Placement: Cosmetology

Department: Noncredit Education

Prefix and Number: COS 303

Catalog Course Title: Intermediate Cosmetology

Banner Course Title: Intermediate Cosmetology

Units and Hours

	Hours per Week	Total Hours per Term (Based on 16-18 Weeks)	Total Units
Lecture	-	-	
Lab	27.000	432.0 - 486.0	
Outside-of-Class Hours	-	-	
Total Student Learning Hours	27.0	432.0 - 486.0	9.0
Total Contact Hours	27.0	432.0 - 486.0	

Number of Times Course may be Repeated
0

Grading Method
Letter Grade Only

Requisites

Prerequisite
COS 302 Beginning Cosmetology

Entrance Skills

Upon entering this course, the student should be able to:

COS 302 - Beginning Cosmetology

- describe and evaluate the chemical compositions of specific cosmetic, nail, hair and skin care preparations, and compare and contrast the purposes of each preparation.
- identify various types and classifications of bacteria commonly associated with cosmetology environments; describe how they grow and reproduce and determine proper sanitary processes for each type of bacteria.
- describe types of electrical current, analyze the appropriate applications of each to cosmetology devices and evaluate the proper selection of processes which utilize specific types of current.
- perform hair analysis and evaluate the appropriate chemical and non-chemical treatments appropriate to

processes such as styling, waving, chemical straightening, cutting, coloring and bleaching, and scalp and hair treatments.
  - analyze, evaluate and perform basic wet and thermal hairstyling techniques on mannequins and patrons.
  - analyze, evaluate and perform basic permanent waving and chemical straightening processes on mannequins and patrons.
  - analyze, evaluate and perform basic haircutting techniques on mannequins and patrons.
  - analyze, evaluate and perform basic hair coloring and bleaching processes on mannequins and patrons.
  - analyze, evaluate and perform basic scalp and hair treatments on mannequins and patrons.
  - analyze, evaluate and perform basic facial treatment processes on patrons.
  - analyze, evaluate and perform electrical and manual eyebrow arching and hair removal processes on patrons.
  - analyze, evaluate and perform basic manicuring / pedicuring techniques on patrons.
  - contrast and compare operational procedures utilized by successful beauty salons.

Catalog Description

Provides students with intermediate laboratory and salon experience in the field of cosmetology and related sciences. Includes theories and practices in hair styling, permanent waving, chemical straightening, haircutting, hair coloring and bleaching, scalp and hair treatments, facials, eyebrow arching and hair removal, makeup manicuring and pedicuring. Students are required by the State Board of Cosmetology to complete COS 301, 302, 303, and 304 for a total of 1600 hours in order to qualify to take the licensure examination and become eligible to practice as a cosmetologist.

Course Content

Lecture N/A
Lab

1. Hairstyling (13.5 hours technical instruction, 123.5 hours practical operations).
   a. Includes; hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.
2. Permanent waving and chemical straightening (8.5 hours technical instruction, 105 practical operations).
   a. Includes; hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.
3. Hair coloring and bleaching (10 hours technical instruction, 25 hours practical operations).
   a. Includes: hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.
4. Hair cutting (5 hours technical instruction, 40 hours practical operations).
   a. Includes; use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.
5. Laws & Regulations (8.5 hours technical instruction).
   a. Includes; The Barbering and Cosmetology Act and the Board's Rules and Regulations.
6. Health & Safety (18.5 hours technical instruction).
   a. Includes; Cosmetology chemistry, nail, hair and skin care preparations, elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.
7. Disinfection & Sanitation (8.5 hours technical instruction).
   a. Includes; disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.
8. Anatomy & Physiology (6.5 hours technical instruction).
   a. Includes; human anatomy, human physiology.
9. Manual, electrical and chemical facials (6.5 hours technical instruction, 23.5 hours practical operations).
   a. Includes; manual facials including cleansing, scientific manipulations, packs and masks. Electrical

facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes. Chemical facials include chemical skin peels, packs, masks and scrubs.

10. Eyebrow beautification and make-up (8.5 hours technical instruction, 18.5 hours practical operations).
    a. Includes; eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.
11. Manicuring and pedicuring (3.5 hours technical instruction, 8.5 hours practical operations).
    a. Includes; water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.
12. Artificial nails and wraps (5 hours technical instruction, 8 hours practical operations).
    a. Includes; artificial nails including, acrylic, liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.

Course Objectives

At the end of the course, the student will be able to:

1. describe and evaluate the chemical compositions of specific cosmetic, nail, hair and skin care preparations, and compare and contrast the purposes of each preparation.
2. identify various types and classifications of bacteria commonly associated with cosmetology environments; describe how they grow and reproduce and determine proper sanitary processes for each type of bacteria.
3. describe types of electrical current, analyze the appropriate applications of each to cosmetology devices and evaluate the proper selection of processes which utilize specific types of current.
4. perform hair analysis and evaluate the appropriate chemical and non-chemical treatments appropriate to processes such as styling, waving, chemical straightening, cutting, coloring and bleaching, and scalp and hair treatments.
5. analyze, evaluate and perform intermediate-level wet and thermal hair styling techniques on mannequins and patrons.
6. analyze, evaluate and perform intermediate-level permanent waving and chemical straightening processes on mannequins and patrons.
7. analyze, evaluate and perform intermediate-level hair cutting techniques on mannequins and patrons.
8. analyze, evaluate and perform intermediate-level hair coloring and bleaching processes on mannequins and patrons.
9. analyze, evaluate and perform intermediate-level scalp and hair treatments on mannequins and patrons.
10. analyze, evaluate and perform basic facial treatment processes on patrons.
11. analyze, evaluate and perform intermediate-level electrical and manual eyebrow arching and hair removal processes on patrons.
12. analyze, evaluate and perform intermediate-level manicuring / pedicuring techniques on patrons.
13. contrast and compare operational procedures utilized by successful beauty salons.

Methods of Instruction

- **Demonstration**
- **Discussion**
- **Lab**

   Lab with hands-on learning.

- **Methods of Instruction Description:**

   Lab, with hands-on training.

- **Service Learning**

   School is open to the community. Student performs tasks on clients as another strategy for hands-on learning.

Assignments

- **Outside Assignments**

1. Read textbook
2. Complete assigned work from handbook

Methods of Evaluation

- **Exams/Tests**
- **Quizzes**
- **Portfolios**
- **Oral Presentation**
- **Class Participation**
- **Class Work**
- **Home Work**
- **Lab Activities**
- **Class Performance**

Texts and Other Instructional Materials

Adopted Textbook

1. *Milady's Standard: Cosmetology* Edition: 13 2015
2. *Milady's Standard: Theory Workbook* Edition: 13 2015

Supplemental Texts

1. Student's Practical Handbook, provided by the Beauty College
2. Students will purchase a cosmetology kit directly from the contracted beauty school. Approximate cost is $825.

Instructional Materials
None

Student Learning Outcomes

1. COS303 SLO1 - Demonstrate intermediate-level ability to effectively communicate with clients, co-workers, and management in a beauty salon operation.
2. COS303 SLO2 - Illustrate intermediate-level proficiency in hair, skin, and nail techniques on clients and mannequins.
3. COS303 SLO3 - Demonstrate intermediate-level of knowledge of the Cosmetology Act and State Board Rules and Regulations.

Distance Learning

Delivery Methods

- ERT
- Audio/videoconferencing (Zoom, Cranium Café), etc.

Instructor Initiated Contact Hours Per Week: 27.000

Contact Types

1. Other (please specify)

    Emergency Remote Teaching (ERT) in synchronous class meetings

Adjustments to Assignments

1. Read the online textbook, and study or review assigned pages and related activities in the textbook as usual.
2. Complete assigned online textbook exercises using the printed and/or electronic textbook (e-book or vText).
3. Complete assigned electronic workbook exercises and submit electronically.

Adjustments to Evaluation Tools

Examinations are done online, via the online textbook platform. Oral presentations and hands-on tasks are performed via video-conferencing.

Strategies to Make Course Accessible to Disabled Students

Course will be offered ERT using the online textbook/workbook, which is already ADA accessible, as follows:

- Using ALT tags for all images, photos, maps, and graphics, including image descriptors that can be easily read by screen readers.
- All video used in the online textbook or online textbook platform is closed-captioned.
- All documents used in the course are in PDF format, and links and instructions to download Adobe Acrobat reader have been included.

Inform Students
Information about online services are available to students via the course syllabus, course orientation (in person and/or video conference), online course orientation, as well as via email reminders/announcements to students.

Additional Comments
None

Allan Hancock College
Course Outline

Discipline Placement: Cosmetology or

Department: Noncredit Education

Prefix and Number: COS 304

Catalog Course Title: Advanced Cosmetology

Banner Course Title: Advanced Cosmetology

Units and Hours

	Hours per Week	Total Hours per Term (Based on 16-18 Weeks)	Total Units
Lecture	-	-	
Lab	27.000	432.0 - 486.0	
Outside-of-Class Hours	-	-	
Total Student Learning Hours	27.0	432.0 - 486.0	9.0
Total Contact Hours	27.0	432.0 - 486.0	

Number of Times Course may be Repeated
0

Grading Method
Letter Grade Only

Requisites

Prerequisite
COS 303 Intermediate Cosmetology

Entrance Skills

Upon entering this course, the student should be able to:

COS 303 - Intermediate Cosmetology

- describe and evaluate the chemical compositions of specific cosmetic, nail, hair and skin care preparations, and compare and contrast the purposes of each preparation.
- identify various types and classifications of bacteria commonly associated with cosmetology environments; describe how they grow and reproduce and determine proper sanitary processes for each type of bacteria.
- describe types of electrical current, analyze the appropriate applications of each to cosmetology devices and evaluate the proper selection of processes which utilize specific types of current.
- perform hair analysis and evaluate the appropriate chemical and non-chemical treatments appropriate to

processes such as styling, waving, chemical straightening, cutting, coloring and bleaching, and scalp and hair treatments.
- analyze, evaluate and perform intermediate-level wet and thermal hair styling techniques on mannequins and patrons.
- analyze, evaluate and perform intermediate-level permanent waving and chemical straightening processes on mannequins and patrons.
- analyze, evaluate and perform intermediate-level hair cutting techniques on mannequins and patrons.
- analyze, evaluate and perform intermediate-level hair coloring and bleaching processes on mannequins and patrons.
- analyze, evaluate and perform intermediate-level scalp and hair treatments on mannequins and patrons.
- analyze, evaluate and perform basic facial treatment processes on patrons.
- analyze, evaluate and perform intermediate-level electrical and manual eyebrow arching and hair removal processes on patrons.
- analyze, evaluate and perform intermediate-level manicuring / pedicuring techniques on patrons.
- contrast and compare operational procedures utilized by successful beauty salons.

Catalog Description

Provides students with advanced laboratory and salon experience in the field of cosmetology and related sciences. Includes theories and practices in hair styling, permanent waving, chemical straightening, haircutting, hair coloring and bleaching, scalp and hair treatments, facials, eyebrow arching and hair removal, makeup, manicuring and pedicuring. Students are required by the State Board of Cosmetology to complete COS 301, 302, 303, and 304 for a total of 1600 hours in order to qualify to take the licensure examination and become eligible to practice as a cosmetologist.

Course Content

Lecture N/A
Lab

1. Hairstyling (13.5 hours technical instruction, 123.5 hours practical operations).
   a. Includes; hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.
2. Permanent waving and chemical straightening (8.5 hours technical instruction, 105 practical operations).
   a. Includes; hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.
3. Hair coloring and bleaching (10 hours technical instruction, 25 hours practical operations).
   a. Includes: hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.
4. Hair cutting (5 hours technical instruction, 40 hours practical operations).
   a. Includes; use of sissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.
5. Laws & Regulations (8.5 hours technical instruction).
   a. Includes; The Barbering and Cosmetology Act and the Board's Rules and Regulations.
6. Health & Safety (18.5 hours technical instruction).
   a. Includes; Cosmetology chemistry, nail, hair and skin care preparations, elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.
7. Disinfection & Sanitation (8.5 hours technical instruction).
   a. Includes; disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.
8. Anatomy & Physiology (6.5 hours technical instruction).
   a. Includes; human anatomy, human physiology.

9. Manual, electrical and chemical facials (6.5 hours technical instruction, 23.5 hours practical operations).
    a. Includes; manual facials including cleansing, scientific manipulations, packs and masks. Electrical facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes. Chemical facilas include chemical skin peels, packs, masks and scrubs.
10. Eyebrow beautification and make-up (8.5 hours technical instruction, 18.5 hours practical operations).
    a. Includes; eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.
11. Manicuring and pedicuring (3.5 hours technical instruction, 8.5 hours practical operations).
    a. Includes; water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.
12. Artificial nails and wraps (5 hours technical instruction, 8 hours practical operations).
    a. Includes; artificial nails including, acrylic, liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.

Course Objectives

At the end of the course, the student will be able to:

1. describe and evaluate the chemical composition of specific cosmetic, nail, hair and skin preparations, and compare and contrast the purposes of each preparation.
2. identify various types and classifications of bacteria commonly associated with cosmetology environments; describe how they grow and reproduce and determine proper sanitary processes for each type of bacteria.
3. describe types of electrical current, analyze the appropriate applications of each to cosmetology devices and evaluate the proper selection of processes which utilize specific types of current.
4. perform hair analysis and evaluate the appropriate chemical and non-chemical treatments appropriate to processes such as styling, waving, chemical straightening, cutting, coloring and bleaching, and scalp and hair treatments.
5. analyze, evaluate, and perform advanced wet and thermal hairstyling techniques on mannequins and patrons.
6. analyze, evaluate, and perform advanced permanent, waving, and chemical straightening processes on mannequins and patrons.
7. analyze, evaluate, and perform advanced hair cutting techniques on mannequins and patrons.
8. analyze, evaluate, and perform advanced hair coloring and bleaching processes on mannequins and patrons.
9. analyze, evaluate, and perform advanced scalp and hair treatments on mannequins and patrons.
10. analyze, evaluate, and perform advanced facial treatment processes on patrons.
11. analyze, evaluate, and perform electrical and manual eyebrow arching and hair removal processes on patrons.
12. analyze, evaluate, and perform advanced manicuring/pedicuring techniques on patrons.
13. compare and contrast operational procedures utilized by successful beauty salons.

Methods of Instruction

- **Demonstration**
- **Discussion**
- **Lab**
- **Methods of Instruction Description:**

    Labs with hands-on training.

- **Service Learning**

    School is open to the community and stduents get to practice on actual clients.

Assignments

- **Outside Assignments**
    1. Read textbook

2. Complete assigned work from handbook

Methods of Evaluation

- **Exams/Tests**
- **Quizzes**
- **Portfolios**
- **Oral Presentation**
- **Class Participation**
- **Class Work**
- **Home Work**
- **Lab Activities**
- **Class Performance**

Texts and Other Instructional Materials

Adopted Textbook

1. *Milady's Standard: Cosmetology* Edition: 13 2015
2. *Milady's Standard: Theory Workbook* Edition: 13 2015

Supplemental Texts

1. Students' Practical Handbook, provided by the Beauty College
2. Students will purchase a cosmetology kit directly from the contracted beauty school. Approximate cost is $825.

Instructional Materials
None

Student Learning Outcomes

1. COS304 SLO1 - Demonstrate advanced-level ability to effectively communicate with clients, co-workers, and management in a beauty salon operation.
2. COS304 SLO2 - Illustrate advanced-level proficiency in hair, skin, and nail techniques on clients and mannequins.
3. COS304 SLO3 - Demonstrate advanced-level knowledge of the Cosmetology Act and State Board Rules and Regulations.

Distance Learning

Delivery Methods

- ERT
- Audio/videoconferencing (Zoom, Cranium Café), etc.

Instructor Initiated Contact Hours Per Week: 27.000

Contact Types

1. Other (please specify)

Adjustments to Assignments

1. Read the textbook, and study or review assigned pages and related activities in the textbook as usual.

2. Complete assigned textbook exercises using the printed and/or electronic textbook (e-book or vText).

3. Complete assigned electronic workbook exercises and submit electronically.

Adjustments to Evaluation Tools

Exams and quizzes are done via the online textbook/workbook platform. Oral presentations are done via video-conferencing, as well as hands-on tasks.

Strategies to Make Course Accessible to Disabled Students

Course will be offered ERT using the online textbook/workbook, which is already ADA accessible, as follows:

- Using ALT tags for all images, photos, maps, and graphics, including image descriptors that can be easily read by screen readers.
- All video used in the online textbook or online textbook platform is closed-captioned.
- All documents used in the course are in PDF format, and links and instructions to download Adobe Acrobat reader have been included.

Inform Students
Information about online services are available to students via the course syllabus, course orientation (in person and/or video conference), online course orientation, as well as via email reminders/announcements to students.

Additional Comments
None

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Allan Hancock College
Course Outline

Discipline Placement: Cosmetology

Department: Noncredit Education

Prefix and Number: COS 310

Catalog Course Title: Manicuring

Banner Course Title: Manicuring

Units and Hours

	Hours per Week	Total Hours per Term (Based on 16-18 Weeks)	Total Units
Lecture	-	-	
Lab	27.000	432.0 - 486.0	
Outside-of-Class Hours	-	-	
Total Student Learning Hours	27.0	432.0 - 486.0	9.0
Total Contact Hours	27.0	432.0 - 486.0	

Number of Times Course may be Repeated
0

Grading Method
Letter Grade Only

Requisites

None

Entrance Skills

None

Catalog Description

Designed to prepare the student to take the state board examination required to obtain a license as a manicurist/pedicurist. Includes the study of anatomy, sanitation and sterilization, and safety precautions as applied to manicuring and pedicuring operations. Students will develop knowledge and skills in water and oil manicuring, hand and arm massage, complete pedicure procedures, massage, and nail analysis.

Course Content

Lecture N/A

Lab

1. The Barbering and Cosmetology Act and the Board's Rules and Regulations (15 hours technical instruction).
2. Cosmetology chemistry related to manicuring practices. (15 hours technical instruction). (Shall include the chemical composition and purpose of nail care preprations).
3. Health and Safety/Hazardous Substances (20 hours technical instruction). (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)
4. Disinfection and sanitation (15 hours technical instruction, 15 hours practical operations).(Shall include precedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)
5. Bacteriology, anatomy and physiology. (15 hours technical instruction).
6. Water and oil manicures, including hand and arm massage. (20 hours technical instruction, 60 hours practical operations).
7. Complete pedicure, including foot and ankle massage. (15 hours technical instruction, 45 hours practical operations).
8. Application of artificial nails.
     a. Acrylic: Liquid and power brush-ons. (20 hours technical instruction, 20 hours practical operations).
     b. Nail tips. (15 hours technical instruction, 60 hours practical operations).
     c. Nail wraps and repairs. (10 hours technical instruction, 40 hours practical operations).

Course Objectives

At the end of the course, the student will be able to:

1. analyze, evaluate and perform nail care processes to prespecified standards.
2. demonstrate proper techniques of sterilization and use of disinfectants.
3. demonstrate skills necesssary for a successfull career as a manicurist/pedicurist including personal grooming, customer relations and ethics.
4. examine nails for the health of nails and to determine if nail fungus exists.

Methods of Instruction

- **Demonstration**
- **Discussion**
- **Lab**
- **Methods of Instruction Description:**

     Lab, with hands-on training.

- **Service Learning**

     School is open to the community and therefore students get to practice on actual clients.

Assignments

- **Outside Assignments**
     1. Read textbook
     2. Complete work assigned from handbook

Methods of Evaluation

- **Exams/Tests**
- **Quizzes**

- **Portfolios**
- **Oral Presentation**
- **Class Participation**
- **Class Work**
- **Home Work**
- **Lab Activities**
- **Class Performance**
- **Other**
  Performance Evaluation

Texts and Other Instructional Materials

Adopted Textbook

1. Milady's Standard *Nail Technology* Edition: 13th 2015
2. *Workbook for Milady's Standard Nail Technology* Edition: 13th 2015

Supplemental Texts

1. Students will purchase a cosmetology kit directly from the contracted beauty school.

Instructional Materials
None

Student Learning Outcomes

1. COS310 SLO1 - Demonstrate ability to effectively communicate with clients, co-workers and management in a beauty salon operation.
2. COS310 SLO2 - Demonstrate sanitation, sterilization, and safety precautions as applied to manicuring and pedicuring operations on clients.
3. COS310 SLO3 - Demonstrate knowledge of the Cosmetology Act and State Board Rules and Regulations.

Distance Learning

Delivery Methods

- ERT
- Audio/videoconferencing (Zoom, Cranium Café), etc.
- Internet

Instructor Initiated Contact Hours Per Week: 27.000

Contact Types

1. Email Communication (group and/or individual communications)
2. Other (please specify)

   Emergency Remote Teaching (ERT) in synchronous class meetings.

3. Other (please specify)

Adjustments to Assignments

1. Read the textbook, and study or review assigned pages and related activities in the textbook as usual.
2. Complete assigned textbook exercises using the printed and/or electronic textbook (e-book or

vText).
3. Complete assigned electronic workbook exercises and submit electronically.

Adjustments to Evaluation Tools

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- All video used in the online textbook or online textbook platform is closed-captioned.
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Inform Students
Information about online services are available to students via the course syllabus, course orientation (in person and/or video conference), online course orientation, as well as via email reminders/announcements to students.

Additional Comments
None

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Advisory Committee Agenda and Meeting Notes

Cosmetology Advisory Council
AGENDA
Monday, March 29, 2021
3:00 p.m. –04:30 p.m.
Zoom Meeting

ALLAN HANCOCK COLLEGE
Start here. Go anywhere.

COMMUNITY MEMBERS

Suzie Almaguer, Fantastic Sams
Dana Avila, Allan Hancock College
Annette Aviles, Institute Beauty Culture
Rosie Berdeja, Broadway Salon
Teresa Chavez, Tere's Beauty Salon
Bruce Cleveland, Trends Salon
Lupita Cruz, LV Hair Salon
Veronica Delgado, 4 Sisters Salon
Maria Luz, Estrada, Nueva Imagen
Jerry Garcia, Creationz Hair Studio
Sheila Gibilisco, Insparations
Irene Herrera, Whipper Snippers
Anthony Hildago, Expressions
Sakora Holper, Accents Salon
Traci Larsen, Hair by Traci Allen Larsen
Daisy Martinez, Textures
Kristi Nickason, Pink Blossom Salon
Nela Perez, Nela's Beauty Salon
Martha Pinedo, Clip Joint
Maria Rodriguez, Plaza Hair Designers
Rawdri Zaragosa, FADE Chasers
Jessica Zerolis, Masterpiece Hair Studio

FACULTY MEMBERS

Dr. Sofia Ramirez Gelpi
Dean, Academic Affairs

Note Taker
Dana Avila

Current/Action Items

I.   Welcome and Introductions

II.   AHC Program
    a.   Certificate/Degree Programs
    b.   Remote Instruction
    c.   Website
    d.   Overview of Registration Process

III. Community Needs
    a.   Salon Services
    b.   Local Trainings

IV.   Future Events
    a.   Local
    b.   Statewide

Next Meeting
TBA

Mission Statement

We will work to build inclusive communities that promote trust and social justice. Allan Hancock College is committed to equity and diversity by ensuring our actions are based on an awareness of the social and historical context of inclusionary practices.

ALLAN HANCOCK COLLEGE

Cosmetology Advisory Meeting Notes	**Date:**	March 29, 2021
	Meeting Place:	Remote-Zoom

Called to order: 3:00 -4:00 p.m.   **Chair(s)**: Dr. Sofia Ramirez Gelpi   **Note Taker:** Dana Avila

Council Members Present: Sofia Ramirez Gelpi, Annette Aviles, Omar Aviles, Jessica Zerolis, Ley Lingmann, Dana Avila

Council Members Absent: Suzie Almaguer, Rosie Berdeja, Teresa Chavez, Bruce Cleveland, Lupita Cruz, Veronica Delgado, Maria Luz Estrada, Jerry Garcia, Sheila Gibilisco, Irene Herrera, Anthony Hildago, Sakora Holper, Traci Allen Larsen, Daisy Martinez, Kristi Nickason, Nela Perez, Martha Pinedo, Maria Rodriguez, Rawdri Zaragosa

Ex-officio Member Present:

Agenda No. 1	Welcome and Introductions

Discussion:
- Sofia welcomed all for attending.
- Each member present introduced themselves and gave a brief description of their position and organization.

Action:

Deadline: None   **Responsibility:**   **None**

Agenda No. 2	AHC Program

Discussion:
- Sofia and Dana reviewed both the cosmetology degree and certificate programs offered by AHC.
- Currently the program is operating remotely. Sofia shared the program statistics on passing rates and program completions.
- AHC's Cosmetology website has been updated to provide students with easier instruction for finding program information and application process.
- Changes to the current registration process have been uploaded to the website. Students will be working more closely with AHC through the application process.

Action: **Instructors will be further researching the possibility of having students intern at local salons for shadowing and hands-on experience. Sofia will be looking into AHC's CTE program to see if it would qualify for students to intern.**

Deadline: None   **Responsibility:**   **None**

Agenda No. 3	Community Needs

Discussion:
- Both Jessica and Ley suggested that students receive additional training in the area of product knowledge, customer service and comfortability in a salon environment.

Action: Annette (Instructor) will be further researching the possibility of having students intern at local salons for shadowing and hands-on experience. Sofia will be looking into AHC's CWE program to see if students participate to receive credit for internships.

Deadline: None   **Responsibility:**

Agenda No. 4   Future Events

Discussion:

• Members discussed a stronger emphasis on product knowledge and how that this knowledge not only can become financially beneficial to the student but also to the clientele.

• Annette reported that manufacturers are currently offering virtual conferences that are geared toward providing product education.

• Ley who represents Sephora is excited to offer licensed graduates an opportunity to work at a local Sephora Salon.

• Annette discussed an upcoming Sunset conference for estheticians. Ley was very interested in receiving additional information about this conference.

Action: Ley will reach out to Annette for further networking and conference information.

Deadline: None   **Responsibility:**

Agenda No. 5   Closing

Discussion:

• Sofia thanked everyone and welcomed everyone to reach out to her if they have any further input.

• Notes will be forwarded to members that couldn't attend for further input.

Action:

Deadline: None   **Responsibility:**

Agenda No. 6   Adjourn

Discussion: • Sofia adjourned the meeting at 4:00 pm